

**COMMISSION ON HUMAN RIGHTS - CENTRAL OFFICE**  
**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	
	<b>I. GOOD AND SERVICES</b>												
	<b>A. GOODS</b>												
P01	<b>CSE Procurement thru DBM-PS</b>	GSD	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	As the need arises	GoP	1,500,000.00	1,500,000.00		
P02	<b>Supplies and Materials</b>	ALL OFFICES	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	February to December	February to December	GoP	1,998,000.00	1,998,000.00		
P03	<b>Books</b>	HRPO	NO	NP-53.9 - Small Value Procurement	May	N/A	June	June	GoP	400,000.00	400,000.00		
P04	<b>Accountable and Non-Accountable Forms</b>	GSD	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	As the need arises	GoP	9,600.00	9,600.00		
P05	<b>Camera, lens kit and battery</b>	FORENSIC	NO	NP-53.9 - Small Value Procurement	February	N/A	February	February	GoP	87,000.00	87,000.00		
	<b>Semi-Expendable Property, Machinery &amp; Equipment</b>												
P06	Non-PS (Common Supplies and Equipment (including SE Equipment/Property and Furniture and Fixtures including ERT SE Equipment and Supplies and GAD SE Property) Procurement not available thru DBM-PS)	GAO, PFMO	NO	Shopping	As the need arises	N/A	February to December	February to December	GoP	2,588,000.00	2,588,000.00		
P07	Vertical Filing Cabinet	GSD	NO	NP-53.9 - Small Value Procurement	March	N/A	March	March	GoP	200,000.00	200,000.00		
P08	Metal Shelves	GSD	NO	NP-53.9 - Small Value Procurement	March	N/A	March	March	GoP	360,000.00	360,000.00		
P09	Conference Table	GSD	NO	NP-53.9 - Small Value Procurement	March	N/A	March	March	GoP	600,000.00	600,000.00		
P10	Refilling of existing fire extinguishers and procurement of brand new fire extinguishers for Central Office Building	GSD	NO	NP-53.9 - Small Value Procurement	July	N/A	July	July	GoP	300,000.00	300,000.00		
P11	<b>Inverter Aircon units (Climate Change Expenditure Tagging)</b>	GSD	NO	Competitive Bidding	March	March	April	April	GoP	1,204,000.00	1,204,000.00		
P12	<b>Institutional Tokens</b>	ALL OFFICES	NO	Competitive Bidding	March	April	May	May	GoP	1,933,000.00	1,933,000.00		
P13	Token for CHR Partners	OCH, PASCO, ETD, PFMO	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	January to December	January to December	GoP	1,450,000.00	1,450,000.00		
P14	Plaques	HRDD, ETD	NO	NP-53.9 - Small Value Procurement	June	N/A	June	June	GoP	354,000.00	354,000.00		
P15	<b>Fuel, Oil, Lubricants</b>	ALL OFFICES	YES	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	November 2024	December 2024	January to December	January to December	GoP	1,597,100.00	1,597,100.00		
	<b>ICT Equipment</b>												
P16	Laptop Computers	MISD	YES	Competitive Bidding	November 2024	December 2024	January	January	GoP	7,204,282.20		7,204,282.20	
P17	Desktop Computers	MISD	YES	Competitive Bidding	November 2024	December 2024	January	January	GoP	18,584,686.62		18,584,686.62	
P18	Heavy Duty Scanners with ADF	MISD	YES	Competitive Bidding	November 2024	December 2024	January	January	GoP	1,587,600.00		1,587,600.00	
P19	Multifunction Printers	MISD	YES	Competitive Bidding	November 2024	December 2024	January	January	GoP	2,887,500.00	2,887,500.00		
P20	Uninterruptible Power Supply (UPS)	MISD	YES	Competitive Bidding	November 2024	December 2024	January	January	GoP	1,176,465.00	1,176,465.00		


