## (Commission on Higher Education RO-IX) Annual Procurement Plan Non CSE for FY 2023

| 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 | CO | |
| - | **Supplies Expenses** | - | - | - | - | - | - | - | - | - | - | - | - |
| 26 004 0300009 | a. Office Supplies available at PS-DBM | Admin and Technical Division | NO | NP-53.5 Agency-to-Agency | 1st Qtr / 3rd Qtr | 1st Qtr / 3rd Qtr | 1st Qtr / 3rd Qtr | 1st Qtr / 3rd Qtr | GoP | 343,339.13 | 343,339.13 | 0 | Please see attached APP CSE 2023 |
| - | **Accountable Forms** | - | - | - | - | - | - | - | - | - | - | - | - |
| 26 004 0300009 | a. Official Receipt | Admin Division | NO | NP-53.5 Agency-to-Agency | As the need arises | As the need arises | As the need arises | As the need arises | GoP | 20,000.00 | 20,000.00 | 0 | Procurement of Official Receipts for use in Cashier Unit |
| 26 004 0300009 | b. Check booklet | Admin Division | NO | NP-53.5 Agency-to-Agency | As the need arises | As the need arises | As the need arises | As the need arises | GoP | 20,000.00 | 20,000.00 | 0 | Procurement of Check Booklets for use in Cashier Unit |
| 26 004 0300009 | c. Security Papers | Admin Division | NO | NP-53.5 Agency-to-Agency | As the need arises | As the need arises | As the need arises | As the need arises | GoP | 50,000.00 | 50,000.00 | 0 | Procurement of Check Booklets for use in Cashier Unit |
| - | **Fuel, Oil, and Lubricants Expenses** | - | - | - | - | - | - | - | - | - | - | - | - |
| 26 004 0300009 | a. Fuel, Oil, and Lubricants | Admin and Technical Division | NO | NP-53.14 Direct Retail Purchase of P | Monthly | Monthly | Monthly | Monthly | GoP | 230,000.00 | 230,000.00 | 0 | Procurement for the Fuel consumption of the 2 Office Vehicles |
| - | **Utilities Expenses** | - | - | - | - | - | - | - | - | - | - | - | - |
| 26 004 0300009 | a. Water Expenses | Admin and Technical Division | NO | Direct Contracting | Monthly | Monthly | Monthly | Monthly | GoP | 44,000.00 | 44,000.00 | 0 | Procurement of Water Utility Services for the Regional Office and Executive Office in Pagadian City |
| 26 004 0300009 | b. Electricity Expenses | Admin and Technical Division | NO | Direct Contracting | Monthly | Monthly | Monthly | Monthly | GoP | 400,000.00 | 400,000.00 | 0 | Procurement of Electricity Services for the Regional Office and Executive Office in Pagadian City |
| - | **Communication Expenses** | - | - | - | - | - | - | - | - | - | - | - | - |
| 26 004 0300009 | a. Postage and Courier Services | Admin Division | NO | NP-53.9 - Small Value Procurement | As the need arises | As the need arises | As the need arises | As the need arises | GoP | 40,000.00 | 40,000.00 | 0 | Procurement of Postage and Courier Services for the Regional Office and Executive Office in Pagadian City |
| | **Telephone Expenses** | | | | - | - | - | - | - | - | - | - | |
| 26 004 0300009 | a. Mobile | Division Heads | NO | NP-53.9 - Small Value Procurement | Monthly | Monthly | Monthly | Monthly | GoP | 78,000.00 | 78,000.00 | 0 | Procurement of Mobile Load Allowance for the Division Heads |
| 26 004 0300009 | b. Landline | Admin and Technical Division | NO | Direct Contracting | Monthly | Monthly | Monthly | Monthly | GoP | 115,000.00 | 115,000.00 | 0 | Procurement of Landline Services for the Regional Office and Executive Office in Pagadian City |
| | **Subscription Expenses** | - | - | - | - | - | - | - | - | - | - | - | - |
| 26 004 0300009 | a. Internet Subscription Expense | Admin and Technical Division | NO | NP-53.9 - Small Value Procurement | Monthly | Monthly | Monthly | Monthly | GoP | 90,000.00 | 90,000.00 | 0 | Procurement of Internet Services for the Regional Office and Executive Office in Pagadian City |
| 26 004 0300009 | b. Newspaper Subscription | Admin Division | NO | NP-53.9 - Small Value Procurement | As the need arises | As the need arises | As the need arises | As the need arises | GoP | 10,000.00 | 10,000.00 | 0 | Procurement of Newspaper Subscription for the Regional Office |
| 26 004 0300009 | c. Zoom subscription | Admin and Technical Division | NO | NP-53.9 - Small Value Procurement | As the need arises | As the need arises | As the need arises | As the need arises | GoP | 20,000.00 | 20,000.00 | 0 | Procurement of Zoom Subscription for the Regional Office and Executive Office in Pagadian City |
