



Office of the Regional Governor
Negros Island Region

NEGROS ISLAND 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
General Requirements											
Supply of Fuel for CHR Service Vehicle	Investigation, Legal, Promotion, Admin Division	Goods - Provision of Fuel for CHR Service Vehicle	Direct Retail Purchase	No	LCRB	Jan-26	Dec-26	NEP	₱184,000.00		BAC resolution delegating authority of end -user to procure
Supply and delivery of Non-CSE office supplies and materials to support operational requirements of the region	Admin Division	Goods - Procurement of office supplies and materials to support operational requirements of the region	Direct Acquisition	No	LCRB	Jan-26	Oct-26	NEP	₱103,081.00		Procure quarterly based on the released budget from MOOE; BAC resolution delegating authority of end -user to procure
Provision for Vehicle Repairs and Maintenance	Admin Division	Goods - Provision for Vehicle Repairs and Maintenance to cover immediate minor expenses necessary for operational requirements	Direct Acquisition	No	LCRB	Jan-26	Dec-26	NEP	₱15,000.00		BAC resolution delegating authority of end -user to procure
Provision for Preventive Maintenance Schedule and check up to ensure roadworthiness and safety	Admin Division	Goods - Provision for Preventive Maintenance Schedule and check up to ensure roadworthiness and safety	Direct Acquisition	No	LCRB	Jan-26	Dec-26	NEP	₱40,000.00		BAC resolution delegating authority of end -user to procure
2026 Lease of Real Property for CHR-NIR Space (Early Procurement Activity)	Admin Division	Goods - Lease of Office Space for CHR-NIR Operations in Bacolod City	Lease of Real Property and Venue	Yes	LCRB	Dec-25	Jan-26	NEP	₱1,008,000.00		
Provision of FY 2026 Security Services (Early Procurement Activity)	Admin Division	Goods/Services - Provision of security services (1 shift, 12 hours, 24/7) to safeguard office premises, personnel, and property	Small Value Procurement	Yes	LCRB	Dec-25	Jan-26	NEP	₱432,000.00		
Supply of Landline Services for Office Operations	Admin Division	Goods - Provision of telephone to support CHR-NIR official transactions and operations		No	LCRB			NEP	₱30,000.00		With existing landline services
Provision of Internet Services for Office office transactions and operations	Admin Division	Goods - Provision of internet subscription to support CHR-NIR official transactions and operations	Small Value Procurement	No	LCRB	Jan-26	Feb-26	NEP	₱30,000.00		
Provision of water supply for CHR-NIR office operations	Admin Division	Goods - Provision of water supply for CHR-NIR office operations		No	LCRB			NEP	₱22,800.00		with existing water supply
Provision of electric power supply for CHR-NIR office operations	Admin Division	Goods - Provision of electric power supply for CHR-NIR office operations		No	LCRB			NEP	₱216,000.00		with existing electric supply
Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009											
Provision of Postage & Courier Services	Investigation, Legal, Admin Division	Goods - Provision of Postage & Courier Services	Direct Acquisition	No	LCRB	Jan-26	Dec-26	NEP	₱39,000.00		BAC resolution delegating authority of end -user to procure
Provision of Airline Services for CHR personnel in the performance of official functions	Investigation, Legal, Promotion, Admin Division	Goods - Provision of Airfare for CHR personnel in the performance of official functions - Goods	Direct Acquisition	No	LCRB	Jan-26	Dec-26	NEP	₱55,000.00		BAC resolution delegating authority of end -user to procure
Provision of tarpaulin for CHR-NIR operations and special activities	Investigation, Promotion, Admin Division	Goods - Provision of tarpaulin for CHR-NIR operations and activities	Direct Acquisition	No	LCRB	Jan-26	Dec-26	NEP	₱4,200.00		BAC resolution delegating authority of end -user to procure
Procurement of Meals for Training on Human Rights Principles and Related Laws with particular focus on marginalized sectors	Investigation and Promotion Division	Goods - Provision of Meals for Human Rights Training	Direct Acquisition	No	LCRB	Jan-26	Dec-26	NEP	₱96,000.00		To be conducted in different places; BAC resolution delegating authority of end -user to procure
Provision of Meals for Advocacy Initiatives for the Establishment and Operationalization of the Provincial/City/Municipal/ Barangay Human Rights Action Center and Centers for Human Rights Education in Negros Island Region	Promotion Division	Goods - Provision of Meals for Human Rights Advocacy Initiatives	Direct Acquisition	No	LCRB	Jan-26	Dec-26	NEP	₱16,000.00		To be conducted in different places; BAC resolution delegating authority of end -user to procure

