

Commission on Higher Education Regional Office 2
Annual Procurement Plan (APP) for FY 2025

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/Activity/Project)
					Advertisement/Posting of Bids (BURE)	Submission/Opening of Bids	Notice of Award		Contract Signing	Total	MOOE	
CHED REGIONAL OFFICE 2 NON-COMMON USED SUPPLIES, MATERIALS AND EQUIPMENT												
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	156,834.59	156,834.59	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	43,191.37	43,191.37	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 32nd 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	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	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 ROAT Conference
B.2	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 ROAT Conference
B.3	B.3.1 Supplies and Materials	CHEDRO2 - Administrative Division	No	NP-53.9 - Small Value Procurement	Q1-Q4	Q1-Q4	Q1-Q4	GoP	30,000.00	30,000.00	NA	Supplies and materials needed for the conduct of Human Resource Development Activities
B.3	B.3.2 Food and Venue	CHEDRO2 - Administrative Division	No	NP-53.9 - Small Value Procurement	Q1-Q4	Q1-Q4	Q1-Q4	GoP	314,000.00	314,000.00	NA	Food for the participants in the conduct of the Human Resource Development Activities
B.4	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	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	GAD Activities-Clients Focus	CHEDRO2- Technical Division & HEIs	No	NP-53 9 - Small Value Procurement	Q1-Q4	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.5.1 Supplies	CHEDRO2- Technical Division & HEIs	No	NP-53 9 - Small Value Procurement	Q1-Q4	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	January - December	January - December	January - December	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	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	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	May	May	May	May	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	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	80,000.00	80,000.00	NA	Supplies for the conduct of meetings with stakeholders and regional development committees of region 2
B.9	Meetings conducted by CHEDRO2 with HEIs/Stakeholders	CHEDRO2	No	NP-53 9 - Small Value Procurement	Q1-Q4	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.9.1 Supplies	CHEDRO2	No	NP-53 9 - Small Value Procurement	Q2	Q2	Q2	Q2	GoP	1,000.00	1,000.00	NA	Supplies needed in the conduct of midyear assessment for 1st semester, FY 2025 and planning for 2nd semester, FY 2025 of CHEDRO2 staff
	B.9.2 Food	CHEDRO2	No	NP-53 9 - Small Value Procurement	Q2	Q2	Q2	Q2	GoP	50,000.00	50,000.00	NA	Food for the participants in the conduct of midyear assessment for 1st semester, FY 2025 and planning for 2nd semester, FY 2025 of CHEDRO2 staff
B.10	CHEDRO2 Mid year Assessment	CHEDRO2	No	NP-53 9 - Small Value Procurement	Q4	Q4	Q4	Q4	GoP	1,000.00	1,000.00	NA	Supplies needed in the conduct of year end assessment for FY 2025 and planning/target setting for FY 2025 of CHEDRO2 staff
	B.10.1 Supplies	CHEDRO2	No	NP-53 9 - Small Value Procurement	Q4	Q4	Q4	Q4	GoP	200,000.00	200,000.00	NA	The purchase of Light, Illumination & Power Services for office staff and stakeholders use
	B.10.2 Food	CHEDRO2	Yes	Direct Contracting	NA	January - December	January - December	January - December	GoP	25,000.00	25,000.00	NA	For water use of office staff and stakeholders.
B.11	CHEDRO2 Year End Assessment	CHEDRO2	Yes	Direct Contracting	NA	January - December	January - December	January - December	GoP	17,500.00	17,500.00	NA	For drinking water use of office staff and stakeholders
	B.11.1 Supplies	CHEDRO2	No	NP-53 9 - Small Value Procurement	NA	January - December	January - December	January - December	GoP	50,000.00	50,000.00	NA	For office staff use in communicating and disseminate information to stakeholders and CHEDCO
	B.11.2 Food	CHEDRO2	No	NP-53 9 - Small Value Procurement	NA	January - December	January - December	January - December	GoP	50,000.00	50,000.00	NA	
Item C	Utility Services												
C.1	Electricity	CHEDRO2	No	Direct Contracting	NA	January - December	January - December	January - December	GoP	200,000.00	200,000.00	NA	
C.2	Water Services (Water District)	CHEDRO2	Yes	Direct Contracting	NA	January - December	January - December	January - December	GoP	25,000.00	25,000.00	NA	
C.3	Drinking Water	CHEDRO2	Yes	Direct Contracting	NA	January - December	January - December	January - December	GoP	17,500.00	17,500.00	NA	
Item D	Communication Services												
D.1	Telephone Subscription	CHEDRO2	No	Direct Contracting	NA	January - December	January - December	January - December	GoP	50,000.00	50,000.00	NA	