| - | **General Services** | - | - | - | - | - | - | - | - | - | - | - | - |
| 26 004 0300009 | a. Security Services | Admin and Technical Division | YES | NP-53.9 - Small Value Procurement | October 2023 | October 2023 | January 2023 | January 2023 | GoP | 144,000.00 | 144,000.00 | 0 | Procurement of Sercurity Services for the Regional Office |
| 26 004 0300009 | b. Mineral Water | Admin and Technical Division | NO | NP-53.9 - Small Value Procurement | As the need arises | As the need arises | As the need arises | As the need arises | GoP | 30,000.00 | 30,000.00 | 0 | Procurement for the Water Consumption of the Regional Office and Executive Office in Pagadian City |
| | **Repair and Maintenance Expenses** | - | - | - | - | - | - | - | - | - | - | - | - |
| 26 004 0300009 | a. Buildings and Other Structures | Admin and Technical Division | NO | NP-53.9 - Small Value Procurement | As the need arises | As the need arises | As the need arises | As the need arises | GoP | 50,000.00 | 50,000.00 | 0 | Procurement for the Repair and Maintenance Expenses of Regional Office building |
| 26 004 0300009 | b. Office Equipments | Admin and Technical Division | NO | NP-53.9 - Small Value Procurement | As the need arises | As the need arises | As the need arises | As the need arises | GoP | 100,000.00 | 100,000.00 | 0 | Procurement for the Repair and Maintenance Expenses of Office Equipments |
| 26 004 0300009 | c. Motor Vehicles | Admin and Technical Division | NO | NP-53.9 - Small Value Procurement | As the need arises | As the need arises | As the need arises | As the need arises | GoP | 40,000.00 | 40,000.00 | 0 | Procurement for the Repair and Maintenance Expenses of 2 Office vehicles |
| - | **Insurance Premiums** | - | - | - | - | - | - | - | - | - | - | - | - |
| 26 004 0300009 | a. Fidelity Bond Premiums | Admin Division | NO | NP-53.5 Agency-to-Agency | As the need arises | As the need arises | As the need arises | As the need arises | GoP | 30,000.00 | 30,000.00 | 0 | For the application and renewal of fidelity bonds of CHED Authorized Employees |
| 26 004 0300009 | b. Insurance Expenses | Admin Division | NO | NP-53.5 Agency-to-Agency | October 2023 | October 2023 | October 2023 | October 2023 | GoP | 50,000.00 | 50,000.00 | 0 | For the Insurance Expense of the 2 Office vehicles and Regional Office building |
| - | **Printing and Publication Expenses** | - | - | - | - | - | - | - | - | - | - | - | - |
| 26 004 0300009 | Printing and Publication | Admin Division | NO | NP-53.9 - Small Value Procurement | As the need arises | As the need arises | As the need arises | As the need arises | GoP | 50,000.00 | 50,000.00 | 0 | Procurement for the printing and binding expenses of Regional Annual Report |
| - | **Representation Expenses** | - | - | - | - | - | - | - | - | - | - | - | - |
| 26 004 0300009 | a. CHEDRO IX Quarterly Planning Activity | Admin and Technical Division | NO | NP-53.10 Lease of Real Property and | Quarterly | Quarterly | Quarterly | Quarterly | GoP | 25,000.00 | 25,000.00 | 0 | Procurement for the food and venue in the conduct of Annual pre-planning workship |
| 26 004 0300009 | b. Annual CHED Anniversary | Admin and Technical Division | NO | NP-53.10 Lease of Real Property and | May 2023 | May 2023 | May 2023 | May 2023 | GoP | 20,000.00 | 20,000.00 | 0 | Procurement for the food and venue in the conduct of Annual CHED Anniversary |
| 26 004 0300009 | c. Meetings/Orientations/Mid-Year and Year-end Assessment | Admin and Technical Division | NO | NP-53.9 - Small Value Procurement | As the need arises | As the need arises | As the need arises | As the need arises | GoP | 58,000.00 | 58,000.00 | 0 | Procurement for the food in the conduct of office meetings, orientations, mid-year and year-end assessments |

Prepared by:

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1/25/2023

Funds Availability:

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1/25/2023

Recommending Approval:

MAJIDALYN M. ROLDAN
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1/25/2023

Approved by:

DR. RODY P. GARCIA
OIC, Regional Director
1/25/2023