

**Commission on Higher Education Regional Office 2  
Annual Procurement Plan (APP) for FY 2024**

Code (PAP)	Procurement Program/Project	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity			Estimated Budget (Php)			Remarks (brief description of Program/Activity/Project)	
					Advertisement/Posting of Bids	Submission/Opening of Bids	Notice of Award	Contract Signing	Total	MOOE		CO
<b>CHED REGIONAL OFFICE 2 NON-COMMON USED SUPPLIES, MATERIALS AND EQUIPMENT</b>												
Item A	Supplies and Materials											
A.1	Common Use Supplies & Equipment-Available in DBM-PS	CHEDRO2	No	NP-53.5 Agency-to-Agency	NA	Q1-Q4	Q1-Q4	GoP	114,336.62	114,336.62	NA	Refer to APP-CSE-Available in DBM-PS (inclusive of the provision for 10% inflation)
A.2	Common Use Supplies & Equipment-Not available in DBM-PS	CHEDRO2	No	NP-53.9 - Small Value Procurement	Q1-Q4	Q1-Q4	Q1-Q4	GoP	44,061.60	44,061.60	NA	Refer to APP-CSE-Not available in DBM-PS (inclusive of the provision for 10% inflation)
A.3	Supply and Printing Services for T-Shirts	CHEDRO2	No	NP-53.9 - Small Value Procurement	Q1 & Q4	Q1 & Q4	Q1 & Q4	GoP	36,000.00	36,000.00	NA	For CHEDRO2 staff.
A.4	Supply and Printing Services for Jackets	CHEDRO2	No	NP-53.9 - Small Value Procurement	Q3	Q3	Q3	GoP	45,000.00	45,000.00	NA	For CHEDRO2 staff.
A.5	Costumes for the participants of CHEDRO2 for the CHED 28th Anniversary Celebration.	CHEDRO2	No	NP-53.9 - Small Value Procurement	Q2	Q2	Q2	GoP	30,000.00	30,000.00	NA	For the participation of CHEDRO2 to the CHED anniversary celebration.
Item B	Venue, Food, Supplies and Materials for the following CHEDRO2 Meetings and Planning Activities.											
B.1	B.1.1 Supplies	CHEDRO2	No	NP-53.9 - Small Value Procurement	NA	January - December	January - December	GoP	24,000.00	24,000.00	NA	Supplies needed for the conduct of Meetings and Planning Activities.
	B.1.2 Food	CHEDRO2	No	NP-53.9 - Small Value Procurement	NA	January - December	January - December	GoP	48,000.00	48,000.00	NA	Food for the CHEDRO2 participants in the conduct of Meetings and Planning Activities.
B.2	Regional Quality Assessment Team (RQAT) Conference											
	B.2.1 Supplies and Materials	CHEDRO2-Technical Division	No	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	GoP	5,000.00	5,000.00	NA	Supplies and materials needed for the conduct of the RQAT Conference
	B.2.2 Food and Venue	CHEDRO2-Technical Division	No	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	GoP	65,000.00	65,000.00	NA	Food for the participants in the conduct of the RQAT Conference
B.3	Human Resource Development Activities											
	B.3.1 Supplies and Materials	CHEDRO2 - Administrative Division	No	NP-53.9 - Small Value Procurement	Q1-Q4	Q1-Q4	Q1-Q4	GoP	5,000.00	5,000.00	NA	Supplies Supplies and materials needed for the conduct of Human Resource Development Activities
	B.3.2 Food and Venue	CHEDRO2 - Administrative Division	No	NP-53.9 - Small Value Procurement	Q1-Q4	Q1-Q4	Q1-Q4	GoP	85,000.00	85,000.00	NA	Food for the participants in the conduct of the Human Resource Development Activities
B.4	GAD Activities-Organization Focus											
	B.4.1 Supplies and Materials	CHEDRO2	No	NP-53.9 - Small Value Procurement	Q1-Q4	Q1-Q4	Q1-Q4	GoP	8,000.00	8,000.00	NA	Supplies and materials needed for the conduct of GAD Activities-Organization Focus
	B.4.2 Food and Venue	CHEDRO2	No	NP-53.9 - Small Value Procurement	Q1-Q4	Q1-Q4	Q1-Q4	GoP	250,000.00	250,000.00	NA	Food for the participants in the conduct of GAD Activities-Organization Focus



	B.5.1 Supplies	CHEDRO2- Technical Division & HEIs	No	NP-53.9 - Small Value Procurement	Q1-Q4	Q1-Q4	Q1-Q4	GoP	10,000.00	10,000.00	NA	Supplies needed for the conduct of GAD Activities- Clients Focus
	B.5.2 Food and Venue	CHEDRO2- Technical Division & HEIs	No	NP-53.9 - Small Value Procurement	Q1-Q4	Q1-Q4	Q1-Q4	GoP	330,000.00	330,000.00	NA	Food for the participants in the conduct of GAD Activities-Clients Focus
B.6	BAC Meetings	CHEDRO2	No	NP-53.9 - Small Value Procurement	NA	NA	NA	GoP	15,000.00	15,000.00	NA	Snacks for BAC Meetings
B.7	Conference/Orientation & Meeting of STUFAPs Coordinators and grantees of Region 2	CHEDRO2- Technical Division & HEIs	No	NP-53.9 - Small Value Procurement	Q3	Q3	Q3	GoP	5,000.00	5,000.00	NA	Supplies and materials needed for the conduct of Conference/Orientation/Meeting of STUFAPs Coordinators and Grantees of Region 2
	B.7.1 Supplies and Materials	CHEDRO2- Technical Division & HEIs	No	NP-53.9 - Small Value Procurement	Q3	Q3	Q3	GoP	40,000.00	40,000.00	NA	Food for the participants Conference/Orientation/Meeting of STUFAPs Coordinators and Grantees of Region 2
	B.7.2 Food and Venue	CHEDRO2- Technical Division & HEIs	No	NP-53.9 - Small Value Procurement	Q3	Q3	Q3	GoP	50,000.00	50,000.00	NA	For the CHEDRO2 anniversary celebration with stakeholders.