D.2	Internet Subscription	CHEDR02	No	NP-53.9 - Small Value Procurement	NA	NA	January - December	January - December	GoP	150,000.00	150,000.00	NA	For office staff use in communicating and disseminate information to stakeholders and CHEDCO.
D.3	Counter Services	CHEDR02	No	NP-53.9 - Small Value Procurement	NA	NA	January - December	January - December	GoP	20,000.00	20,000.00	NA	For use in communicating and disseminate information to stakeholders and CHEDCO.
D.4	Zoom Subscription	CHEDR02	No	NP-53.9 - Small Value Procurement	NA	NA	January - December	January - December	GoP	46,500.00	46,500.00	NA	For use on online meetings and webinars of CHEDRO2
D.5	Tarpaulin Printing Services for Signages/Banners	CHEDR02	No	NP-53.9 - Small Value Procurement	Q1-Q4	NA	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
Item E	Fuel, Oil, Lubricants, etc for Vehicles & Generator												
E.1	Fuel of Vehicles (3 Office Vehicles) & Generator	CHEDR02	Yes	Retail Purchase of Petroleum Fuel, Oil and Lubricants	NA	NA	January - December	January - December	GoP	240,000.00	240,000.00	NA	For the purchase of fuel for the government vehicles & generator of the office
E.2	Oil, lubricant & etc (3 Office Vehicles & Generator)	CHEDR02	Yes	Retail Purchase of Petroleum Fuel, Oil and Lubricants	NA	NA	Q1-Q4	Q1-Q4	GoP	80,000.00	80,000.00	NA	For the purchase of Oil, lubricant & etc for the government vehicles & generator of the office
Item F	Repairs and Maintenance												
F.1	Repairs and Maintenance of Vehicles	CHEDR02	No	NP-53.9 - Small Value Procurement	NA	NA	Q1-Q4	Q1-Q4	GoP	100,000.00	100,000.00	NA	For the government vehicles of the office maintenance and repair use.
F.2	Building repair & maintenance including furnitures and fixtures	CHEDR02	No	NP-53.9 - Small Value Procurement	NA	NA	Q1-Q4	Q1-Q4	GoP	110,000.00	110,000.00	NA	For the needed repair and maintenance of CHEDRO2 building & Dormitory.
F.3	Repair & maintenance of office machinery and equipment (including generator)	CHEDR02	No	NP-53.9 - Small Value Procurement	NA	NA	Q1-Q4	Q1-Q4	GoP	110,000.00	110,000.00	NA	For the needed repair, parts and maintenance of CHEDRO2 machinery and equipment (Generator, ACU, Photocopier, etc.).
F.4	Tires of Vehicle	CHEDR02	No	NP-53.9 - Small Value Procurement	NA	NA	Q1	Q1	GoP	11,600.00	11,600.00	NA	For the tires of the two(2) Office Vehicles (Innova and Adventure)
Item G	Insurance												
G.1	Building Insurance	CHEDR02	No	NP-53.5 Agency-to-Agency	NA	NA	January	January	GoP	200,000.00	200,000.00	NA	For the renewal of the CHEDRO2 Building & Dormitory Insurance
G.2	Vehicle Insurance	CHEDR02	No	NP-53.5 Agency-to-Agency	NA	NA	January	January	GoP	30,000.00	30,000.00	NA	For the renewal of the Car Insurance of 3 CHEDRO2 vehicles
Item H	Security Services	CHEDR02	Yes	NP-53.9 - Small Value Procurement	NA	NA	January - December	January - December 2024	GoP	846,147.12	846,147.12	NA	For payment of salary of three security guards of the Office
Item I	Hotel Accommodation	CHEDR02	No	NP-53.9 - Small Value Procurement	NA	NA	January - December	January - December	GoP	80,000.00	80,000.00	NA	For the accommodation of CHED visitors
Item J	Contingency for the following:												
J.1	Repair & maintenance of vehicles	CHEDR02	No	NP-53.9 - Small Value Procurement	NA	NA	Q1-Q4	Q1-Q4	GoP	80,000.00	80,000.00	NA	For the emergency repair and maintenance of CHEDRO2 vehicles
J.2	Vehicle Rental	CHEDR02	No	NP-53.9 - Small Value Procurement	NA	NA	as need arises	as need arises	GoP	35,000.00	35,000.00	NA	The Purchase of Vehicle Rental will be used for travel of staff if government vehicles will not be enough or available, as need arises.
J.3	Building repair & maintenance including furnitures and fixtures	CHEDR02	No	NP-53.9 - Small Value Procurement	NA	NA	Q1-Q4	Q1-Q4	GoP	80,000.00	80,000.00	NA	For the emergency repair and maintenance of CHEDRO2 building & Dormitory.
J.4	Repair & maintenance of office machinery and equipment (including generator)	CHEDR02	No	NP-53.9 - Small Value Procurement	NA	NA	Q1-Q4	Q1-Q4	GoP	60,000.00	60,000.00	NA	For the needed repair, parts and maintenance of CHEDRO2 machinery and equipment (Generator, ACU, Photocopier, etc.)
Item K	Other Office Requirements/Misc.												
K.1	Purchase of Security Paper	CHEDR02	No	NP-53.5 Agency-to-Agency	NA	NA	Q2	Q2	GoP	150,000.00	150,000.00	NA	For use in the CHED Dormitory
K.2	Blinds for CHEDRO2 Lobby	CHEDR02	No	NP-53.9 - Small Value Procurement	Q2	Q2	Q2	Q2	GoP	15,000.00	15,000.00	NA	For the CHEDRO2 lobby
TOTAL ESTIMATED BU CHEDRO2										4,242,747.12	4,242,747.12		

