

CHEDROXII Annual Procurement Plan for NON-CSE FY 2021

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	SPECIAL PROJECTS	
	A. OFFICE SUPPLIES & MATERIALS												Procurement of office supplies through DBM and other suppliers for
	Procurement of Common Used Supplies Available at DBM	Admin Division	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Jan-21	Jan-21	GoP	100,000.00	100,000.00	-	
	Procurement of Common Used Supplies Not Available at DBM	Admin Division	NO	Shopping	Jan-21	N/A	Jan-21	Jan-21	GoP	100,000.00	100,000.00	-	
	Procurement of Accountable Forms	Admin Division	NO	NP-53.5 Agency-to-Agency	QUARTERLY				GoP	50,000.00	50,000.00	-	
	B. UTILITIES												Procurement of Electricity and water Supply for the whole
	Procurement of Electric Supply	Admin Division	NO	NP-53.5 Agency-to-Agency	MONTHLY				GoP	500,000.00	500,000.00	-	
	Procurement of Water Supply	Admin Division	NO	NP-53.5 Agency-to-Agency	MONTHLY				GoP	84,000.00	84,000.00	-	
	C. COMMUNICATIONS												Procurement of Office Telecommunication Services and Internet connection for the whole year
	Procurement of Telephone and Landline Connection	Admin Division	NO	Direct Contracting	MONTHLY				GoP	60,000.00	60,000.00	-	
	Procurement of Internet Subscription	Admin Division	NO	Direct Contracting	MONTHLY				GoP	100,000.00	100,000.00	-	
	Procurement of Subscription to Virtual Teleconferencing App	Technical Division/ UniFAST Division/ RDs Office	NO	Direct Contracting	ANNUAL				GoP	360,000.00	360,000.00		

	D. CONDUCT OF REGULAR OFFICE ACTIVITIES												Procurement of Venue and Catering Services for the Conduct of Annual Office Activities
	Procurement of Venue and Catering Services for CHEDRO XII Annual Strategic Planning	Admin Division	NO	NP-53.9 - Small Value Procurement	Jul-21	N/A	Jul-21	Jul-21	GoP	60,000.00	60,000.00	-	
	Procurement of Venue and Catering Services for CHED Anniversary	Admin Division	NO	NP-53.9 - Small Value Procurement	Apr-21	N/A	Apr-21	Apr-21	GoP	100,000.00	100,000.00	-	
	Procurement of Catering Services for the conduct of Mid Year Assessment and Evaluation	Admin Division	NO	NP-53.9 - Small Value Procurement	Jun-21	N/A	Jun-21	Jun-21	GoP	61,920.00	61,920	-	
	Procurement of Venue and Catering Services for CHEDRO XII Year-end Assessment and Evaluation	Admin Division	NO	NP-53.9 - Small Value Procurement	Dec-21	N/A	Dec-21	Dec-21	GoP	100,000.00	100,000.00	-	
	E. CONDUCT OF OFFICE ACTIVITIES FOR SPECIAL PROGRAMS AND OTHER TRAININGS												Procurement of Venue and Catering Services for the Activity Conduct of Special Programs and Other Trainings
	Procurement of Catering Services for K to 12 Transition Program Project, Planning, and Review	K to 12 Unit	NO	NP-53.9 - Small Value Procurement	Jan-21	N/A	Jan-21	Jan-21	Special Purpose Fund	4,000.00	-	4,000.00	
	National Student Loan Program- Short Term Orientation	Unifast Unit	NO	NP-53.9 - Small Value Procurement	Feb-21	N/A	Feb-21	Feb-21	Special Purpose Fund	200,000.00	-	200,000.00	
	Firming Up of Plans and Targets for FY 2021	Admin Division	NO	NP-53.9 - Small Value Procurement	Jan-21	N/A	Jan-21	Jan-21	GoP	14,000.00	14,000	-	
	Procurement of Catering Services for the Conduct of ISO Orientation and Training for CHEDRO Employees	ISO Team	NO	NP-53.9 - Small Value Procurement	Jan-21	N/A	Jan-21	Jan-21	GoP	60,000.00	60,000	-	
	Disbursement and Liquidation Seminar for HEIS with TES grantees for AY 2019-2020	Unifast Unit	NO	NP-53.9 - Small Value Procurement	Apr-21	N/A	Mar-21	Mar-21	Special Purpose Fund	260,000.00	-	260,000.00	
	Procurement of Catering Services for Re-Orientation on TES Application	Unifast Unit	NO	NP-53.9 - Small Value Procurement	May-21	N/A	May-21	May-21	Special Purpose Fund	100,000.00	-	100,000.00	