B.8	CHED Anniversary Celebration	CHEDRO2	No	NP-53.9 - Small Value Procurement	May	May	May	GoP				
B.9	Meetings conducted by CHEDRO2 with HEIs/Stakeholders	CHEDRO2	No	NP-53.9 - Small Value Procurement	Q1-Q4	Q1-Q4	Q1-Q4	GoP	4,000.00	4,000.00	NA	Supplies for the conduct of meetings with stakeholders and regional development committees of region 2.
	B.9.1 Supplies	CHEDRO2	No	NP-53.9 - Small Value Procurement	Q1-Q4	Q1-Q4	Q1-Q4	GoP	4,000.00	4,000.00	NA	Food for the participants in the conduct of meetings with stakeholders and regional development committees of region 2.
	B.9.2 Food	CHEDRO2	No	NP-53.9 - Small Value Procurement	Q1-Q4	Q1-Q4	Q1-Q4	GoP	80,000.00	80,000.00	NA	Food for the participants in the conduct of meetings with stakeholders and regional development committees of region 2.
B.11	CHEDRO2 Year End Assessment	CHEDRO2	No	NP-53.9 - Small Value Procurement	Q4	Q4	Q4	GoP	1,000.00	1,000.00	NA	Supplies needed in the conduct of year end assessment for FY 2024 and planning/target setting for FY 2024 of CHEDRO2 staff.
	B.11.1 Supplies	CHEDRO2	No	NP-53.9 - Small Value Procurement	Q4	Q4	Q4	GoP	25,000.00	25,000.00	NA	Food for the participants in the conduct of year end assessment for FY 2024 and planning/target setting for FY 2024 of CHEDRO2 staff.
	B.11.2 Food	CHEDRO2	No	NP-53.9 - Small Value Procurement	Q4	Q4	Q4	GoP				
Item C	Utility Services	CHEDRO2	No	Direct Contracting	NA	NA	NA	GoP	396,000.00	396,000.00	NA	The purchase of Light, Illumination & Power Services for office staff and stakeholders use.
C.1	Electricity	CHEDRO2	No	Direct Contracting	NA	NA	NA	GoP	44,000.00	44,000.00	NA	For water use of office staff and stakeholders.
C.2	Water Services (Water District)	CHEDRO2	No	Direct Contracting	NA	NA	NA	GoP	39,600.00	39,600.00	NA	For drinking water use of office staff and stakeholders.
C.3	Drinking Water	CHEDRO2	No	NP-53.9 - Small Value Procurement	NA	NA	NA	GoP				
Item D	Communication Services	CHEDRO2	No	Direct Contracting	NA	NA	NA	GoP	50,000.00	50,000.00	NA	For office staff use in communicating and disseminate information to stakeholders and CHEDCO.
D.1	Telephone Subscription	CHEDRO2	No	NP-53.9 - Small Value Procurement	NA	NA	NA	GoP	150,000.00	150,000.00	NA	For office staff use in communicating and disseminate information to stakeholders and CHEDCO.
D.2	Internet Subscription	CHEDRO2	No	NP-53.9 - Small Value Procurement	NA	NA	NA	GoP	42,000.00	42,000.00	NA	For use in communicating and disseminate information to stakeholders and CHEDCO.