	N.5.1 Supplies and Materials	UNIFAST	No	NP-53.9 - Small Value Procurement	Q1-Q4	Q1-Q4	Q1-Q4	GoP	2,000.00	2,000.00	NA	Supplies and materials for the conduct of the Orientation
	N.5.2 Food and Venue	UNIFAST	No	NP-53.9 - Small Value Procurement	Q1-Q4	Q1-Q4	Q1-Q4	GoP	70,000.00	70,000.00	NA	Food and venue for the conduct of the Orientation
Item O	Utility Services											
O.1	Electricity	UNIFAST	No	Direct Contracting	NA	NA	January - December	GoP	95,000.00	95,000.00	NA	The purchase of Light, Illumination & Power Services for office staff and stakeholders use.
O.2	Water Services (Water District)	UNIFAST	Yes	Direct Contracting	NA	NA	January - December	GoP	25,000.00	25,000.00	NA	For water use of office staff and stakeholders.
Item P	Communication Services											
P.1	Mobile, Telephone and Internet Subscription	UNIFAST	No	NP-53.9 - Small Value Procurement	NA	NA	January - December	GoP	148,600.00	148,600.00	NA	For office staff use in communicating and disseminate information to stakeholders and CHEDCO.
P.4	Mailing & Courier Services	UNIFAST	No	NP-53.9 - Small Value Procurement	NA	NA	January - December	GoP	6,000.00	6,000.00	NA	For use in communicating and disseminate information to stakeholders and CHEDCO.
P.5	Printing and Publication Expense	UNIFAST	No	NP-53.9 - Small Value Procurement	NA	NA	January - December	GoP	20,000.00	20,000.00	NA	For use in communicating and disseminate information to stakeholders
Item Q	Security Services											
Q.1	Security Services	UNIFAST	Yes	NP-53.9 - Small Value Procurement	NA	NA	January - December 2024	GoP	50,000.00	50,000.00	NA	For payment of salary of two security guards of the Office
Item R	Contingency for the following:											
R.1	Repair & maintenance of ICT Equipments	UNIFAST	No	NP-53.9 - Small Value Procurement	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
R.2	Vehicle Rental	UNIFAST	No	NP-53.9 - Small Value Procurement	Q1-Q4	Q1-Q4	Q1-Q4	GoP	75,000.00	75,000.00	NA	For the transportation of staff for activities outside the office
R.3	Hotel Accommodation	UNIFAST	No	NP-53.9 - Small Value Procurement	Q1-Q4	Q1-Q4	Q1-Q4	GoP	80,000.00	80,000.00	NA	For the hotel accommodation of staff for activities outside the office

