

CHED Regional Office III
Indicative Annual Procurement Plan for FY 2024 (Non-CSE)

Code (PAP)	Procurement Program/Project	PMO/ User	End-	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 Program/Project)
						Ads/Post of IAEB	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
50201000 00	1. TRAVELLING EXPENSES - LOCAL													
	a. Monitoring & Evaluation	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	100,000.00	100,000.00		
	b. Validation	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	100,000.00	100,000.00		
	c. Attendance to Trainings & Seminars	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	100,000.00	100,000.00		
50202010 00	2. TRAINING EXPENSES													
	a. Payment to Civil Service Commission (CSC) (Learning and Development)	CHED		No	NP-Agency to Agency	N/A	N/A	N/A	N/A	GoP	20,000.00	20,000.00		
	b. Conduct of Personality Development Trainings	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	20,000.00	20,000.00		
	c. Conduct of BAC Training	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	20,000.00	20,000.00		
50203010 00	3. OFFICE SUPPLIES EXPENSES													
	Procurement of various Office Supplies													
	ALCOHOL, Ethyl, 500 mL	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	5,000.00	5,000.00		
	ALCOHOL, Ethyl, 1 Gallon	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	7,272.10	7,272.10		
	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	120.99	120.99		
	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	111.52	111.52		
	BATTERY, dry cell, size D, Two (2) pieces per blister pack	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	423.28	423.28		
	AIR FRESHENER, Aerosol type, 150g	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	2,514.52	2,514.52		
	BROOM, Soft (Walis Tambo)	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	2,000.00	2,000.00		
	BROOM, Stick (Walis Ting-ling)	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	250.58	250.58		
	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	457.60	457.60		
	DETERGENT POWDER, all purpose, 1kg	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	2,000.00	2,000.00		
	DISINFECTANT SPRAY, Aerosol type, 400g	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	2,000.00	2,000.00		
	FURNITURE CLEANER, Aerosol type, 300mL	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	2,000.00	2,000.00		
	LIQUID HAND SOAP, 500mL	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	472.46	472.46		
	MOPHANDLE, heavy duty	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	2,000.00	2,000.00		
	MOPHEAD, made of rayon	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	2,000.00	2,000.00		
	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	4,753.32	4,753.32		

Code (PAP)	Procurement Program/Project	PMO/ User	End-	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 Program/Project)
						Ads/Post of IAEB	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	DIGITAL VOICE RECORDER	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	8,073.08	8,073.08		
	PHILIPPINE NATIONAL FLAG	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	626.65	626.65		
	MOUSE, OPTICAL, USB connection type	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	822.80	822.80		
	GLUE, all-purpose, 200 grams	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	777.92	777.92		
	STAPLE WIRE, standard	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	653.40	653.40		
	TAPE, electrical	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	106.98	106.98		
	TAPE, masking, 24mm	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	340.34	340.34		
	TAPE, transparent, 24mm	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	122.98	122.98		
	RULER, plastic, 450 mm	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	36.61	36.61		
	CALCULATOR, Compact	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	1,464.32	1,464.32		
	CORRECTION TAPE, 8 meters	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	380.49	380.49		
	DATA FILE BOX	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	849.20	849.20		
	DATA FOLDER	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	2,265.12	2,265.12		
	ENVELOPE, Documentary, legal, 500 pieces per box	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	5,363.96	5,363.96		
	ENVELOPE, Mailing, 500 pieces per box	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	2,378.86	2,378.86		
	FASTENER, metal, non-sharp edges, 50 sets per box	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	1,041.04	1,041.04		
	FOLDER, pressboard, 100 pieces per box	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	5,239.52	5,239.52		
	MARKER, Flourescent, 3 colors per set	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	403.26	403.26		
	RUBBER BAND No. 18, 350g	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	743.60	743.60		
	STAPLER, standard type	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	800.80	800.80		
	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	203.83	203.83		
	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	326.04	326.04		
	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	286.00	286.00		
	NOTEBOOK, stenographer	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	66.22	66.22		
	PAPER, MULTICOPY A4, 500 sheets per ream	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	18,221.50	18,221.50		
	PAPER, MULTICOPY LEGAL, 500 sheets per ream	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	10,404.90	10,404.90		
	RECORD BOOK, 500 PAGES	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	1,144.00	1,144.00		
	TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack	CHED		No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	2,082.08	2,082.08		