D.3	Courier Services	CHEDRO2	No	NP-53.9 - Small Value Procurement	NA	NA	NA	GoP	15,000.00	15,000.00	NA	For use on online meetings and webinars of CHEDRO2
D.4	Zoom Subscription	CHEDRO2	No	NP-53.9 - Small Value Procurement	NA	NA	NA	GoP				
D.5	Tarapulin Printing Services for Signages/Banners	CHEDRO2	No	NP-53.9 - Small Value Procurement	Q1-Q4	Q1-Q4	Q1-Q4	GoP	15,000.00	15,000.00	NA	For use during relevant activities of CHEDRO 2 and other line agencies requesting participation of the office.







K.5	Procurement of Emission for the Toyota Innova PR# 2024-01-011 GF	CHEDRO2	No	Direct Contracting	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP		500.00	N/A	For the government vehicles of the office maintenance and repair use
K.6	Procurement of Check up & Repair of Toyota-Innova (mechanical & electrical) PR#2024-01-015 GF	CHEDRO2	No	Shopping	N/A	Q1	Q1	Q1	Q1	GoP	500.00	1810.00	N/A	For the government vehicles of the office maintenance and repair use
K.7	Procurement of Van Rental	CHEDRO2	No	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	Q1	GoP	1,810.00	90200.00	N/A	For the usage of van to conduct activity outside the city
K.8	Procurement of Slicker (rain or shine) - FOR OFFICIAL USE ONLY PR# 2024-01-019A GF	CHEDRO2	No	Shopping	Q1	Q1	Q1	Q1	Q1	GoP	90,200.00	500.00	N/A	For office use
K.9	Procurement of Tarpaulin Printing (For passers if LET (Rexlie & Charm) PR#2024-01-020 GF	CHEDRO2	No	Shopping	Q1	Q1	Q1	Q1	Q1	GoP	500.00	460.00	N/A	For office use
K.10	Air Fare (Plane Tickets)	CHEDRO2	No	NP-53.9 - Small Value Procurement	Q2	Q2	Q2	Q2	Q2	GoP	460.00	6611.20	N/A	For the attendance to conferences, orientation & trainings of staff
K.11	Procurement of Floor drain, 4"x 4" for the CRs (2nd floor) PR#2024-01-027 GF	CHEDRO2	No	Shopping	Q2	Q2	Q2	Q2	Q2	GoP	6,611.20	400.00	N/A	For office use
K.12	Procurement of Water Motor pump IAR# 2024-01-024 GF	CHEDRO2	No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	400.00	4500.00	N/A	For office use
K.13	Procurement of Capacitor, 20V (For the water motor pump) PR# 2024-01-030 GF	CHEDRO2	No	Shopping	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	4,500.00	250.00	N/A	For office use
K.14	Procurement of Ball Valve GI 3/4", Male Adapter 3/4" PPR, Union Coupling 3/4" PPR, Elbow 3/4", PPR 3/4", Teflon Tape (Materials for the installation of water motor pump) IAR#2024-02-028 GF	CHEDRO2	No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	250.00	2390.00	N/A	For office use
K.15	Procurement of Welding Rod (for the Storage Room) PR#2024-01-032 GF	CHEDRO2	No	Shopping	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	2,390.00	200.00	N/A	For office use
K.16	Procurement of Tarpaulin (3ft. X 2ft.) for COAs Organizational Chart	CHEDRO2	No	Shopping	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	200.00	240.00	N/A	For office use
K.17	Procurement of AM & PM Snacks - Meeting of Sub-Committee on Anti-Red Tape (Sub-CART) & Secretariat) February 28, 2024 PR#2024-02-059 GF	CHEDRO2	No	Shopping	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	240.00	865.00	N/A	For the payment of meals for the activity
K.18	Procurement of PM Snacks - COA Exit Conference on March 1, 2024 PR#2024-02-060 GF	CHEDRO2	No	Shopping	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	865.00	3075.00	N/A	For the payment of meals for the activity
K.19	Procurement of Congratulatory Tarpaulin for Atty. Marco Domingo, newly promoted as Director III PR#2024-03-084 GF	CHEDRO2	No	Shopping	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	3,075.00	600.00	N/A	For the payment of the tarpaulin
K.20	Procurement of Replacement/ Installation of Laptop Battery (Lenovo Ideapad) PR#2024-03-091 GF	CHEDRO2	No	Shopping	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	600.00	350.00	N/A	For the payment of laptop battery replacement

K.21	Procurement of Book Binding (hard bound) For the requirement and submission of the Management Letter to COA PR#2024-03-094. GF	CHEDRO2	No	Shopping	Q1-Q2		Q1-Q2	Q1-Q2	Q1-Q2	GoP		700.00	N/A	For the payment of the book binding