Procurement of Catering Services for Mid Year Assessment and Evaluation of CHED K to 12 Regional PMU	K to 12 Unit	NO	NP-53.9 - Small Value Procurement	Jul-21	N/A	Jul-21	Jul-21	Special Purpose Fund	4,000.00	-	4,000.00
Procurement of Catering Services for the Seminar/Orientation on the Implementation of Joint Circular Memorandum(JMC) No. 2017-2 for CHED Tulong Dunong Program and Free Tuition	StuFAPs Unit	NO	NP-53.9 - Small Value Procurement	Jul-21	N/A	Jul-21	Jul-21	Special Purpose Fund	75,000.00	-	75,000.00
ASEAN Celebration	Admin Division	NO	NP-53.9 - Small Value Procurement	Aug-21	N/A	Aug-21	Aug-21	Special Purpose Fund	300,000.00	-	300,000.00
Procurement of Catering Services for DARETO and IDIG Project Exhibit	K to 12 Unit	NO	NP-53.9 - Small Value Procurement	Sep-21	N/A	Sep-21	Sep-21	Special Purpose Fund	56,000.00	-	56,000.00
Procurement of Catering Services for the Submission on the Documentary Requirements for TES Application	Unifast Unit	NO	NP-53.9 - Small Value Procurement	May-21	N/A	May-21	May-21	Special Purpose Fund	75,000.00	-	75,000.00
Procurement of Catering Services for the conduct of Orientation on Student Loan Program for the stakeholders	Unifast Unit	NO	NP-53.9 - Small Value Procurement	Apr-21	N/A	Apr-21	Apr-21	Special Purpose Fund	75,000.00	-	75,000.00
Proposed Consultation with Registrars and Records Officer on Updating of Student's Scholastic Records	Admin Division	NO	NP-53.9 - Small Value Procurement	Oct-21	N/A	Oct-21	Oct-21	GoP	10,050.00	10,050	-
Consortium of Higher Education Institution	Technical Division	NO	NP-53.9 - Small Value Procurement	Oct-21	N/A	Oct-21	Oct-21	GoP	60,000.00	60,000	-
GAD in Higher education in the period of pandemic	A.R. Dafielmote	NO	NP-53.9 - Small Value Procurement	Oct-21	N/A	Oct-21	Oct-21	GoP	40,000.00	40,000	-
Training on gender analysis tools for GFPS	A.R. Dafielmote	NO	NP-53.9 - Small Value Procurement	Oct-21	N/A	Oct-21	Oct-21	GoP	30,000.00	30,000	-
Meeting of CHEDRO GFPS on adjusted GPB 2020	A.R. Dafielmote	NO	NP-53.9 - Small Value Procurement	Oct-21	N/A	Oct-21	Oct-21	GoP	50,000.00	50,000	-
Meeting with GAD Focals of SUCs to present adjusted GPB 2020	A.R. Dafielmote	NO	NP-53.9 - Small Value Procurement	Oct-21	N/A	Oct-21	Oct-21	GoP	15,000.00	15,000	-

Conference on ETEEAP	A.R. Dafielmote	NO	NP-53.9 - Small Value Procurement	Nov-21	N/A	Nov-21	Nov-21	GoP	23,000.00	23,000	-	
Training on how to make CODI Functional	A.R. Dafielmote	NO	NP-53.9 - Small Value Procurement	Nov-21	N/A	Nov-21	Nov-21	GoP	30,000.00	30,000	-	
Regional UniFAST Summit	Unifast Unit	NO	NP-53.9 - Small Value Procurement	Nov-21	N/A	Nov-21	Nov-21	Special Purpose Fund	1,200,000.00	-	1,200,000.00	
Education Summit	Technical Division	NO	NP-53.9 - Small Value Procurement	Nov-21	N/A	Nov-21	Nov-21	GoP	50,000.00	50,000	-	
F. CONTINGENCIES												Contingencies for foreseen and unforeseen expenses
Contingency for Airfares	All Employees Involved	NO	Direct Contracting	As need arise				GoP	600,000.00	600,000	-	
Contingency for Office Equipments Repairs and Maintenance	Admin Division	NO	Direct Contracting	As need arise				GoP	100,000.00	100,000	-	
Contingency for Transportation Equipments Repairs and Maintenance	Admin Division	NO	Direct Contracting	As need arise				GoP	100,000.00	100,000	-	
Contingency for Hiring of Transportation Services	Admin Division	NO	Direct Contracting	As need arise				GoP	50,000.00	50,000	-	
Contingency for Accommodation (Guests/Visitors/Personnel)	Admin Division	NO	NP-53.9 - Small Value Procurement	As need arise				GoP	80,000.00	80,000	-	
TOTAL									5,336,970	2,987,970.00	2,349,000.00	-

Prepared and Certified by:

MARIA TERESA L. SAMONTE, Ed. D
Chief Administrative Officer

Certified Funds Available/ Certified Appropriate Funds Available:

GLAIZA S. ONDOY, CPA
Administrative Officer IV

Approved by:

NELIA A. ALIBIN, Ph.D.
Director IV