Code (PAP)	Procurement Program/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 Program/Project)
					Ads/Post of IAEB	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack	CHED	No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	9,495.20	9,495.20		
	LIQUID HAND SANITIZER, 500mL	CHED	No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	889.35	889.35		
	INSECTICIDE, 600mL	CHED	No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	1,532.96	1,532.96		
	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	CHED	No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	1,000.00	1,000.00		
	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	CHED	No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	1,000.00	1,000.00		
	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	CHED	No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	1,000.00	1,000.00		
	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	CHED	No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	1,000.00	1,000.00		
	Bond Paper Short	CHED	No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	5,741.25	5,741.25		
	Post-it Flag - Sign Here	CHED	No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	2,000.00	2,000.00		
	STAPLER, big, heavy duty, with remover	CHED	No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	1,100.00	1,100.00		
	SIGN PEN, liquid or gel, (.7 ink black)	CHED	No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	2,229.25	2,229.25		
	SIGN PEN, liquid or gel, (.7 ink blue)	CHED	No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	2,229.15	2,229.15		
	SIGN PEN, liquid or gel, (1.0 ball point ink blue)	CHED	No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	2,000.00	2,000.00		
	SIGN PEN, liquid or gel, (1.0 ball point ink black)	CHED	No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	2,000.00	2,000.00		
	Brother Refill Ink, BTD60 Black	CHED	No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	2,200.00	2,200.00		
	Brother Refill Ink, BT5000 (Magenta, Cyan, Yellow)	CHED	No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	4,400.00	4,400.00		
	Canon Paper (short size: 8.5" x 11", gsm:85, color: Brilliant)	CHED	No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	16,478.14	16,478.14		
	Epson 143 - Black Ink	CHED	No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	13,422.83	13,422.83		
	Epson 143 - Magenta Ink	CHED	No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	10,560.00	10,560.00		
	Epson 143 - Yellow Ink	CHED	No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	10,560.00	10,560.00		
	Epson 143 - Cyan Ink	CHED	No	PS- DBM	2/1/2024	3/1/2024	3/1/2024	3/1/2024	GoP	10,560.00	10,560.00		
50203020 00	4. ACCOUNTABLE FORMS												
	a. Procurement of Security Papers	CHED	No	NP-Agency to Agency	N/A	N/A	N/A	N/A	GoP	50,000.00	50,000.00		
	b. Procurement of checkbooks at the LBP	CHED	No	NP-Agency to Agency	N/A	N/A	N/A	N/A	GoP	30,000.00	30,000.00		
	c. Procurement of Official Receipts	CHED	No	NP-Agency to Agency	N/A	N/A	N/A	N/A	GoP	30,000.00	30,000.00		
50203040 00	5. DRUGS AND MEDICINES EXPENSES												
	Procurement of medicine and vitamins												
	a.. Paracetamol 500mg tablet	CHED	No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	6,000.00	6,000.00		

Code (PAP)	Procurement Program/Project	PMO/ User	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 Program/Project)	
						Ads/Post of IAEB	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO		
	b. Guaifenesin 200mg softgel capsule			CHED	No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	6,000.00	6,000.00		
	c. Lozartan 50+ Amlodipine 5mg			CHED	No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	6,000.00	6,000.00		
	d. Ibuprofen			CHED	No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	6,000.00	6,000.00		
	e. Ambroxol			CHED	No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	6,000.00	6,000.00		
50203090 00	6. FUEL, OIL AND LUBRICANTS														
	a. Lubricants & Oil for Government Vehicles			CHED	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	10,000.00	10,000.00		
	b. Diesel for Government Vehicles			CHED	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	100,000.00	100,000.00		
	c. Gasoline for Generator Set			CHED	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	10,000.00	10,000.00		
50203890 00	7. OTHER SUPPLIES AND MATERIALS EXPENSES														
	a. LPG Tank			CHED	No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	2,000.00	2,000.00		
	b. Polo Shirt for Women's Month Celebration			CHED	No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	6,000.00	6,000.00		
	c. Electrical and ICT Materials: Flourescent bulb, tape, carriage/box, wires; power adapter AC/DC, extension wires, wireless access point, wireles adapter			CHED	No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	5,000.00	5,000.00		
	d. Water coupling, water pipes and other accessories, toilet sewage			CHED	No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	2,000.00	2,000.00		
	e. Office Furnitures and Fixtures: tables, decor			CHED	No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	5,000.00	5,000.00		
50204010 00	8. WATER EXPENSES														
	a. Water Expenses			CHED	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	25,000.00	25,000.00		
50204020 00	9. ELECTRICITY														
	a. SFELAPCO			CHED	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	750,000.00	750,000.00		
50205010 00	10. POSTAGE & COURIER EXPENSES														
	a. Philpost			CHED	No	Agency to Agency	N/A	N/A	N/A	N/A	GoP	10,000.00	10,000.00		
	b. Courier Services			CHED	No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	50,000.00	50,000.00		
50205020 00	11. TELEPHONE EXPENSES														
	MOBILE														
	a. Smart / Globe			CHED	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	66,000.00	66,000.00		
	b. Call & Text Cards			CHED	No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	6,000.00	6,000.00		
	LANDLINE														
	a. PLDT			CHED	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	60,000.00	60,000.00		