K.22	Procurement of ELECTRONIC TYPEWRITER, MD PO# 2024-04-007 HEDF (SMART)	CHEDRO2	No	NP-53.9 - Small Value Procurement	Q1-Q2		Q1-Q2	Q1-Q2	Q1-Q2	GoP	700.00	49000.00	N/A	For the payment of the supply needed by the office
K.23	Procurement of AM Snacks & Lunch on April 4, 2024 (Meeting with Maritime HEIs on Onboard Training) PO# 2024-04-001 HEDF (MARITIME)	CHEDRO2	No	NP-53.9 - Small Value Procurement	Q1-Q2		Q1-Q2	Q1-Q2	Q1-Q2	GoP	49,000.00	7050.00	N/A	For the payment of meals for the activity
K.24	Procurement of Hotel Accommodation for DE Evaluation Visit of the CHED Evaluation Team to CSU, UCV & SPUJ on April 22-25, 2025 PO# 2024-04-011 HEDF	CHEDRO2	No	NP-53.9 - Small Value Procurement	Q1-Q2		Q1-Q2	Q1-Q2	Q1-Q2	GoP	7,050.00	46650.00	N/A	For the payment of the hotel accommodation of the staff involved in the activity
K.25	Procurement of Tarpaulin Printing (Stage Backdrop for the Conduct of Awarding Ceremony of the CHED-PADS Innovative Awards on May 9, 2024) PO# 2024-05-019 GF (PADS)	CHEDRO2	No	NP-53.9 - Small Value Procurement	Q1-Q2		Q1-Q2	Q1-Q2	Q1-Q2	GoP	46,650.00	2760.00	N/A	For the payment of the tarpaulin for the activity
K.26	Procurement of Hotel Accommodation on May 8, 2024 (To attend the meeting with Sangguniang Panlalawigan) PO# 2024-05-033 GF	CHEDRO2	No	NP-53.9 - Small Value Procurement	Q1-Q2		Q1-Q2	Q1-Q2	Q1-Q2	GoP	2,760.00	5300.00	N/A	For the payment of the hotel accommodation of the staff involved in the activity
K.27	Procurement of Duplicate Key of Govt. Vehicle (Mitsubishi Adventure) PR# 2024-05-039A GF	CHEDRO2	No	Shopping	Q1-Q2		Q1-Q2	Q1-Q2	Q1-Q2	GoP	5,300.00	250.00	N/A	For the payment of the duplicate key for the office vehicle
K.28	Procurement of Plaque/Certificate Frame, glass to glass (For the retirement of Mrs. Conchita Cansejo on June 2024) PO# 2024-06-068 GF	CHEDRO2	No	NP-53.9 - Small Value Procurement	Q1-Q2		Q1-Q2	Q1-Q2	Q1-Q2	GoP	250.00	2500.00	N/A	For the payment of the material needed by the office
K.29	Procurement of Hotel Accommodation of the Technical Committee for the conduct of Ocular Visit to ISU-Cabagan Campus relative to its relative to its request for COPC for the MS Forestry program on June 13-14, 2024 PO# 2024-06-061 GF (COPC-FORESTRY)	CHEDRO2	No	NP-53.9 - Small Value Procurement	Q1-Q2		Q1-Q2	Q1-Q2	Q1-Q2	GoP	2,500.00	6150.00	N/A	For the payment of the hotel accommodation of the staff involved in the activity
											6,150.00			



K.30	Procurement of transportation of the Technical Committee for the conduct of Ocular Visit to ISU-Cabagan Campus relative to its request for COPC for the MS Forestry program on June 13-14, 2024 PO# 2024-06-059 GF (COPC-FORESTRY)	CHEDRO2	No	NP-53.9 - Small Value Procurement	Q1-Q2		Q1-Q2	Q1-Q2	Q1-Q2	GoP		12,800.00	12800.00	N/A	For the payment of the transportation of the staff involved in the activity
K.31	Procurement of Token for the Orientation on Philhealth Konsulta Program on June 10, 2024) PR# 2024-06-063 GF	CHEDRO2	No	Shopping	Q1-Q2		Q1-Q2	Q1-Q2	Q1-Q2	GoP		707.20	707.20	N/A	For the payment of the material needed by the office for the activity
K.32	Procurement of Courier Services (to send 2023 SALN) PR# 2024-06-064 GF	CHEDRO2	No	Shopping	Q1-Q2		Q1-Q2	Q1-Q2	Q1-Q2	GoP		295.00	295.00	N/A	For the payment of the service needed by the office
K.33	Procurement of Engine Oil, 15w40, Air Filter (KW1524), Oil Filter, LF3345, Fuel filter, 5052 ( For Oil change of Genset 75KVA) IAR# 2024-06-099 GF	CHEDRO2	No	Shopping	Q1-Q2		Q1-Q2	Q1-Q2	Q1-Q2	GoP		1,760.00	1760.00	N/A	For the payment of the materials needed by the office
K.34	Procurement of Hotel Accommodation on July 2-5, 2024 (MONITORING AND IMPLEMENTATION OF THE EVALUATION OF THE PROJECTS FUNDED UNDER THE IG AND IDIG IN REGION II) PO# 2024-06-068 HEDF (IDIG)	CHEDRO2	No	NP-53.9 - Small Value Procurement	Q1-Q2		Q1-Q2	Q1-Q2	Q1-Q2	GoP		39,900.00	39900.00	N/A	For the payment of the hotel accommodation of the staff involved in the activity
