

CHED RO1 Indicative Annual Procurement Plan for FY 2025

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	
GENERAL SERVICES													
5029903000	Mineral Water for CHED Employees and	ADMIN	NO	NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	22,000.00	22,000.00		
5029903000	Electricity Services (LUECO)	ADMIN	NO	Direct Contracting	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	605,000.00	605,000.00		
5029903000	Mobile Load	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	110,000.00	110,000.00		
5029903000	Internet Subscription	ADMIN	NO	NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	55,000.00	55,000.00		
5029903000	Telephone Landline	ADMIN	NO	NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	110,000.00	110,000.00		
5029903000	Fire Extinguisher - Refill	ADMIN	NO	NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	16,500.00	16,500.00		
5029903000	Termite Control Service	ADMIN	NO	NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	11,000.00	11,000.00		
5029903000	Installation of Acrylic Posters	ADMIN	NO	NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	44,000.00	44,000.00		
PROFESSIONAL SERVICES													
5029903000	Security Manpower Services	ADMIN	YES	NP-53.9 - Small Value Procurement	OCT-DEC 2024	N/A	JAN.-DEC.	JAN.-DEC.	GoP	228,096.00	228,096.00		
COURIER SERVICES													
5029903000	Postage Expenses	ADMIN	NO	NP-53.5 Agency-to-Agency	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	66,000.00	66,000.00		
5029903000	Courier	ADMIN	NO	NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	66,000.00	66,000.00		
OFFICE EQUIPMENT REPAIR AND MAINTENANCE													
5029903000	Aircon Maintenance	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	11,000.00	11,000.00		
5029903000	Aircon Replacement of Parts	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	11,000.00	11,000.00		
5029903000	Fan Maintenance	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	5,500.00	5,500.00		
5029903000	Fan Replacement of Parts	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	5,500.00	5,500.00		
5029903000	Generator Set Maintenance	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	16,500.00	16,500.00		
5029903000	Generator Set Replacement of Parts	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	11,000.00	11,000.00		
5029903000	ICT Equipment	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	11,000.00	11,000.00		
5029903000	Office Equipment	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	22,000.00	22,000.00		
5029903000	Furniture and Fixtures	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	11,000.00	11,000.00		
5029903000	Communication Equipment	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	11,000.00	11,000.00		
OFFICE BUILDING MAINTENANCE													
5029903000	Building Maintenance	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	110,000.00	110,000.00		
MOTOR VEHICLE REPAIR AND MAINTENANCE													
5029903000	Motor Vehicle Maintenance	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	110,000.00	110,000.00		
5029903000	Motor Vehicle Replacement of Parts	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	55,000.00	55,000.00		
OIL AND LUBRICANT													
5029903000	Fuel for Motor Vehicle	ADMIN/TECH	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	165,000.00	165,000.00		
5029903000	Lubricants for Motor Vehicle	ADMIN/TECH	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	33,000.00	33,000.00		
5029903000	Gasoline for Generator Set	ADMIN/TECH	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	22,000.00	22,000.00		
TAXES, DUTIES AND LICENSES													
5029903000	LTO Vehicle Registration	ADMIN/TECH	NO	NP-53.5 Agency-to-Agency	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	3,885.21	3,885.21		
5029903000	GSIS Vehicle Insurance	ADMIN/TECH	NO	NP-53.5 Agency-to-Agency	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	8,194.12	8,194.12		
5029903000	GSIS Building Insurance	ADMIN/TECH	NO	NP-53.5 Agency-to-Agency	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	133,763.50	133,763.50		
SUBSCRIPTION													
5029903000	ICT Software	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	11,000.00	11,000.00		
5029903000	Domain and Web Hosting	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	16,500.00	16,500.00		
5029903000	Zoom Subscription	ADMIN/TECH	NO	Direct Contracting	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	16,500.00	16,500.00		
5029903000	IEC materials	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	55,000.00	55,000.00		
ACCOUNTABLE FORMS													
5029903000	Security Paper	ADMIN/TECH	NO	NP- Agency to Agency	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	770,000.00	770,000.00		
5029903000	Official Receipts	ADMIN	NO	NP- Agency to Agency	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	66,000.00	66,000.00		
PRINTING SERVICES													
5029903000	plaques, tarpaulin, signages	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	55,000.00	55,000.00		
PROFESSIONAL AND TRANSPORTATION SERVICES													

5029903000	Airline Tickets	ADMIN/TECH	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	110,000.00	110,000.00		
5029903000	Representation Expenses Meetings/Orientation a. food b. food, venue and accomodation c. food and venue	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement NP-53.10 Lease of Real Property and Venue NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	1,691,107.75	1,691,107.75		
PROGRAMS, PROJECTS AND ACTIVITIES													
5029903000	UNIFAST programs and Projects a. Food b. Venue aand Accomodation c. Supplies and Materials	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement NP-53.10 Lease of Real Property and Venue NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	800,000.00	800,000.00		
5029903000	MEETINGS (COA Meeting, DBM Meeting, Staff Meeting, BAC Meeting, Org. Meeting, PSB Meeting, Management Meeting, Coordination, dialogue, mediation, investigation) a. Food b. Venue aand Accomodation c. Supplies and Materials	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement NP-53.10 Lease of Real Property and Venue NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	250,000.00	250,000.00		
5029903000	Council Organization Meetings a. Food c. Supplies and Materials	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	200,000.00	200,000.00		
5029903000	National Monthly Celebrations a. Food b. Supplies and Materials	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	150,000.00	150,000.00		
5029903000	Registrar's Conference a. Food b. Venue aand Accomodation c. Supplies and Materials	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement NP-53.10 Lease of Real Property and Venue NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	100,000.00	100,000.00		
5029903000	GAD Planning and Budgeting of SUCs a. Food b. Venue aand Accomodation c. Supplies and Materials	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement NP-53.10 Lease of Real Property and Venue NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	100,000.00	100,000.00		
5029903000	Women's Month Celebration a. Food b. Venue and Accomodation c. Supplies and Materials	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement NP-53.10 Lease of Real Property and Venue NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	100,000.00	100,000.00		
5029903000	Region 1 Higher Education Conference on Gender Issues a. Food b. Venue and Accommodation c. Supplies and Materials	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement NP-53.10 Lease of Real Property and Venue NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	100,000.00	100,000.00		
5029903000	Student Leader's Summit a. Food b. Venue aand Accomodation c. Supplies and Materials	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement NP-53.10 Lease of Real Property and Venue NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	250,000.00	250,000.00		