Code (PAP)	Procurement Program/Project	PMO/ User	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 Program/Project)
						Ads/Post of IAEB	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
50205030 00	12. INTERNET SUBSCRIPTION EXPENSES													
	PLDT Landline Service	CHED		No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	50,000.00	50,000.00		
50210030 00	13. EXTRAORDINARY AND MISCELLANEOUS EXPENSES													
	Extraordinary and Miscellaneous Expense	CHED		No	N/A	N/A	N/A	N/A	N/A	GoP	136,000.00	136,000.00		
50211010 00	14. LEGAL SERVICES													
	Notarial Fee	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	5,000.00	5,000.00		
50211980 00	15. AUDITING SERVICES													
	Auditing Services	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	5,000.00	5,000.00		
50211990 00	16. OTHER PROFESSIONAL SERVICES													
	a. Payment of Honoraria of ROAT Members	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	300,000.00	300,000.00		
	b. Payment of Honoraria of Speakers	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	20,000.00	20,000.00		
5021204000	17. JANITORIAL SERVICES													
	Payment of Janitorial Services	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	35,000.00	35,000.00		
50212030 00	18. SECURITY SERVICES													
	Payment of Security Services of 2 Security Guards	CHED		No	NP- Small Value Procurement	1/1/2024	1/1/2024	1/1/2024	1/1/2024	GoP	744,000.00	744,000.00		
50213040 00	19. REPAIRS & MAINTENANCE - BUILDINGS AND OTHER STRUCTURES													
	Payment for repairs and maintenance of office/building - 3 storey	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	50,000.00	50,000.00		
50213050 00	20. REPAIRS & MAINTENANCE - MACHINERY AND EQUIPMENT													
	Repairs of computers, laptop, printers	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	30,000.00	30,000.00		
50213060 00	21. REPAIRS & MAINTENANCE - TRANSPORTATION EQUIPMENT													
	a. Procurement of services for CHED vehicle repairs and maintenance Innova & Adventure	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	80,000.00	80,000.00		
	b. Procurement of spare parts for damage parts	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	20,000.00	20,000.00		
50215000 00	22. REPAIRS & MAINTENANCE - FURNITURE & FIXTURES													
	Repairs of Furnitures and Fixtures	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	10,000.00	10,000.00		
50215010 00	23. TAXES, DUTIES & LICENSES													
	Vehicle Registration of Innova and Adventure and other related fees	CHED		No	Agency to Agency	N/A	N/A	N/A	N/A	GoP	15,000.00	15,000.00		
50215020 00	24. FIDELITY BOND PREMIUMS													
	Payment for the Fidelity Bond for Accountable Officer and Personnel	CHED		No	Agency to Agency	N/A	N/A	N/A	N/A	GoP	60,000.00	60,000.00		