K.35	Procurement of Hotel Accommodation on July 1, 2024 (MONITORING AND IMPLEMENTATION OF THE EVALUATION OF THE PROJECTS FUNDED UNDER THE IG AND IDIG IN REGION II) PO# 2024-06-072 HEDF (IDIG)	CHEDRO2	No	NP-53.9 - Small Value Procurement	Q1-Q2		Q1-Q2	Q1-Q2	Q1-Q2	GoP		12,600.00	12600.00	N/A	For the payment of the hotel accommodation of the staff involved in the activity
Item L	Other Procurement (CO.PADS,HEMIS, HEDF etc)														
L.1	Procurement of Mop with bucket, heavy duty PO# 2024-01-001 GF (CSP) AC	CMSP	No	NP-53.9 - Small Value Procurement	Q1-Q2		Q1-Q2	Q1-Q2	Q1-Q2	GoP		12,400.00	12400.00	N/A	For the office
L.2	Procurement of Office Equipment (walkie talkie & vacuum cleaner) IAR# 2024-02-029 GF (CSP-AC)	CMSP	No	NP-53.9 - Small Value Procurement	Q1-Q2		Q1-Q2	Q1-Q2	Q1-Q2	GoP		29,700.00	29700.00	N/A	For the office
L.3	Procurement of AM, PM Snacks & Lunch on April 19, 2024 - For the conduct of Regional Search for PADS Innovative Awards (Evaluation Phase and Meeting for the PReaCH against Illegal Drugs Program) on April 19, 2024 PO# 2024-04-008 GF (PADS)	PADS	No	NP-53.9 - Small Value Procurement	Q1-Q2		Q1-Q2	Q1-Q2	Q1-Q2	GoP		49,225.00	49225.00	N/A	For the payment of meals for the activity
			No									49,225.00			

L.4	Procurement of Laptop & Wireless Mouse (For the Tertiary Sports Development Program Activities) PO# 2024-05-042 GF (SPORTS)	SPORTS	No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	49,450.00	49450.00	N/A	For the payment of the supply needed by the office
L.5	Procurement of Office Supplies (For the Tertiary Sports Development Program Activities) PO# 2024-05-020 GF (SPORTS)	SPORTS	No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	2,088.00	2088.00	N/A	For the payment of the supply needed by the office
L.6	Procurement of Plaques for the Conduct of Awarding Ceremony of the CHED-PADS Innovative Awards on May 13, 2024 PO# 2024-05-018 GF (PADS)	PADS	No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	6,900.00	6900.00	N/A	For the payment of the supply needed by the office
L.7	Procurement of AM, PM Snacks & Lunch with VENUE on May 20, 2024 (Conduct of Kamustahan with the MSRS on May 20, 2024 - CHED Week Long Anniversary and Celebration) PO# 2024-05-043 GF (MSRS)	MSRS	No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	336,000.00	336000.00	N/A	For the payment of meals for the activity
L.8	Procurement of Supplies and Materials for the Conduct of Kamustahan with the MSRS on May 20, 2024 - CHED Week Long Anniversary and Celebration)	MSRS	No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	23,359.90	23359.90	N/A	For the payment of the supplies needed by the office for the activity
L.9	Procurement of Tarpaulin Printing for the Conduct of Kamustahan with the MSRS on May 20, 2024 - CHED Week Long Anniversary and Celebration) PO# 2024-05-029 GF (MSRS)	MSRS	No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	945.00	945.00	N/A	For the payment of the tarpaulin needed by the office for the activity
L.10	Procurement of Lunch and PM Snacks on May 9, 2024 - Conduct of Awarding Ceremony of the CHED-PADS Innovative Awards on May 9, 2024	PADS	No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	72,000.00	72000.00	N/A	For the payment of meals for the activity
L.11	Procurement of Office Supplies for the Conduct of Awarding Ceremony of the CHED-PADS Innovative Awards on May 9, 2024) PO# 2024-05-027 GF (PADS)	PADS	No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	6,700.00	6700.00	N/A	For the payment of the supplies needed by the office for the activity
L.12	Procurement of Data Folders PO# 2024-05-046 GF (IZN)	IAS	No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	21,750.00	21750.00	N/A	For the payment of the supplies needed by the office for the activity