5029903000	Executive Conference a. Food b. Venue and Accommodation c. Supplies and Materials	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement NP-53.10 Lease of Real Property and Venue NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	250,000.00	250,000.00		
5029903000	CHEDRO1 Office Quarterly Office Performance Review a. food b. Venue and Accommodation c. Supplies and Materials	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement NP-53.10 Lease of Real Property and Venue NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	250,000.00	250,000.00		
5029903000	CHED RO1 Career Advancement and Professional Enhancement a. food b. Venue and Accommodation c. Supplies and Materials	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement NP-53.10 Lease of Real Property and Venue NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	100,000.00	100,000.00		
5029903000	CHED Anniversary Celebration a. Food b. Venue and Accommodation c. Supplies and Materials	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement NP-53.10 Lease of Real Property and Venue NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	500,000.00	500,000.00		
5029903000	Oplan Balik-Eskwela a. Food c. Supplies and Materials	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	35,000.00	35,000.00		
5029903000	DRRMC Training a. Food b. Venue and Accommodation c. Supplies and Materials	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement NP-53.10 Lease of Real Property and Venue NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	150,000.00	150,000.00		
5029903000	National Disability Prevention and Rehabilitation Week a. Food b. Venue and Accommodation c. Supplies and Materials	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement NP-53.10 Lease of Real Property and Venue NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	80,000.00	80,000.00		
5029903000	Updates on the status of CHED StuFAPs (CSP and MSRS) scholars/grantees Orientation and Distribution of Assistance a. Food b. Venue and Accommodation c. Supplies and Materials	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement NP-53.10 Lease of Real Property and Venue NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	500,000.00	500,000.00		
5029903000	SIKAP Programs and Projects a. Food b. Venue and Accommodation c. Supplies and Materials	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement NP-53.10 Lease of Real Property and Venue NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	150,000.00	150,000.00		
5029903000	Maritime Conference a. Food b. Venue and Accommodation c. Supplies and Materials	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement NP-53.10 Lease of Real Property and Venue NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	150,000.00	150,000.00		
5029903000	Philippine Civil Service Anniversary Month Celebration a. Food b. Supplies and Materials	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	100,000.00	100,000.00		
5029903000	CHEDRO1 Wellness Activity cum Annual Physical Examination for Plantilla CHEDRO1 Employees a. Food b. Supplies and Materials	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	250,000.00	250,000.00		
5029903000	Criminal Justice Education Conference a. Food b. Venue and Accommodation c. Supplies and Materials	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement NP-53.10 Lease of Real Property and Venue NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	100,000.00	100,000.00		

5029903000	Peace Education Conference a. Food b. Venue and Accommodation c. Supplies and Materials	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement NP-53.10 Lease of Real Property and Venue NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	200,000.00	200,000.00		
5029903000	RQAT Orientation a. Food b. Venue and Accommodation c. Supplies and Materials	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement NP-53.10 Lease of Real Property and Venue	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	100,000.00	100,000.00		
5029903000	Elderly Filipino Week Celebration a. Food b. Supplies and Materials	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	100,000.00	100,000.00		
5029903000	TOSF meeting/s, Seminar, Conference a. Food b. Venue and Accommodation c. Supplies and Materials	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement NP-53.10 Lease of Real Property and Venue	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	150,000.00	150,000.00		
5029903000	Business Accounting Networking Knowledge	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement NP-53.10 Lease of Real Property and Venue	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	100,000.00	100,000.00		
5029903000	National Statistics Month a. Food b. Supplies and Materials	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	50,000.00	50,000.00		
5029903000	18-day Campaign to End VAWC a. Food b. Supplies and Materials	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	200,000.00	200,000.00		
5029903000	Tree of Hope Project (PWD and SC) a. Food b. Supplies and Materials	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	300,000.00	300,000.00		
5029903000	Year-end Assessment Cum Planning a. Food b. Venue and Accommodation c. Supplies and Materials	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement NP-53.10 Lease of Real Property and Venue NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	150,000.00	150,000.00		
5029903000	Annual Higher Education Data and Information Collection HEMIS a. Food b. Venue and Accommodation c. Supplies and Materials	ADMIN/TECH	NO	NP-53.9 - Small Value Procurement NP-53.10 Lease of Real Property and Venue NP-53.9 - Small Value Procurement	N/A	N/A	JAN.-DEC.	JAN.-DEC.	GoP	60,000.00	60,000.00		
TOTAL										10,956,046.58	10,956,046.58		

Prepared by:



MYRELLE FAITH D. MINA
ES II/ Supply Officer Designate

Reviewed by:



NYMPHA N. BUENIO
Chief Administrative Officer

Approved by:



CHRISTINE N. FERRER, Ed D
Director IV/Head of the Procuring Entity