



COMMISSION ON HUMAN RIGHTS - NCR OFFICE

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
General Requirements											
Supply and Delivery of Packed Meals/Catering Services for CHR-NCR Activities	Legal Division		Small Value Procurement	No	LCRB	04/2026	12/2026	NEP	160,000.00		Legal Clinic Caravan - 1st Sem & 2nd Sem/Development and Popularization of Policy Issuances (Focus Group Discussion)/Development and Popularization of Policy Issuances (Key Informant Interview)/Development and Popularization of Policy Issuances
Supply and Delivery of Packed Meals/Catering Services for CHR-NCR Activities	Administrative and Support Division	Packed Meals/Catering Services for Trainings/ Activities/Others (Goods)	Small Value Procurement	No	LCRB	06/2026	06/2026	NEP	42,000.00		Office Meetings (Regional Management Review)
Supply of Packed Meals and Catering Services for CHR-NCR Activities	Promotion and Advocacy Division		Small Value Procurement	No	LCRB	01/2026	12/2026	NEP	539,000.00		for the conduct of Human rights trainings - 20 education activities and information campaigns/CBD/Women's Month/Pride March/NACOCOW/Children's Month/18day Campaign to End VAW/Human Rights Week/Foundation Day/Grassroots Education Training/Capacity Building for CHRE Partners/Orientation of C/M/BHRAC/Capacity Training of CHR-NCR, BHRAC Team
Renewal of Fidelity Bond Coverage	Administrative and Support Division	Provision of Fidelity Bond Coverage (Goods)	Negotiated Procurement - Agency-to-Agency	No		12/2026	12/2026	NEP	6,000.00		Pay directly to Bureau of Treasury
Registration, Insurance, and Participation Fees for CHR-NCR Office Service Vehicles	Administrative and Support Division	Registration and Reinsurance of Service Vehicles (Goods)	Negotiated Procurement - Agency-to-Agency	No		01/2026	12/2026	NEP	45,000.00		Motor Vehicle Insurance premium paid directly to GSIS. Registration fee to be paid directly to LTO
Supply of Labor and Materials for the Preventive and Reactive Maintenance of CHR-NCR Service Vehicles	Administrative and Support Division	Service Vehicles Maintenance (Goods)	Small Value Procurement	No	LCRB	01/2026	12/2026	NEP	150,000.00		
Provision of fuel for the CHR-NCR Vehicles	Investigation Division	Purchase of Petroleum Fuel (Goods)	Negotiated Procurement - Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant Products, Electronic Charging Devices, and Online Subscriptions	No		01/2026	12/2026	NEP	207,000.00		Charge to Operating Cash Advance; Subject to delegated authority pursuant to CHR-NCR BAC Resolution
Supply and Delivery of Kyocera Ink/ Toner	Administrative and Support Division	Non-Common Use Supplies and Equipment (Goods)	Direct Contracting	Yes		11/2025	01/2026	NEP	71,800.00	Early Procurement Activities (EPA)	
Supply and Delivery of Printer Inks	Investigation Division		Small Value Procurement	No	LCRB	04/2026	04/2026	NEP	9,600.00		Purchase of Inks for HP, Epson and Canon
Supply and Delivery of Office Supplies and Materials	Promotion and Advocacy Division		Small Value Procurement	No	LCRB	01/2026	12/2026	NEP	30,000.00		
Supply and Delivery of Office Supplies and Equipment	Administrative and Support Division		Small Value Procurement	No	LCRB	01/2026	12/2026	NEP	31,945.81		
Supply and Delivery of Office Supplies and Materials	Promotion and Advocacy Division		Small Value Procurement	No	LCRB	01/2026	12/2026	NEP	30,000.00		
Supply and Delivery of Care Kits for CICLS	Investigation Division		Tokens and Souvenirs (Goods)	Small Value Procurement	No	LCRB	03/2026	12/2026	NEP	64,000.00	