L.13	Procurement of AMP/PM SNACKS & LUNCH on June 4, 2024 (Conduct of PADS Activity titled: Synergizing Efforts: PREACHER & RAPSAS Organizations Anti Drug Initiatives) PO# 2024-06-057 GF (PADS)	PADS	No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	48,750.00	48750.00	N/A	For the payment of meals for the activity



L.14	Procurement of AM/PM SNACKS & LUNCH with VENUE on June 18, 2024 (Conduct of PADS Activity titled: 2024 Regional Executive Conference) PO# 2024-06-063 GF (PADS)	PADS		No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	135,000.00	135000.00	N/A	For the payment of meals for the activity
L.15	Procurement of Tarpaulin Printing for June 18, 2024 (Stage Backdrop - Conduct of PADS Activity titled: 2024 Regional Executive Conference) PO# 2024-06-056 GF (PADS)	PADS		No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	1,650.00	1650.00	N/A	For the payment of the tarpaulin for the activity
L.16	Procurement of supplies and materials for June 7, 2024 (Conduct of PADS Activity titled: 2024 Regional Executive Conference)	PADS		No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	1,650.00	17800.00	N/A	For the payment of the supplies needed by the office for the activity
L.17	Procurement of Food for the Conduct of Evaluation of the LUDIP of Batanes State College (BSC) on June 6, 2024 PO# 2024-05-048 HEDF (LUDIP)	LUDIP		No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	17,800.00	49600.00	N/A	For the payment of meals for the activity
L.18	Procurement of Office Supplies for June 6, 2024 (Conduct of Evaluation of the LUDIP of Batanes State College (BSC) on June 6, 2024 PO# 2024-06-055 HEDF (LUDIP))	LUDIP		No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	49,600.00	780.00	N/A	For the payment of the supplies needed by the office for the activity
L.19	Procurement of AM & PM Snacks & Lunch on June 19-21, 2024 (2024 Internalizational Day Against Drugs & Illicit Trafficking (IDADAIT) with the theme: SAVER: Strengthening Anti-drug Advocacy, Values Empowerment & Resiliency for HEI's in Region 2 PO# 2024-06-064 GF (IDADAIT))	PADS		No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	780.00	615000.00	N/A	For the payment of meals for the activity
L.20	Procurement of Tarpaulin Printing 2024 Internalizational Day Against Drugs & Illicit Trafficking (IDADAIT) with the theme: SAVER: Strengthening Anti-drug Advocacy, Values Empowerment & Resiliency for HEI's in Region 2 PO# 2024-06-066 GF (IDADAIT))	PADS		No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	615,000.00	2050.00	N/A	For the payment of the tarpaulin needed by the office for the activity
<b>TOTAL ESTIMATED BU</b>											<b>6,123,720.43</b>	<b>6,123,720.43</b>		
<b>CHEDRO2</b>														





	N.5.1 Supplies and Materials	UNIFAST	No	NP-53.9 - Small Value Procurement	Q2 & Q4	Q2 & Q4	Q1-Q4	Q2 & Q4	GoP	20,000.00	20,000.00	NA	Supplies and materials for the conduct of the activity
	N.5.2 Food and Venue	UNIFAST	No	NP-53.9 - Small Value Procurement	Q2 & Q4	Q2 & Q4	Q1-Q4	Q2 & Q4	GoP	80,000.00	80,000.00	NA	Food and venue for the conduct of the activity
<b>Item O</b>	<b>Utility Services</b>												
<b>O.1</b>	Electricity	UNIFAST	No	Direct Contracting	NA	NA	January - December	January - December	GoP	90,000.00	90,000.00	NA	The purchase of Light, Illumination & Power Services for office staff and stakeholders use.
<b>O.2</b>	Water Services (Water District)	UNIFAST	No	Direct Contracting	NA	NA	January - December	January - December	GoP	20,000.00	20,000.00	NA	For water use of office staff and stakeholders.
<b>Item P</b>	<b>Communication Services</b>												
<b>P.1</b>	Mobile, Telephone and Internet Subscription	UNIFAST	No	NP-53.9 - Small Value Procurement	NA	NA	January - December	January - December	GoP	69,600.00	69,600.00	NA	For office staff use in communicating and disseminate information to stakeholders and CHEDCO.
<b>P.2</b>	Mailing & Courier Services	UNIFAST	No	NP-53.9 - Small Value Procurement	NA	NA	January - December	January - December	GoP	12,000.00	12,000.00	NA	For use in communicating and disseminate information to stakeholders and CHEDCO.
