



COMMISSION ON HUMAN RIGHTS - Caraga Region

ANNUAL PROCUREMENT PLAN FOR FY 2026



INDICATIVE



FINAL



UPDATED [Version No. \_\_\_\_]

PROCUREMENT PROJECT DETAILS						PROJECTED TIMELINE (MM/YYYY)		FUNDING DETAILS		PROCUREMENT STRATEGY OR TOOLS	REMARKS (Other relevant descriptions of the procurement project, if applicable)
Project Title	End-User or Implementing Unit	General Description of the Project	Mode of Procurement	To be covered by an Early Procurement Activity? (Yes/No)	Criteria for Bid Evaluation (Including Sustainability and Domestic Preference)	Start of Procurement Activity	End of Procurement Activity	Source of Fund	Estimated Budget / Approved Budget for the Contract (PhP)		
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
<b>General Requirements</b>											
<b>SUPPLIES and MATERIALS</b>											
Procurement of Institutional Token	Promotion and Advocacy Division	Supply and Delivery of Institutional Token	Sec. 34 Small Value Procurement	No	LCRB	02/2026-12/2026	02/2026-12/2026	NEP 2026	3,000.00	Use of Framework Agreement	
Procurement of Fire Extinguisher (Refill)	Admin Support Division	Supply and Delivery of Fire Extinguisher (Refill)	Sec. 34 Small Value Procurement	No	LCRB	02/2026-12/2026	02/2026-12/2026	NEP 2026	6,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Procurement of Fire Extinguisher	Admin Support Division	Supply and Delivery of Fire Extinguisher (for CHR Vehicles)	Sec. 34 Small Value Procurement	No	LCRB	02/2026-12/2026	02/2026-12/2026	NEP 2026	14,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
<b>FUEL, OIL &amp; LUBRICANTS</b>											
Supply of Fuel, Oil and Lubricants for CHR Caraga Official Vehicles	ORD, LD, ID, PAD, ASD	Provision of Fuel, Oil and Lubricants for CHR Caraga Official Vehicles	Sec. 35.13.2 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant Products	Yes	LCRB	11/2025	01/2026	NEP 2026	281,500.00	Early Procurement Activity	
<b>ICT Equipment</b>											
Procurement of Mobile Phone	Admin Support Division	Procurement of 1 unit mobile phone	Sec. 34 Small Value Procurement	No	LCRB	06/2026	06/2026	NEP 2026	16,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
<b>REPAIR and MAINTENANCE</b>											
Procurement of Tires for Office Vehicles	Admin Support Division	Procurement of tires for CHR Caraga Vehicles	Sec. 34 Small Value Procurement	No	LCRB	02/2026-12/2026	02/2026-12/2026	NEP 2026	60,000.00	Use of Framework Agreement	
Preventive Maintenance of Office Vehicles	Admin Support Division	Preventive Maintenance for CHR Caraga Vehicles	Sec. 34 Small Value Procurement	No	LCRB	02/2026-12/2026	02/2026-12/2026	NEP 2026	40,000.00	Use of Framework Agreement	