P21	Access Point	MISD	NO	Competitive Bidding	April	May	June	June	GoP	2,880,000.00	2,880,000.00	
P22	Wi-Fi Adapter for Desktop Computer	MISD	NO	NP-53.9 - Small Value Procurement	April	N/A	April	April	GoP	50,000.00	50,000.00	
P23	Intelligent Switch Hub	MISD	NO	NP-53.9 - Small Value Procurement	April	N/A	April	April	GoP	90,000.00	90,000.00	
P24	IP Camera	MISD	NO	NP-53.9 - Small Value Procurement	February	N/A	February	February	GoP	5,000.00	5,000.00	
P25	SD Card	MISD	NO	NP-53.9 - Small Value Procurement	February	N/A	February	February	GoP	30,000.00	30,000.00	
P26	Computer Server	MISD	NO	Competitive Bidding	February	March	April	April	GoP	4,000,000.00		4,000,000.00
P27	Vehicle	GSD	YES	Competitive Bidding	November 2024	December 2024	January	January	GoP	37,026,689.00		37,026,689.00
P28	Vehicle	GSD	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	February	GoP	2,700,000.00		2,700,000.00
P29	E-Vehicle (Climate Change Expenditure Tagging)	GSD	NO	NP-53.5 Agency-to-Agency	September	October	November	November	GoP	7,050,000.00		7,050,000.00
	<b>B. SERVICES</b>											
	<b>Repair, Maintenance and Improvement - Supplies, Materials and Labor</b>											
P30	Airconditioner	GSD	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	January to December	January to December	GoP	240,000.00	240,000.00	
P31	Building Construction and Plumbing Supplies and Materials	GSD	NO	Competitive Bidding	July	August	September	September	GoP	1,351,500.00	1,351,500.00	
P32	Plumbing Maintenance and Repair Services	GSD	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	January to December	January to December	GoP	192,000.00	192,000.00	
P33	Annual Electrical Preventive Maintenance and As-Built Plans for SAAC and PARDEC Building of CHR Central Office	GSD	NO	Competitive Bidding	July	August	September	September	GoP	900,000.00	900,000.00	
P34	Electrical (Common and Non-common)	GSD	NO	Competitive Bidding	July	August	September	September	GoP	892,500.00	892,500.00	
P35	Office Equipment and Other Machineries and Equipment	GSD	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	January to December	January to December	GoP	384,000.00	384,000.00	
P36	Vehicle	GSD	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	January to December	January to December	GoP	714,000.00	714,000.00	
	<b>General Services</b>											
P37	Pest Control Services	GSD	NO	NP-53.9 - Small Value Procurement	May	N/A	May	May	GoP	250,000.00	250,000.00	
P38	Janitorial Services	GSD	YES	Competitive Bidding	November 2024	December 2024	January	January	GoP	14,948,017.72	14,948,017.72	
P39	Security Services	GSD	YES	Competitive Bidding	November 2024	December 2024	January	January	GoP	13,747,608.99	13,747,608.99	
P40	Supply and Delivery of Drinking Water with Hot & Cold Dispenser	GSD	YES	NP-53.9 - Small Value Procurement	November 2024	December 2024	January	January	GoP	360,000.00	360,000.00	
P41	Lease of Venue with Meals and Accommodation	ALL OFFICES	NO	NP-53.10 Lease of Real Property and Venue	February to December	February to December	February to December	February to December	GoP	4,000,000.00	4,000,000.00	
P42	Meals/Catering Services (through Framework Agreement)	ALL OFFICES	NO	Competitive Bidding	February	March	April	April	GoP	2,000,000.00	2,000,000.00	
P43	Meals/Catering Services	ALL OFFICES	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	January to December	January to December	GoP	1,527,700.00	1,527,700.00	
P44	Digital Promotion Support Services	PASCO	YES	Competitive Bidding	November 2024	December 2024	January	January	GoP	970,000.00	970,000.00	