<b>P.3</b>	Printing and Publication Expense	UNIFAST	No	NP-53.9 - Small Value Procurement	NA	NA	January - December	January - December	GoP	90,000.00	90,000.00	NA	For use on online meetings and webinars of UNIFAST
<b>Item Q</b>	<b>Security Services</b>												
<b>Q.1</b>	Security Services	UNIFAST	No	NP-53.9 - Small Value Procurement	NA	NA	January - December	January - December	GoP	50,000.00	50,000.00	NA	For payment of salary of three security guards of the Office
<b>Item R</b>	<b>Contingency for the following:</b>												
<b>R.1</b>	Repair & maintenance of ICT Equipments	UNIFAST	No	NP-53.9 - Small Value Procurement	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	15,000.00	15,000.00	NA	For use in maintenance and repair of ICT Equipment of Office Staff
<b>R.2</b>	Repair & maintenance of vehicles	UNIFAST	No	NP-53.9 - Small Value Procurement	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	7,850.00	7,850.00	NA	For use in maintenance and repair of the office vehicle
<b>R.3</b>	Air Fare (Plane Tickets)	UNIFAST	No	NP-53.9 - Small Value Procurement	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	47,552.96	47,552.96	NA	For the attendance to conferences, orientation & trainings of staff
<b>R.4</b>	Procurement of Hotel Accommodation (Enhancing UnifAST Implementation: Re-Orientation of Regional Coordinators and CHEDRO2 Staff on UAQTEA Programs on February 26, 2024 & LAB for All on February 27, 2024) PO#2024-02-032 GF (UnifAST)	UNIFAST	No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	11,000.00	11,000.00	NA	For the payment of hotel accommodation of staff relative to conduct of activity
<b>R.5</b>	Procurement of Van Rental	UNIFAST	No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	25,500.00	25,500.00	NA	For the payment of transportation of staff who will conduct an activity
<b>R.6</b>	Procurement of Supplies/Materials for the LAB for All	UNIFAST	No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	3,128.00	3,128.00	NA	For the payment of supplies needed for the activity
<b>R.7</b>	Procurement of Meals (Enhancing UnifAST Implementation: Re-Orientation of RCs and CHEDRO2 Staff on UAQTEA Programs on February 26, 2024) PO# 2024-02-033 GF (UnifAST)	UNIFAST	No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	22,005.00	22,005.00	N/A	For the payment of meals for the activity
<b>R.8</b>	Procurement of Snacks/Meals For the UnifAST Secretariat, CHEDRO2 Staff & TDP Grantees on February 27, 2024 (Lab for All) PO# 2024-02-034 GF (UnifAST)	UNIFAST	No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	12,500.00	12,500.00	N/A	For the payment of supplies needed by the office
<b>R.9</b>	Procurement of Office Supplies of UnifAST for 1st quarter FY 2024	UNIFAST	No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	18,763.00	18,763.00	N/A	



R.10	Procurement of Hotel Accommodation on March 18-19, 2024 (LAB for All on March 19, 2024) PO#2024-03-050 GF (UnifAST)	UNIFAST	No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	20,020.00	20,020.00	NA	For the payment of hotel accommodation of staff relative to conduct of activity
R.11	Procurement of AM Snacks during the Ceremonial Distribution (LAB for All March 19, 2024) PO#2024-03-049 GF (UnifAST)	UNIFAST	No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	25,340.00	25,340.00	N/A	For the payment of meals for the activity
R.12	Procurement of LOOSE LEAF FOLDER, green IAR#2024-03-050 GF (UnifAST)	UNIFAST	No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	13,600.00	13,600.00	N/A	For the payment of supplies needed by the office
R.13	Procurement of Floorwax PO# 2024-04-005 GF (UnifAST)	UNIFAST	No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	1,070.00	1,070.00	N/A	For the payment of floor wax for office use
R.14	Procurement of Hardroom, Twine & Multi Socket Adapter, 13amp PO# 2024-04-006 GF (UnifAST)	UNIFAST	No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	760.00	760.00	N/A	For the payment of supplies needed by the office
R.15	Procurement of AM Snacks April 29, 2024 ( Orientation of Unifast Policy Review and TES/TDP Disbursement Update Session with Focal Persons & Finance Officers of Higher Institutions in Region 2) PO# 2024-04-015 GF (UnifAST)	UNIFAST	No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	17,845.00	17,845.00	N/A	For the payment of meals for the activity