R.4	Airfare/Plane Tickets	UNIFAST	No	NP-53.9 - Small Value Procurement	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	90,000.00	90,000.00	NA	For the airfare of staff for activities outside the office
TOTAL ESTIMATED BU UNIFAST														
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	Q1-Q4	GoP	33,327.10	33,327.10	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	Q1-Q4	GoP	7,040.00	7,040.00	NA	Refer to APP-CSE-Not available in DBM-PS
S.3	Supply and Printing Services for T-Shirts	K to 12	No	NP-53.9 - Small Value Procurement	Q2	Q2	Q2	Q2	Q2	GoP	5,000.00	5,000.00	NA	For CHEDRO2-K1012 staff.
Item U	Venue, Food, Supplies and Materials for the following SHEIs and DHEIs Coordinators' Meeting for SGS-L and SIKAP Grant													
U.1	U.1.1. Supplies and Materials	K to 12	No	NP-53.9 - Small Value Procurement	Q1	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
	U.1.2 Food and Venue	K to 12	No	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	Q1	GoP	10,000.00	10,000.00	NA	Food and venue for the conduct of the SHEIs and DHEIs Coordinators' Meeting
U.2	Regional Assembly of SIKAP Grantees													
	U.2.1 Supplies and Materials	K to 12	No	NP-53.9 - Small Value Procurement	Q2	Q2	Q2	Q2	Q2	GoP	1,000.00	1,000.00	NA	Supplies and materials in the conduct of the Regional Assembly
	U.2.2 Food and Venue	K to 12	No	NP-53.9 - Small Value Procurement	Q2	Q2	Q2	Q2	Q2	GoP	10,000.00	10,000.00	NA	Food and venue for the conduct of the Regional Assembly
U.3	Services for the SHEI Visits	K to 12	No	NP-53.9 - Small Value Procurement	NA	Q3 & Q4	Q3 & Q4	Q3 & Q4	Q3 & Q4	GoP	1,000.00	1,000.00	NA	Supplies, food and travel for the conduct of the SHEI Visit
U.4	Travelling Expenses	K to 12	No	NP-53.9 - Small Value Procurement	NA	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	GoP	20,000.00	20,000.00	NA	For the travel expenses incurred during HEI visits and conduct of activities
Item V	Utility Services													
V.1	Electricity	K to 12	No	Direct Contracting	NA	January - December	January - December	January - December	January - December	GoP	24,000.00	24,000.00	NA	The purchase of Light, Illumination & Power Services for office staff and stakeholders use.
V.2	Water Services (Water District)	K to 12	Yes	Direct Contracting	NA	January - December	January - December	January - December	January - December	GoP	8,000.00	8,000.00	NA	For water use of office staff and stakeholders.
Item W	Communication Services													
W.1	W.1.1. Mobile Subscription	K to 12	No	NP-53.9 - Small Value Procurement	NA	January - December	January - December	January - December	January - December	GoP	10,000.00	10,000.00	NA	For office staff use in communicating and disseminate information to stakeholders and CHEDCO
	W.1.2. Telephone Subscription	K to 12	No	Direct Contracting	NA	January - December	January - December	January - December	January - December	GoP	16,000.00	16,000.00	NA	For office staff use in communicating and disseminate information to stakeholders and CHEDCO
	W.1.3. Internet Subscription	K to 12	No	NP-53.9 - Small Value Procurement	NA	January - December	January - December	January - December	January - December	GoP	24,000.00	24,000.00	NA	For office staff use in communicating and disseminate information to stakeholders and CHEDCO
W.2	Mailing & Courier Services	K to 12	No	NP-53.9 - Small Value Procurement	NA	January - December	January - December	January - December	January - December	GoP	4,000.00	4,000.00	NA	For use in communicating and disseminate information to stakeholders and CHEDCO.

Item X	Security Services																	
X.1	Security Services	K to 12		Yes	NP-53 9 - Small Value Procurement	NA	NA	January - December 2024	GoP	25,000.00	25,000.00	NA	For payment of salary of two security guards of the Office					
Y.1	Contingency for the following: Repairs and Maintenance of Vehicles	K to 12		No	NP-53 9 - Small Value Procurement	January - December	January - December	GoP	12,000.00	12,000.00	211,367.10	NA	For the government vehicles of the office maintenance and repair use.					
	TOTAL ESTIMATED BUDGET	K to 12									211,367.10							
	GRAND TOTAL ESTIMATED BUDGET										5,861,514.22							

Prepared By:

Francis
FRANCIS D. CORDOVA
BAC Secretariat

Certified Funds Available/Certified Appropriate Funds Available:

IDA
IDA D. GACUTAN
Accountant

Approved by:

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