Procurement of LED Tube Lights and Bulbs	Admin Support Division	Supply and Delivery of LED Tube Lights and Bulbs	Sec. 34 Small Value Procurement	No	LCRB	02/2026-12/2026	02/2026-12/2026	NEP 2026	8,700.00	Use of Framework Agreement	
Preventive Maintenance of Office Equipments	Admin Support Division	Preventive Maintenance for CHR Caraga AC units	Sec. 34 Small Value Procurement	No	LCRB	02/2026-12/2026	02/2026-12/2026	NEP 2026	31,800.00	Use of Framework Agreement	
<b>MEALS &amp; CATERING SERVICES</b>											
Procurement of Meals for HR Promotion activities:	Promotion and Advocacy Division	Dialogue with Local Stakeholders	Sec. 34 Small Value Procurement	No	LCRB	05-2026 / 09-2026	05-2026 / 09-2026	NEP 2026	80,000.00		
		Lecture on Women and the Elections	Sec. 34 Small Value Procurement	No	LCRB	03/2026	03/2026	NEP 2026	14,000.00		
		National Women's Month	Sec. 34 Small Value Procurement	No	LCRB	02/2026	03/2026	NEP 2026	36,400.00		
		Trainings for the Establishment, Operationalization, and Strengthening of Centers for Human Rights Education (CHRE)	Sec. 34 Small Value Procurement	No	LCRB	03/2026-08/2026	03/2026-08/2026	NEP 2026	63,000.00		
		Training of Trainers on Right to Mental Health Course for CSOs	Sec. 34 Small Value Procurement	No	LCRB	04/2026	04/2026	NEP 2026	10,500.00		
		Training on Human Rights and Gender for Human Rights Action Centers (HRACs) and Local Government Units (LGUs)	Sec. 34 Small Value Procurement	No	LCRB	04/2026	04/2026	NEP 2026	6,000.00		
		Training/Lecture on Right to Mental Health for Security Sector	Sec. 34 Small Value Procurement	No	LCRB	06/2026	06/2026	NEP 2026	4,500.00		
		Migrant Workers Day	Sec. 34 Small Value Procurement	No	LCRB	06/2026	06/2026	NEP 2026	7,500.00		
		Literacy Campaign on Mental Health for Migrant Workers	Sec. 34 Small Value Procurement	No	LCRB	07/2026	07/2026	NEP 2026	10,500.00		
		Tertiary Student Leaders Confab on Human Rights Confab Year 3 for CHRE and Non-CHRE HEIs	Sec. 34 Small Value Procurement	No	LCRB	07/2026	October 2026	NEP 2026	9,000.00		
Training on Human Rights and Gender for the Youth	Sec. 34 Small Value Procurement	No	LCRB	08/2026-09/2026	08/2026-09/2026	NEP 2026	17,500.00				
Training on the Establishment, Operationalization, and Strengthening of Human Rights Action Centers (HRAC) in Agusan del Norte	Sec. 34 Small Value Procurement	No	LCRB	08/2026	08/2026	NEP 2026	10,500.00				
Training on the Establishment, Operationalization, and Strengthening of Human Rights Action Centers (HRAC) in Dinagat Islands	Sec. 34 Small Value Procurement	No	LCRB	08/2026	08/2026	NEP 2026	10,500.00				