<b>Printing, Production and Publication Expenses</b>												
P45	PACD Collaterals	PASCO	NO	NP-53.9 - Small Value Procurement	April	N/A	April	April	GoP	760,000.00	760,000.00	
P46	Compendium, Annual Accomplishment Report, Books, Research Output	PASCO, CCCHP, RESEARCH	NO	NP-53.9 - Small Value Procurement	August	N/A	August	August	GoP	465,500.00	465,500.00	
P47	Human Rights Module	ETD	NO	Competitive Bidding	July	August	September	September	GoP	1,000,000.00	1,000,000.00	
P48	Traditional Media Ad Placements	PASCO	NO	NP-53.9 - Small Value Procurement	October	N/A	October	October	GoP	250,000.00	250,000.00	
<b>Subscription</b>												
P49	Microsoft Office (Word, Excel, Powerpoint)	MISD	YES	Competitive Bidding	November 2024	December 2024	January	January	GoP	7,871,232.00		7,871,232.00
P50	Web Mail Hosting	MISD	YES	Competitive Bidding	November 2024	December 2024	January	January	GoP	5,700,000.00	5,700,000.00	
P51	Domain renewal - HURIDOCs	LINKAGES	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	March	March	GoP	60,000.00	60,000.00	
P52	Anti-Virus License	MISD	YES	Competitive Bidding	November 2024	December 2024	January	January	GoP	1,899,990.00	1,899,990.00	
P53	Internet Subscription (Redundancy for Central Office)	MISD	YES	Competitive Bidding	November 2024	December 2024	January	January	GoP	603,456.00	603,456.00	Renewal - Appendix 37 of 2016 IRR RA 9184
P54	AI Subscription (Conversational AI)	MISD	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	January	January	GoP	43,200.00	43,200.00	
P55	AI Transcribe	MISD	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	January	January	GoP	43,200.00	43,200.00	
P56	SMS API Subscription	MISD	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	May	May	GoP	120,000.00	120,000.00	
P57	Library - Journal/E-resources	HRPO	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	As the need arises	N/A	January to December	January to December	GoP	100,000.00	100,000.00	
<b>Rental</b>												
P58	Photocopier	GSD	YES	Competitive Bidding	November 2024	December 2024	January	January	GoP	1,697,400.00	1,697,400.00	
P59	Lights, Audio, Video and Staging System	PASCO, CCCHP	NO	NP-53.9 - Small Value Procurement	February	N/A	February	February	GoP	300,000.00	300,000.00	
<b>Insurance</b>												
P60	Vehicle Registration and Insurance	GSD	NO	NP-53.5 Agency-to-Agency	N/A	N/A	January to December	January to December	GoP	600,000.00	600,000.00	
P61	Building Insurance (SAAC & PARDEC)	GSD	NO	NP-53.5 Agency-to-Agency	N/A	N/A	January to December	January to December	GoP	2,300,000.00	2,300,000.00	
P62	Fidelity bond	GSD	NO	NP-53.5 Agency-to-Agency	N/A	N/A	January to December	January to December	GoP	500,000.00	500,000.00	
<b>Transportation</b>												
P63	Airline Tickets	ALL OFFICES	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	January to December	January to December	GoP	5,000,000.00	5,000,000.00	
<b>Utility Expenses</b>												
P64	Water	GSD	NO		N/A	N/A	N/A	N/A	GoP	3,000,000.00	3,000,000.00	WETI
P65	Electricity	GSD	NO		N/A	N/A	N/A	N/A	GoP	10,800,000.00	10,800,000.00	WETI