Code (PAP)	Procurement Program/Project	PMO/ User	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 Program/Project)
						Ads/Post of IAEB	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
50215030 00	25. INSURANCE EXPENSES													
	a. Comprehensive Insurance for Motor Vehicles	CHED		No	Agency to Agency	N/A	N/A	N/A	N/A	GoP	60,000.00	60,000.00		
	b. Comprehensive Insurance for CHEDRO III Building	CHED		No	Agency to Agency	N/A	N/A	N/A	N/A	GoP	55,000.00	55,000.00		
50299010 00	26. ADVERTISING EXPENSES													
	Publication of Vacant Positions in the Local Newspaper	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	16,000.00	16,000.00		
50299020 00	27. PRINTING AND PUBLICATION EXPENSES													
	a. CHEDRO III Bulletin	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	15,000.00	15,000.00		
	b. Printing of Tarpaulins	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	20,000.00	20,000.00		
	c. Printing of Advocacy Materials	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	15,000.00	15,000.00		
50299030 00	REPRESENTATION EXPENSES													
	Procurement of Catering Services for the following activities:													
	a. Regional Assembly with the Registrars via zoom platform	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	7,000.00	7,000.00		
	b. Full-Time Delivery Unit Meeting	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	2,000.00	2,000.00		
	c. Higher Education Celebration	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	5,000.00	5,000.00		
	d. Assembly of RQAT Members	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	6,000.00	6,000.00		
	e. GAD Regional Summit/Seminar on GAD Data Analysis/Sex Disaggregated Data/Genderizing the Curriculum	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	2,000.00	2,000.00		
	f. Regional Conference of of SAS Directors/Guidance Counselor	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	2,000.00	2,000.00		
	g. Regional Conference of NSTP Coordinators	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	5,000.00	5,000.00		
	h. Mid-Year Performance Review and Actin Planning	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	2,000.00	2,000.00		
	i. Year-end Assessment and Target Setting	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	2,000.00	2,000.00		
	j. Year-End Conference with HEI Presidents	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	3,000.00	3,000.00		
	k. Regional Teleconference of the HEMIS Coordinators and IT Support Staff	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	4,000.00	4,000.00		
	l. Awarding of Best Employees and Support Staff Implementing the program on Awards and Incentives for Service Excellence (PRAISE)	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	4,000.00	4,000.00		
	j. Prizes for Contests during PRAISE	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	3,000.00	3,000.00		
	k. Regional Conference of the Council of Deans	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	3,000.00	3,000.00		
50299050 00	29. RENT EXPENSES / RENTS - EQUIPMENT													
	a. Rent Expenses for Photocopier	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	2,000.00	2,000.00		

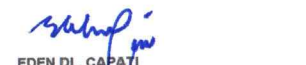

Code (PAP)	Procurement Program/Project	PMO/ User	End- User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (Brief Description of Program/Project)
						Ads/Post of IAEB	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	b. Rent-Motor Vehicle	CHED		No	NP- Small Value Procurement	N/A	N/A	N/A	N/A	GoP	3,000.00	3,000.00		
50299060 00	30. MEMBERSHIP DUES AND CONTRIBUTIONS TO ORGANIZATIONS													
	Payment of Annual Dues to DM Government Center	CHED		No	Agency to Agency	N/A	N/A	N/A	N/A	GoP	52,000.00	52,000.00		
50299070 00	31. OTHER SUBSCRIPTION EXPENSES													
	a. Payment of Annual Zoom Subscription	CHED		No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	20,000.00	20,000.00		
	b. Payment of Newspaper Subscription	CHED		No	Small Value Procurement	N/A	N/A	N/A	N/A	GoP	5,000.00	5,000.00		
10604010 00	Building													
	Structural Investigation and Retrofitting Works of the CHEDRO-III	CHED		YES	Public Bidding	12/1/2023	12/1/2023	3/1/2024	3/1/2024	GoP	15,000,000.00		15,000,000.00	
	TOTAL										18,680,000.00	3,680,000.00	15,000,000.00	

We hereby warrant that the total amount reflected in this Annual Office Supplies/Equipment Procurement Plan to procure the listed supplies/equipment has been included in or is within our approved budget for the year.


Prepared by:


FRANCIS DOMINIC G. DE GUZMAN
 Education Supervisor II
 Head, BAC-Secretariat

Reviewed by:


EDEN D.L. CAPATI
 Chief Administrative Officer
 Budget Office 

Approved by:


MS. LORA L. YUSI
 Officer-in-Charge, Office of the Director IV
 Head of the Procuring Entity

DEFINITION

Remarks
 Programs and projects should be aligned with budget documents, and especially those posted at the PhilGeps.

- PROGRAM (BESF)**- A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's administrative operations or for the provisions of staff support to the agency's line functions.
- PROJECT (BESF)**- Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-determined measure of goods and services.
- PMO/End User** - Unit as proponent of program or project
- Mode of Procurement** - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.
- Schedule for Each Procurement Activity** - Major procurement activities (pre-procurement conference; advertising/posting; pre-bid conference; eligibility screening; submission and receipt of bids; bid evaluation; post qualification; award of contract; contract preparation), delivery/completion and acceptance/turnover.
- Source of Funds** - Whether GoP, Foreign Assisted or Special Purpose Fund
- Estimated Budget** - Agency approved estimate of project/program costs
- Remarks** - brief description of program or project