R.16	Procurement of AM & PM Snacks & Lunch with VENUE on May 28, 2024 (UnifAST Grantees Summit: Charting Success Through Career Guidance, Soft Skills Mastery, and Personal Development on May 28, 2024) PO# 2024-05-044 GF (UnifAST)	UNIFAST	No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	208,000.00	208,000.00	N/A	For the payment of supplies needed by the office for the activity
R.17	Procurement of Supplies and Materials for the UnifAST Grantees Summit: Charting Success Through Career Guidance, Soft Skills Mastery, and Personal Development on May 28, 2024	UNIFAST	No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	39,740.00	39,740.00	N/A	For the payment of tarpaulin needed by the office for the activity
R.18	Procurement of Tarpaulin Printing for the UnifAST Grantees Summit: Charting Success Through Career Guidance, Soft Skills Mastery, and Personal Development on May 28, 2024 PO# 2024-05-030 GF (UnifAST)	UNIFAST	No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	1,305.00	1,305.00	N/A	For the payment of the Video Conference Meeting Platform needed by the office
R.19	Procurement of Video Conferencing Subscription (zoom) PO# 2024-04-012 GF (UnifAST)	UNIFAST	No	NP-53.9 - Small Value Procurement	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	Q1-Q2	GoP	46,500.00	46,500.00	N/A	For the payment of meals for the activity

R.20	Procurement of UNIFAST & Regular Office Supplies for 2nd quarter 2024	UNIFAST	No	NP-53.9 - Small Value Procurement	Q1-Q2		Q1-Q2	Q1-Q2	Q1-Q2	GoP	43,260.00	43,260.00	N/A	For the payment of supplies needed by the office
R.21	Procurement of PORTABLE SPEAKER WITH WIRELESS MICROPHONE (Materials/Supplies that are needed by Region 2 in the conduct of activities relative to the implementation the Universal Access to Quality Tertiary Education (UAQTE) PO# 2024-06-070 GF (Unifast))	UNIFAST	No	NP-53.9 - Small Value Procurement	Q1-Q2		Q1-Q2	Q1-Q2	Q1-Q2	GoP	33,000.00	33,000.00	N/A	For the payment of supplies needed by the office
R.22	Procurement of PULL UP BANNER (Materials/Supplies that are needed by Region 2 in the conduct of activities relative to the implementation the Universal Access to Quality Tertiary Education (UAQTE) PO# 2024-06-050 GF (Unifast))	UNIFAST	No	NP-53.9 - Small Value Procurement	Q1-Q2		Q1-Q2	Q1-Q2	Q1-Q2	GoP	1,700.00	1,700.00	N/A	For the payment of supplies needed by the office
R.23	Procurement of TELEVISION (Materials/Supplies that are needed by Region 2 in the conduct of activities relative to the implementation the Universal Access to Quality Tertiary Education (UAQTE) PO# 2024-06-065 GF (Unifast))	UNIFAST	No	NP-53.9 - Small Value Procurement	Q1-Q2		Q1-Q2	Q1-Q2	Q1-Q2	GoP	28,990.00	28,990.00	N/A	For the payment of supplies needed by the office
R.24	Procurement of SACKS, big size, 50kg.- For the Unifast files PO# 2024-06-049 GF (Unifast))	UNIFAST	No	NP-53.9 - Small Value Procurement	Q1-Q2		Q1-Q2	Q1-Q2	Q1-Q2	GoP	1,000.00	1,000.00	N/A	For the payment of supplies needed by the office
R.25	Procurement of AM/PM snacks & Lunch for the 2024 CHEDRo2 Midyear Assessment & Catch-Up Plan on June 10, 2024 PO# 2024-06-058 GF (Unifast))	UNIFAST	No	NP-53.9 - Small Value Procurement	Q1-Q2		Q1-Q2	Q1-Q2	Q1-Q2	GoP	36,000.00	36,000.00	N/A	For the payment of meals for the activity
<b>TOTAL ESTIMATED BU UNIFAST</b>												<b>1,594,049.73</b>	<b>1,594,049.73</b>	

**K TO 12 NON-COMMON USED SUPPLIES, MATERIALS AND EQUIPMENT**

Item S	Supplies and Materials													
S.1	Common Use Supplies & Equipment-Available in DBM-PS	K to 12	No	NP-53.5 Agency-to-Agency	NA		Q1-Q4	Q1-Q4	Q1-Q4	GoP	18,000.00	18,000.00	NA	Refer to APP-CSE-Available in DBM-PS
S.2	Common Use Supplies & Equipment-Not available in DBM-PS:	K to 12	No	NP-53.9 - Small Value Procurement	Q1-Q4		Q1-Q4	Q1-Q4	Q1-Q4	GoP	4,000.00	4,000.00	NA	Refer to APP-CSE-Not available in DBM-PS
Item U	Venue, Food, Supplies and Materials for the following													
U.1	Meeting for SCS-L and SIKAP Grant													
U.1.1	Supplies and Materials	K to 12	No	NP-53.9 - Small Value Procurement	Q1		Q1	Q1	Q1	GoP	1,000.00	1,000.00	NA	Supplies and materials in the conduct of the SHEIs and DHEIs Coordinators' Meeting



