

SEP 29 2020

Commission on Higher Education Annual Procurement Plan for Non-CSE FY 2021

| Code (PAP)  | Procurement Program/Project  | PMO/ End-User             | Mode of Procurement               | Schedule for Each Procurement Activity |                            |                 |                  | Source of Funds | Estimated Budget (PAP) |            |    | Remarks (brief description of Program/Activity/Project)               |
|-------------|--|---------------------------|-----------------------------------|--|----------------------------|-----------------|------------------|-----------------|------------------------|------------|----|---|
|             |  |                           |                                   | Advertisement/Posting of IB/REI        | Submission/Opening of Bids | Notice of Award | Contract Signing |                 | Total                  | MOE        | CO |   |
|             | <b>Operations</b>  |                           |                                   |  |                            |                 |                  |                 |                        |            |    |   |
| 5020101000  | Travelling Expenses (Local)  | Technical/ Admin Division |                                   | N/A                                    | N/A                        | N/A             | N/A              | GoP             | 940,000.00             | 940,000.00 |    | Monitoring and Evaluation of performance of higher education programs |
|             | <b>a. Office and other supplies and materials</b>  |                           |                                   |  |                            |                 |                  |                 |                        |            |    |   |
| 5020301002  | Supplies and Materials available at PS   | Technical/ Admin Division | NP-53.5 Agency-to-Agency          | N/A                                    | N/A                        | N/A             | N/A              | GoP             | 150,000.00             | 150,000.00 |    |   |
| 5020301002  | Supplies and Materials not available at PS   | Technical/ Admin Division | Shopping                          | N/A                                    | N/A                        | N/A             | N/A              | GoP             | 100,000.00             | 100,000.00 |    |   |
| 5020301002  | ICT Supplies   | Technical/ Admin Division | NP-53.9 - Small Value Procurement | N/A                                    | N/A                        | N/A             | N/A              | GoP             | 30,000.00              | 30,000.00  |    |   |
| 5020302000  | Accountable Forms  | Admin division            | NP-53.5 Agency-to-Agency          | N/A                                    | N/A                        | N/A             | N/A              | GoP             | 200,000.00             | 200,000.00 |    |   |
| 5020307000  | Drugs and Medicines  | Technical/ Admin Division | NP-53.9 - Small Value Procurement | N/A                                    | N/A                        | N/A             | N/A              | GoP             | 5,000.00               | 5,000.00   |    |   |
| 50203039000 | Fuel, oil, and Lubricants  | Admin division            | NP-53.9 - Small Value Procurement | N/A                                    | N/A                        | N/A             | N/A              | GoP             | 100,000.00             | 100,000.00 |    |   |
|             | <b>b. Training (e.g. staff development, GAD activities, planning and assesment)</b>                        |                           |                                   |  |                            |                 |                  |                 |                        |            |    |   |
| 5029903000  | Representation (for various meetings, e.g. RQAT, GAD activities, staff development, Planning and assessing | Technical/ Admin Division | NP-53.9 - Small Value Procurement | N/A                                    | N/A                        | N/A             | N/A              | GoP             | 100,000.00             | 100,000.00 |    |   |
| 5020201002  | Training Expenses  | Technical/ Admin Division |                                   | N/A                                    | N/A                        | N/A             | N/A              | GoP             | 80,000.00              | 80,000.00  |    |   |
| 5029906000  | Membership Dues and Contributions to Organizations   | Technical/ Admin Division | Direct Contracting                | N/A                                    | N/A                        | N/A             | N/A              | GoP             | 10,000.00              | 10,000.00  |    |   |
|             | <b>c. Utility</b>  |                           |                                   |  |                            |                 |                  |                 |                        |            |    |   |
| 5020402000  | Electricity  | Admin division            | NP-53.5 Agency-to-Agency          | N/A                                    | N/A                        | N/A             | N/A              | GoP             | 250,000.00             | 250,000.00 |    |   |
| 5020401000  | Water  | Admin division            | NP-53.5 Agency-to-Agency          | N/A                                    | N/A                        | N/A             | N/A              | GoP             | 20,000.00              | 20,000.00  |    |   |
| 5020401000  | Cable, Satellite, Telegraph and Radio Expenses   | Admin division            | NP-53.9 - Small Value Procurement | N/A                                    | N/A                        | N/A             | N/A              | GoP             | 13,000.00              | 13,000.00  |    |   |
|             | <b>c. Communication</b>  |                           |                                   |  |                            |                 |                  |                 |                        |            |    |   |
| 5020501000  | Postage and courier  | Admin division            | Competitive Bidding               | N/A                                    | N/A                        | N/A             | N/A              | GoP             | 50,000.00              | 50,000.00  |    |   |
| 5020502001  | Telephone - mobile   | Technical/ Admin Division | Direct Contracting                | N/A                                    | N/A                        | N/A             | N/A              | GoP             | 100,000.00             | 100,000.00 |    |   |
| 5020502002  | Telephone - landline   | Technical/ Admin Division | Direct Contracting                | N/A                                    | N/A                        | N/A             | N/A              | GoP             | 46,000.00              | 46,000.00  |    |   |
| 5020503002  | Internet subscription  | Technical/ Admin Division | NP-53.9 - Small Value Procurement | N/A                                    | N/A                        | N/A             | N/A              | GoP             | 81,000.00              | 81,000.00  |    |   |
| 5020503002  | Other Subscription Expenses  | Technical/ Admin Division | NP-53.9 - Small Value Procurement | N/A                                    | N/A                        | N/A             | N/A              | GoP             | 20,000.00              | 20,000.00  |    |   |
|             | <b>e. Professional Services</b>  |                           |                                   |  |                            |                 |                  |                 |                        |            |    |   |
| 5021101000  | Legal Services   | Admin division            | Direct Contracting                | N/A                                    | N/A                        | N/A             | N/A              | GoP             | 3,000.00               | 3,000.00   |    |   |
| 5021102000  | Auditing   | Admin division            | NP-53.9 - Small Value Procurement | N/A                                    | N/A                        | N/A             | N/A              | GoP             | 10,000.00              | 10,000.00  |    |   |