Communication Expenses												
P66	Postage & Courier Expenses	GSD	YES	NP-53.5 Agency-to-Agency	November 2024	December 2024	January	January	GoP	850,000.00	850,000.00	
P67	Telephone (Landline)	GSD	NO		N/A	N/A	N/A	N/A	GoP	2,400,000.00	2,400,000.00	WETI
<b>Other Services</b>												
P68	Events Organizer	ETD	NO	NP-53.9 - Small Value Procurement	August	N/A	August	August	GoP	500,000.00	500,000.00	
<b>II. INFRASTRUCTURE</b>												
P69	Retrofitting of SAAC and PARDEC Building (Phase 1)	GSD	YES	Competitive Bidding	March	April	May	May	GoP	25,581,000.00		25,581,000.00
<b>III. CONSULTING SERVICES</b>												
P70	Consultancy Services of Human Rights Thematic Experts	CeB	NO	NP-53.7 Highly Technical Consultants	N/A	N/A	January	January	GoP	3,456,000.00	3,456,000.00	
P71	Development of Treaty Obligations and Universal Periodic Review Monitoring System (TOUPRMS)	MISD	YES	Competitive Bidding	March	April	May	May	GoP	5,000,000.00		5,000,000.00
P72	Development of the General Administration and Financial Management Information System (GAFMIS) - Phase 2	MISD	YES	Competitive Bidding	November 2024	December 2024	January	January	GoP	15,000,000.00		15,000,000.00
P73	Development of the Document Tracking and Management System (DTMS)	MISD	YES	Competitive Bidding	February	May	June	June	GoP	8,000,000.00		8,000,000.00
P74	Development of the Commission en Banc Management Information System (CEBMIS)	MISD	YES	Competitive Bidding	February	May	June	June	GoP	3,500,000.00		3,500,000.00
P75	Technical Support for E-Library	HRPO	NO	NP-53.9 - Small Value Procurement	January	N/A	January	January	GoP	55,000.00	55,000.00	
P76	Civil Engineer Consultant	GSD	YES	NP-53.9 - Small Value Procurement	November 2024	December 2024	January	January	GoP	616,284.00	616,284.00	
P77	Architect	GSD	YES	NP-53.9 - Small Value Procurement	November 2024	December 2024	January	January	GoP	308,142.00	308,142.00	
P78	Electrical Engineer	GSD	YES	NP-53.9 - Small Value Procurement	November 2024	December 2024	January	January	GoP	616,284.00	616,284.00	
P79	Assistant Civil Engineer/Architect	GSD	YES	NP-53.9 - Small Value Procurement	November 2024	December 2024	January	January	GoP	476,064.00	476,064.00	
P80	Consultancy Services for Mid-Term Review and Assessment of CHR's Strategic Plan under the 6th Commission	PFMO	NO	NP-53.9 - Small Value Procurement	February	N/A	March	March	GoP	250,000.00	250,000.00	
P81	QMS-related Training: Control of Documented Information	QMST	NO	NP-53.9 - Small Value Procurement	March	N/A	March	March	GoP	150,000.00	150,000.00	
P82	Auditing Services for ISO 9001:2015 QMS • Surveillance Audit of HR Protection Office • Re-Certification of HR Linkages Office • Certification Audit of Protection Cluster	QMST	NO	NP-53.9 - Small Value Procurement	March	N/A	March	March	GoP	460,000.00	460,000.00	
<b>TOTAL</b>										252,663,001.53	108,557,511.71	143,105,489.82

ENDORSED BY:

  
**GEMMA F. PAROJINOG**  
 Chairperson, Bids and Awards  
 Committee for Goods and Services


  
**ONESMO CUYCO**  
 Chairperson, Bids and Awards  
 Committee for Consulting Services,  
 Infrastructure and  
 Foreign Assisted Projects


APPROVED BY:

  
**RICHARD P. PALPAL-LATOC**  
 Head of the Procuring Entity

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	
<b>I. GOOD AND SERVICES</b>													
<b>A. GOODS</b>													
PCA1	Supplies and Materials	ALL OFFICES	NO		N/A	N/A	N/A	N/A	GoP	2,785,184.00	2,785,184.00		Charge to Operating Cash Advance
PCA2	Medicine, Clinic and Laboratory supplies	FORENSIC	NO		N/A	N/A	N/A	N/A	GoP	48,847.50	48,847.50		Charge to Operating Cash Advance
PCA3	ICT Supplies & Materials	MISD	NO		N/A	N/A	N/A	N/A	GoP	200,000.00	200,000.00		Charge to Operating Cash Advance
PCA4	IEC Materials, Tarpaulin, Sintraboards	PASCO, PMD	NO		N/A	N/A	N/A	N/A	GoP	115,000.00	115,000.00		Charge to Operating Cash Advance
PCA5	Communication (Prepaid load cards)	ALL OFFICES	NO		N/A	N/A	N/A	N/A	GoP	360,000.00	360,000.00		Charge to Operating Cash Advance
PCA6	Meals	ALL OFFICES	NO		N/A	N/A	N/A	N/A	GoP	2,000,000.00	2,000,000.00		Charge to Operating Cash Advance
PCA7	Fuel, Oil, Lubricants	IO, LEGAL, CRC	NO		N/A	N/A	N/A	N/A	GoP	258,000.00	258,000.00		Charge to Operating Cash Advance
PCA8	Ugnayan garden pond supplies and materials	GSD	NO		N/A	N/A	N/A	N/A	GoP	40,000.00	40,000.00		Charge to Operating Cash Advance
<b>B. SERVICES</b>													
<b>Repair, Maintenance and Improvement - Supplies and Materials</b>													
PCA9	Airconditioner	GSD	NO		N/A	N/A	N/A	N/A	GoP	120,000.00	120,000.00		Charge to Operating Cash Advance
PCA10	Building Construction and Plumbing	GSD	NO		N/A	N/A	N/A	N/A	GoP	238,500.00	238,500.00		Charge to Operating Cash Advance
PCA11	Electrical (Common and Non-common)	GSD	NO		N/A	N/A	N/A	N/A	GoP	157,500.00	157,500.00		Charge to Operating Cash Advance
PCA12	ICT Hardware and Software resources	GSD, MISD	NO		N/A	N/A	N/A	N/A	GoP	146,000.00	146,000.00		Charge to Operating Cash Advance
PCA13	Office Equipment and Other Machineries and Equipment	GSD	NO		N/A	N/A	N/A	N/A	GoP	96,000.00	96,000.00		Charge to Operating Cash Advance
PCA14	Vehicle	GSD	NO		N/A	N/A	N/A	N/A	GoP	126,000.00	126,000.00		Charge to Operating Cash Advance
<b>Subscription</b>													
PCA15	Mobile Phone Subscription (Postpaid)	PROCDIV, PFMO	NO		N/A	N/A	N/A	N/A	GoP	23,988.00	23,988.00		Charge to Operating Cash Advance
PCA16	Online Software License (Video Conferencing Tools, Photo Editing Tools)	ALL OFFICES	NO		N/A	N/A	N/A	N/A	GoP	699,200.00	699,200.00		Charge to Operating Cash Advance
PCA17	Secure Socket Layer (SSL) Certificate	MISD	NO		N/A	N/A	N/A	N/A	GoP	5,000.00	5,000.00		Charge to Operating Cash Advance
<b>Communication Expenses</b>													
PCA18	Postage & Courier Expenses	GSD	NO		N/A	N/A	N/A	N/A	GoP	109,200.00	109,200.00		Charge to Operating Cash Advance
<b>TOTAL</b>										7,528,419.50	7,528,419.50		

ENDORSED BY:

  
**GEMMA F. PAROJINOG**  
 Chairperson, Bids and Awards  
 Committee for Goods and Services

  
**ONESIMO L. GUÝCO**  
 Chairperson, Bids and Awards  
 Committee for Consulting Services,  
 Infrastructure and  
 Foreign Assisted Projects

APPROVED BY:

  
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 Head of the Procuring Entity