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Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
Provision of accountable forms to support financial and administrative transactions	Admin Division	Goods - Procurement of accountable forms to support financial and administrative transactions	Direct Acquisition	No	LCRB	Jun-26	Jun-26	NEP	₱2,520.00		BAC resolution delegating authority of end -user to procure
Supply of Printing / Reproduction/ Bookbinding/Lamination Services for Office Operations	Admin Division	Goods - Printing / Reproduction/ Bookbinding/Lamination services to support CHR-NIR operations, reports and official documents	Direct Acquisition	No	LCRB	Jan-26	Dec-26	NEP	₱10,000.00		BAC resolution delegating authority of end -user to procure
Meals for Monthly and Quarterly Office/Division Meetings	Admin Division	Goods - Provision of Meals for Monthly and Quarterly Office/Division Meetings	Direct Acquisition	No	LCRB	Jan-26	Dec-26	NEP	₱96,000.00		BAC resolution delegating authority of end -user to procure
Provision of Various Office Supplies and Materials	Admin Division	Goods - Provision of Various Office Supplies and Materials for immediate needs	Direct Acquisition	No	LCRB	Jan-26	Dec-26	NEP	₱2,290.00		BAC resolution delegating authority of end -user to procure
Provision of Labor and Materials for Minor Repairs and Maintenance of the office	Admin Division	Goods - Provision of Labor and Materials for Minor Repairs and Maintenance of the office	Direct Acquisition	No	LCRB	Jan-26	Dec-26	NEP	₱5,000.00		BAC resolution delegating authority of end -user to procure
Provision ICT Equipment Repairs & Maintenance Services	Admin Division	Goods - Provision of ICT Equipment Repairs & Maintenance to ensure functionality and efficiency	Direct Acquisition	No	LCRB	Jan-26	Dec-26	NEP	₱3,000.00		BAC resolution delegating authority of end -user to procure
Provision Office Equipment Repairs & Maintenance Services	Admin Division	Goods - Provision of Office Equipment Repairs & Maintenance to ensure functionality and efficiency	Direct Acquisition	No	LCRB	Jan-26	Dec-26	NEP	₱7,000.00		BAC resolution delegating authority of end -user to procure
Provision of Vehicle Repairs and Maintenance	Admin Division	Goods - Provision for Vehicle Repairs and Maintenance to cover immediate minor expenses necessary for	Direct Acquisition	No	LCRB	Jan-26	Dec-26	NEP	₱5,000.00		BAC resolution delegating authority of end -user to procure
Provision of safe drinking water for CHR-NIR personnel and clients	Admin Division	Goods - Provision of safe drinking water for CHR-NIR personnel and clients	Direct Acquisition	No	LCRB	Jan-26	Dec-26	NEP	₱7,200.00		BAC resolution delegating authority of end -user to procure
Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)											
Procurement of office supplies and materials to support operational requirements of the region	Admin Division	Procurement of office supplies and materials to support operational requirements of the region - Goods	Agency-to-Agency	No		Jan-26	Dec-26	NEP	₱60,705.00		


Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects: ₱1,440,000.00
Total Amount of CSEs to be purchased from PS-DBM: ₱60,705.00
Total Amount of Estimated Budget: ₱2,489,796.00

Prepared by:



MA. CARMELA M. GONZAGA
Signature over Printed Name
Position/Designation
Bids and Awards Committee Secretariat

Recommended by:

By the Authority of the Bids and Awards Committee:
ATTY. GLENDA JAY GEE T. CALAGUI

Signature over Printed Name
Position/Designation
Bids and Awards Committee Chairperson

Date : September 19, 2025

Approved by:


ATTY. GAZZELENE B. CORSAME-FUENTES
Signature over Printed Name
Position/Designation
Head of the Procuring Entity

Date : September 19, 2025

Date : September 19, 2025



**BIDS AND AWARDS COMMITTEE (BAC)
MINUTES OF THE MEETING**

**MINUTES OF THE MEETING
THE BIDS AND AWARDS COMMITTEE (BAC)
COMMISSION ON HUMAN RIGHTS
NEGROS ISLAND REGION**

I. CALL TO ORDER

The meeting of the BAC was held on 18 September 2025 (Thursday) at 4:10 in the afternoon onsite at the Commission on Human Rights - Negros Island Region (CHR-NIR) Office located at East 4 Center, Burgos Extension, Brgy. Villamonte, Bacolod City, Negros Occidental.