		International Humanitarian Law Month	Sec. 34 Small Value Procurement	No	LCRB	08/2026	08/2026	NEP 2026	3,750.00		
		Training on Human Rights for Healthcare Workers	Sec. 34 Small Value Procurement	No	LCRB	09/2026	09/2026	NEP 2026	7,500.00		
		Mental Health Caravan: Training Series on Mental Health for Youth/Children	Sec. 34 Small Value Procurement	No	LCRB	10/2026	10/2026	NEP 2026	13,500.00		
		Lecture on Digital Rights & Responsibilities for Youth	Sec. 34 Small Value Procurement	No	LCRB	10/2026	10/2026	NEP 2026	4,500.00		
		Lecture on Children's Rights / Kabataan Karapatan Caravan (KKC) / Safe Schools Caravan	Sec. 34 Small Value Procurement	No	LCRB	11/2026	11/2026	NEP 2026	8,000.00		
		National Children's Month	Sec. 34 Small Value Procurement	No	LCRB	11/2026	11/2026	NEP 2026	4,500.00		
		18-Day Campaign to End VAW	Sec. 34 Small Value Procurement	No	LCRB	11/2026	11/2026	NEP 2026	6,000.00		
		National Human Rights Consciousness Week	Sec. 34 Small Value Procurement	No	LCRB	11/2026	11/2026	NEP 2026	13,500.00		
Procurement of Meals for Regional Office activities:	ORD, LD, ID, PAD, ASD	Mid-year and Year-end Performance Review & Assessment	Sec. 34 Small Value Procurement	No	LCRB	02/2026-12/2026	02/2026-12/2026	NEP 2026	112,000.00		
	ORD, LD, ID, PAD, ASD	Gender Sensitivity Training -GAD Plan and Budget	Sec. 34 Small Value Procurement	No	LCRB	02/2026-12/2026	02/2026-12/2026	NEP 2026	13,500.00		
	ORD, LD, ID, PAD, ASD	Recruitment and Selection	Sec. 34 Small Value Procurement	No	LCRB	02/2026-12/2026	02/2026-12/2026	NEP 2026	10,800.00		
	ORD, LD, ID, PAD, ASD	Regional Staff Meeting	Sec. 34 Small Value Procurement	No	LCRB	02/2026-12/2026	02/2026-12/2026	NEP 2026	72,000.00		
	ORD, LD, ID, PAD, ASD	Division Meeting	Sec. 34 Small Value Procurement	No	LCRB	02/2026-12/2026	02/2026-12/2026	NEP 2026	27,000.00		
	ORD, LD, ID, PAD, ASD	QMS Activities	Sec. 34 Small Value Procurement	No	LCRB	02/2026-12/2026	02/2026-12/2026	NEP 2026	36,000.00		
Catering Services for HR Promotion activities:	Promotion and Advocacy Division	Training on Human Rights for the Media	Sec. 35.9 NP Lease of Venue	No	LCRB	06/2026	06/2026	NEP 2026	10,000.00		
		Pride Month	Sec. 35.9 NP Lease of Venue	No	LCRB	06/2026	06/2026	NEP 2026	22,500.00		
		Lecture on Climate Justice	Sec. 35.9 NP Lease of Venue	No	LCRB	07/2026	07/2026	NEP 2026	9,600.00		
		Training on Human Rights for the Media	Sec. 35.9 NP Lease of Venue	No	LCRB	10/2026	10/2026	NEP 2026	10,000.00		
<b>SECURITY SERVICES</b>											
Procurement of Security Services	Admin Support Division	Procurement for the Provision of Security Services for CHR Caraga Regional Office	Sec. 34 Small Value Procurement	Yes	LCRB	11/2025	01/2026	NEP 2026	792,558.00	Early Procurement Activity	
<b>COMMUNICATION</b>											
Subscription of Mobile Phone Services	Admin Support Division	Telephone-Mobile Services Subscription	Sec. 31 Direct Contracting-WETI	No				NEP 2026	15,600.00		with existing subscription
Subscription of Internet Services	Admin Support Division	Renewal of Subscription of Internet Connection and Telephone Landline	Sec. 31 Direct Contracting-WETI	No				NEP 2026	47,988.00		with existing subscription
<b>PUBLICATION, PRINTING &amp; ADVERTISING</b>											
Procurement of IEC Materials	Promotion and Advocacy Division	Procurement for the supply and delivery of IEC Materials (Brochures)	Sec. 34 Small Value Procurement	No	LCRB	02/2026-12/2026	02/2026-12/2026	NEP 2026	20,500.00	Use of Framework Agreement	
<b>COURIER SERVICES</b>											
Procurement of Courier Services	Admin Support Division	Procurement of Courier Services for CHR Caraga	Sec. 32 Direct Acquisition	No	LCRB	02/2026-12/2026	02/2026-12/2026	NEP 2026	58,200.00	Charge to CA Operating Expenses	
<b>UTILITIES</b>											
Electric Power Supply Services	Admin Support Division	Electric Power Supply Services	Sec. 31 Direct Contracting-WETI	No				NEP 2026	300,000.00		with existing connection
Water Utility Services	Admin Support Division	Water Utility Services	Sec. 31 Direct Contracting-WETI	No				NEP 2026	5,400.00		with existing connection
<b>Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009</b>											
Supply and Delivery of Office Supplies	ORD, LD, ID, PAD, ASD	Supply and Delivery of Common-Use Supplies	Sec. 32 Direct Acquisition	No	LCRB	02/2026-12/2026	02/2026-12/2026	NEP 2026	26,330.00	Use of Framework Agreement	
Procurement of Supplies and Materials (Non-CSE)	Promotion and Advocacy Division	Supply and Delivery of Supplies and Materials (Non-CSE)	Sec. 32 Direct Acquisition	No	LCRB	02/2026-12/2026	02/2026-12/2026	NEP 2026	19,500.00	Use of Framework Agreement	
<b>Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)</b>											
Supply and Delivery of Office Supplies	ORD, LD, ID, PAD, ASD	Supply and Delivery of Office Supplies	N.P. Sec. 35.5 Agency-to-Agency	No		02/2026-12/2026	02/2026-12/2026	NEP 2026	248,319.63		

