



0-0116

(Commission on Higher Education RO-IX) Annual Procurement Plan - NON CSE for 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	CO	
-	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	5,000.00	5,000.00	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	10,000.00	10,000.00	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	Monthly	Monthly	Monthly	Monthly	GoP	210,000.00	210,000.00	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	49,000.00	49,000.00	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	590,000.00	590,000.00	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	52,000.00	52,000.00	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	130,000.00	130,000.00	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	78,000.00	78,000.00	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	8,000.00	8,000.00	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	12,000.00	12,000.00	0	Procurement of Zoom Subscription for the Regional Office and Executive Office in Pagadian City
26 004 0300009	d. Cable Services	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	7,000.00	7,000.00	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 2020	October 2020	January 2021	January 2021	GoP	200,000.00	200,000.00	0	Procurement of Security 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	20,000.00	20,000.00	0	Procurement for the Water Consumption of the Regional Office and Executive Office in Pagadian City
26 004 0300009	c. Janitorial Services	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 of Janitorial Services for the Regional Office
-	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	40,000.00	40,000.00	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
-	Taxes, Insurance Premiums and Other Fees	-	-	-	-	-	-	-	-	-	-	-	-
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 2021	October 2021	October 2021	October 2021	GoP	36,000.00	36,000.00	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	56,000.00	56,000.00	0	Procurement for the printing and binding expenses of Regional Annual Report
-	Representation Expenses	-	-	-	-	-	-	-	-	-	-	-	-
26 004 0300009	a. Annual Pre-planning Workshop	Admin and Technical Division	NO	NP-53.10 Lease of Real Property at	December 2021	December 2021	December 2021	December 2021	GoP	25,500.00	25,500.00	0	Procurement for the food and venue in the conduct of Annual pre-planning workshop
26 004 0300009	b. Annual CHED Anniversary	Admin and Technical Division	NO	NP-53.10 Lease of Real Property at	May 2021	May 2021	May 2021	May 2021	GoP	14,000.00	14,000.00	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	60,500.00	60,500.00	0	Procurement for the food in the conduct of office meetings, orientations, mid-year and year-end assessments
Grand Total										1,841,000.00	1,841,000.00	-	

Prepared by:

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 Admin Officer III
 1/31/2022

Funds Availability

AIMEE JANIE D. CALIXTON, CPA
 Accountant III
 1/31/2022

Recommending Approval

MA. DALYN M. ROLDAN
 Chief Administrative Officer
 1/31/2022

Approved by:

DR. RODY P. GARCIA
 OIC, Regional Director
 1/31/2022