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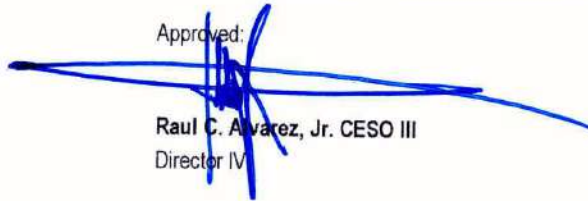
|              |   |                           |                                   |     |     |     |     |     |                     |                     |  |  |
|--------------|---|---------------------------|-----------------------------------|-----|-----|-----|-----|-----|---------------------|---------------------|--|--|
| 5021199000   | Other Professional Services                       | Admin division            | Direct Contracting                | N/A | N/A | N/A | N/A | GoP | 200,000.00          | 200,000.00          |  |  |
| 5021202000   | Janitorial Services                               | Admin division            | Competitive Bidding               | N/A | N/A | N/A | N/A | GoP | 200,000.00          | 200,000.00          |  |  |
| 5021203000   | Security services                                 | Admin division            | Competitive Bidding               | N/A | N/A | N/A | N/A | GoP | 408,000.00          | 408,000.00          |  |  |
| 5021299000   | Other General Services                            | Admin division            | Competitive Bidding               | N/A | N/A | N/A | N/A | GoP | 250,000.00          | 250,000.00          |  |  |
| 5021306000   | Repairs and maintenance of vehicles               | Admin division            | NP-53.9 - Small Value Procurement | N/A | N/A | N/A | N/A | GoP | 100,000.00          | 100,000.00          |  |  |
| 5021306000   | Repairs and maintenance of the building           | Admin division            | NP-53.9 - Small Value Procurement | N/A | N/A | N/A | N/A | GoP | 80,000.00           | 80,000.00           |  |  |
| 5021306000   | Repairs and maintenance of ICT Equipment          | Admin division            | NP-53.9 - Small Value Procurement | N/A | N/A | N/A | N/A | GoP | 5,000.00            | 5,000.00            |  |  |
| 5021306000   | Repairs and maintenance of Furniture and Fixtures | Admin division            | NP-53.9 - Small Value Procurement | N/A | N/A | N/A | N/A | GoP | 20,000.00           | 20,000.00           |  |  |
| 5021305002   | Repairs and maintenance of Office Equipment       | Admin division            | NP-53.9 - Small Value Procurement | N/A | N/A | N/A | N/A | GoP | 50,000.00           | 50,000.00           |  |  |
| 5021501001   | Taxes, duties, and licenses                       | Admin division            | NP-53.5 Agency-to-Agency          | N/A | N/A | N/A | N/A | GoP | 5,000.00            | 5,000.00            |  |  |
| 5021503000   | Fidelity bond premium                             | Admin division            | NP-53.5 Agency-to-Agency          | N/A | N/A | N/A | N/A | GoP | 113,000.00          | 113,000.00          |  |  |
| 5021503000   | Insurance   | Admin division            | NP-53.5 Agency-to-Agency          | N/A | N/A | N/A | N/A | GoP | 180,000.00          | 180,000.00          |  |  |
| 5021503000   | Other Maintenance and Operating Expenses          | Admin division            | NP-53.9 - Small Value Procurement | N/A | N/A | N/A | N/A | GoP | 20,000.00           | 20,000.00           |  |  |
| 5029901000   | Advertising                                       | Admin division            | NP-53.9 - Small Value Procurement | N/A | N/A | N/A | N/A | GoP |                     |                     |  |  |
| 5029902000   | Printing and Publication                          | Admin division            | NP-53.9 - Small Value Procurement | N/A | N/A | N/A | N/A | GoP | 5,000.00            | 5,000.00            |  |  |
| 5021003000   | Extra Ordinary and Miscellaneous Expenses         | Technical/ Admin Division |                                   | N/A | N/A | N/A | N/A | GoP | 118,000.00          | 118,000.00          |  |  |
| <b>TOTAL</b> |   |                           |                                   |     |     |     |     |     | <b>4,062,000.00</b> | <b>4,062,000.00</b> |  |  |

Prepared by:

  
**Myrna I Galarrita**

Officer-In-Charge  
Office of the Chief Administrative Officer

Approved:



**Raul C. Alvarez, Jr. CESO III**  
Director IV