Supply and Delivery of Safety Deposit Box, Check Writer and Vacuum Cleaner for Vehicle	Administrative and Support Division	Semi-Expendable Property, Machinery & Equipment (Goods)	Small Value Procurement	No	LCRB	06/2026	12/2026	NEP	64,000.00		
Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009											
Meals for the Conduct of Operational and Focal Meetings - All Division	All Division		Direct Acquisition	No		01/2026	12/2026	NEP	117,000.00		Charge to Operating Expense
Postage and courier expenses	Investigation Division	Office Operations and Communication Support (Goods)	Direct Acquisition	No		01/2026	12/2026	NEP	120,000.00		Charge to Operating Expense
Communication Expense	Investigation Division, Legal Division		Direct Acquisition	No		01/2026	12/2026	NEP	12,000.00		Charge to Operating Expense
Supply of Packed Meals and Catering Services for CHR-NCR Activities	Investigation Division	Packed Meals/Catering Services for Trainings/ Activities/Others (Goods)	Direct Acquisition	No		01/2026	12/2026	NEP	56,000.00		Charge to Operating Expense for the conduct of Visitation to Bahay Pag-Asa Facilities, Mental Health Institutions, Police/BJMP/BUCOR/NBI Facilities
Meals for the Conduct of Operational and Focal Meetings - Regional HRMSPB and BAC Meeting	Administrative and Support Division		Direct Acquisition	No		01/2026	12/2026	NEP	9,000.00		Charge to Operating Expense for the Conduct of Regional HRMSPB and BAC Meeting
Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)											
Procurement of Common-Use Supplies and Equipment (CSE) for CHR-NCR Office for FY 2026	Administrative and Support Division	CSE Procurement thru DBM-PS (Goods)	Negotiated Procurement - Agency-to-Agency	No		01/2026	12/2026	NEP	227,511.31		Based on the submitted APP-CSE FY 2026

Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects: 71,800.00
Total Amount of CSEs to be purchased from PS-DBM: 227,511.31
Total Amount of Estimated Budget: 1,991,857.12

Prepared by:


 JOSHUA JAMES A. GULTIANO
 Head
 Bids and Awards Committee Secretariat


Date: 30 September 2025

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


 ATTY. CATHERINE JANE P. GARINGAN
 Bids and Awards Committee Chairperson

Date: 30 September 2025

Approved by:


 ATTY. CHRISTIAN JEFF C. EPISCOPO
 Head of the Procuring Entity

Date: 30 September 2025



COMMISSION ON HUMAN RIGHTS

NATIONAL CAPITAL REGION OFFICE

RESOLUTION OF THE CHR-NCR BIDS AND AWARDS COMMITTEE (BAC) Resolution No. 031, series 2025

A RESOLUTION ADOPTING THE CHR-NCR INDICATIVE ANNUAL PROCUREMENT PLAN FOR FY 2026

WHEREAS, a meeting was called to order on September 25, 2025, presided by Atty. Catherine Jane P. Garingan, as Chairperson of the Bids and Awards Committee of CHR-NCR (CHR-NCR BAC). The Head of the CHR-NCR BAC Secretariat recorded in the minutes of the meeting;

WHEREAS, the majority of the members of the CHR-NCR BAC were present during the meeting;

WHEREAS, Section 7 of Republic Act No. 12009, otherwise known as the New Government Procurement Act, and its Implementing Rules and Regulations (IRR), mandates every procuring entity to prepare an Annual Procurement Plan (APP) for all its procurement requirements;

WHEREAS, Section 7 of Republic Act No. 12009, otherwise known as the New Government Procurement Act, and its Implementing Rules and Regulations (IRR), mandates that no government procurement shall be undertaken unless it is in accordance with the approved APP or Indicative APP of the Procuring Entity, as the case may be. The APP shall be approved by the HoPE and must be consistent with its duly approved yearly budget or proposed budget in the case of the Indicative APP. The APP shall be formulated and revised only in accordance with the guidelines set forth in the IRR.

WHEREAS, Section 7.7.2 of Republic Act No. 12009, otherwise known as the New Government Procurement Act, and its Implementing Rules and Regulations (IRR), mandates that the Indicative APP shall be submitted to the BAC for its final recommendation to the HoPE on the appropriate mode of procurement.

NOW, THEREFORE, after careful deliberation and evaluation, the CHR-NCR Bids and Awards Committee hereby **RESOLVES** to recommend, as it hereby **RECOMMENDS**, the adoption of the Indicative Annual Procurement Plan for FY 2026;

BE IT FURTHER RESOLVED, that the Indicative Annual Procurement Plan shall be posted on the CHR website and submitted to the Government Procurement Policy Board in accordance with Section 7.7.5 of the IRR of R.A. No. 12009 or the New Government Procurement Act.



CHR ng lahat: Naglilingkod maging sino ka man

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COMMISSION ON HUMAN RIGHTS

Done this 30th day of September 2025, in Quezon City.


ATTY. CATHERINE JANE GARINGAN
Chairperson


GAUDENCIO CATUBAO JR.
Vice-Chairperson, Member


SHEILA L. MANITO
Member


JAHN CLAUDINE C. LAPIG
Member


DELFIN B. BANLUTA
Member

Noted by:


ATTY. KRISTIAN JEFF EPISCOPE
Regional Director, CHR-NCR



CHR ng lahat: Naglilingkod maging sino ka man

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