Note: Insert additional rows as necessary

**Total Amount of Estimated Budget for EPA Projects:** 1,074,058.00  
**Total Amount of CSEs to be purchased from PS-DBM:** 248,319.63  
**Total Amount of Estimated Budget:** 2,659,945.63

Prepared by:



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**MS. NENITA E. BUTIL**  
Administrative Assistant III  
*Bids and Awards Committee Secretariat*

Date : September 26, 2025

Recommended by:  
By the Authority of the Bids and Awards Committe



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**ATTY. RALPHMAR M. OÑEZ**  
Attorney IV, OIC-Legal Division  
*Bids and Awards Committee Chairperson*

Date : September 26, 2025

Approved by:



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**ATTY. AURORA LUANNE R. CEMBRANO-RAMOS**  
Regional Director  
*Head of the Procuring Entity*

Date : September 26, 2025



REPUBLIC OF THE PHILIPPINES  
**COMMISSION ON HUMAN RIGHTS**

**BIDS AND AWARDS COMMITTEE**

**RESOLUTION NO. 09-072, Series of 2025**

**RECOMMENDING THE APPROVAL OF THE INDICATIVE ANNUAL PROCUREMENT (APP)  
FOR FY 2026**

**WHEREAS**, the Commission on Human Rights (CHR) Caraga, as a Procuring Entity (PE), is mandated under Republic Act No. 12009, otherwise known as the New Government Procurement Act (NGPA), and its Implementing Rules and Regulations (IRR), to ensure that all procurement activities are properly planned, cost-efficient, transparent, and supportive of the judicious use of government funds;

**WHEREAS**, Section 7 of the IRR of RA 12009 provides that all procurement shall be within the approved budget of the Procuring Entity and that procuring entities shall undertake procurement planning and preparation to ensure that projects are relevant, appropriate, cost-effective, and consistent with fiscal discipline and government priorities;

**WHEREAS**, pursuant to the above, the CHR, through its Bids and Awards Committees (BACs), has consolidated the Project Procurement Management Plans (PPMPs) submitted by the different divisions at the Regional Office into the Indicative Annual Procurement Plan (APP) for FY 2026, covering all programmed procurement activities for the year;

**WHEREAS**, after review and evaluation, the BACs have determined that the preparation of the Indicative APP for FY 2026 is compliant with the provisions of RA 12009 and its IRR, and that the same is within the budget ceiling provided under the FY 2026 National Expenditure Program (NEP) of the Commission on Human Rights;

**NOW, THEREFORE**, for and in consideration of the foregoing premises, We, the members of the CHR Bids and Awards Committee, hereby RESOLVE, as it is hereby RESOLVED, to RECOMMEND to the Head of the Procuring Entity (HoPE) the APPROVAL of the INDICATIVE ANNUAL PROCUREMENT PLAN (APP) FOR FY 2026 of the Commission on Human Rights Caraga, in the total amount of **TWO MILLION SIX HUNDRED FIFTY-NINE THOUSAND, NINE HUNDRED FORTY-FIVE AND SIXTY-THREE CENTAVOS (Php 2,659,945.63)**.

RESOLVED, this 26<sup>th</sup> day of September 2025, in Butuan City, Philippines.

**SO RESOLVED.**



**CHR ng lahat: Naglilingkod maging sino ka man**

DOP Government Center, Tiniwisan, Butuan City

✉ caraga@chr.gov.ph

☎ (085) 815 2247

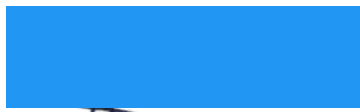
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Done this 26<sup>th</sup> day of September 2025, Butuan City, Philippines.



**ATTY. RALPHMAR M. ONEZ**  
BAC Chairperson



**ATTY. JOYCE ANN P. ADLAWAN-NOLLORA**  
Member



**RUSSELL R. VALEROSO**  
Member

**EDSON B. ALIJO**  
Member  
On Official Leave



**ALAIN Y. VASQUEZ**  
End-User

**APPROVED BY:**



**ATTY. AURORA LUANNE R. CEMBRANO-RAMOS**  
Head of the Procuring Entity