II. ROLL CALL

Attendees Present:

Atty. Glenda (Jay Gee) T. Calagui	BAC Chairperson
Mr. Vincent E. Parra	BAC Vice-Chairperson
Ms. Ma. Carmela M. Gonzaga	BAC Secretariat
Mr. Leonil R. Espinosa	BAC Member
Mr. John K. Martinez	BAC Member
Ms. Aida Julieta L. Arcega	BAC Provisional Member and End User

The Chairperson, Atty. Glenda (Jay Gee) T. Calagui, recognized the members of the BAC and declared a quorum.

III. ORDER OF BUSINESS

The BAC Chairperson stated the purposes of the meeting as follows:

1. Review and validate the consolidated draft of the FY 2026 Indicative Annual Procurement Plan (APP); and
2. Approve the issuance of a BAC Resolution recommending the adoption of the consolidated FY 2026 Indicative APP.

There being no other matters proposed to be included, the agenda was approved upon motion of the BAC Vice Chairperson, Mr. Parra and duly seconded by BAC regular member Mr. Espinosa. The meeting then proceeded.

In compliance with the submission of the Regional Office FY 2026 Indicative AWP with APP pursuant to Memorandum OED-M-12125-1990, revisions to the draft FY 2026 Indicative Annual Procurement Plan (APP) were proposed and deliberated upon by the BAC, as follows:

1. Fuel - *Direct Retail Purchase* mode of procurement was changed to *Direct Retail Purchase/Direct Acquisition* subject to a BAC resolution delegating authority to the end-user to procure;



**BIDS AND AWARDS COMMITTEE (BAC)
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2. Airfare - The mode of procurement will be changed from Direct Acquisition to include Agency-to-Agency for the reason that procurement of airfare is now available in PS-DBM;
3. The Mode of Procurement for Internet Service was changed to SVP under Section 34 of R.A. 12009 instead of WETI under Appendix 21 of R.A. No. 9184.

Upon motion by the BAC Vice Chairperson duly seconded by Mr. Espinosa, the above proposed revisions were approved.

The BAC Chairperson moved to issue a BAC Resolution adopting the revised FY 2026 Indicative Annual Procurement Plan (APP) to be recommended to the Head of Procuring Entity (HoPE).

V. ADJOURNMENT

There being no other matters to be discussed, the meeting adjourned at 5:16 PM.

Submitted by:


MS. MA. CARMELA M. GONZAGA
BAC Secretariat

Approved by:


ATTY. GLENDA (JAY GEE) T. CALAGUI
BAC Chairperson



REPUBLIC OF THE PHILIPPINES
COMMISSION ON HUMAN RIGHTS

BIDS AND AWARDS COMMITTEE (BAC)

RESOLUTION NO. 2025-09-003

A RESOLUTION ADOPTING THE REVISED FY 2026 INDICATIVE ANNUAL PROCUREMENT PLAN (APP) AND RECOMMENDING ITS APPROVAL TO THE HEAD OF THE PROCURING ENTITY (HoPE)

WHEREAS, pursuant to Memorandum No. OED-M-12125-1990 dated 12 September 2025, the Office of the Executive Director of the Commission on Human Rights (CHR) directed all Regional Offices to prepare their respective FY 2026 Indicative Agency Work and Financial Plan (AWFP), together with the corresponding Annual Procurement Plan (APP), in accordance with the guidelines issued;

WHEREAS, the same memorandum mandates the submission of the FY 2026 Indicative AWFP to the Planning Division on or before 22 September 2025, and the timely preparation and compliance with the Government Procurement Policy Board's (GPPB) deadline for the submission of the prescribed APP forms/documents;

WHEREAS, in line with the aforementioned memorandum, the Project Procurement Management Plans (PPMPs) submitted by various end-user units within the CHR-Negros Island Region (NIR) were reviewed and consolidated to form the draft FY 2026 Indicative APP;

WHEREAS, a meeting was conducted on 18 September 2025, attended by the members of the Bids and Awards Committee (BAC), the BAC Secretariat, and representatives of the relevant end-user units for the purpose of reviewing, validating, and consolidating the submitted PPMPs into the draft FY 2026 Indicative APP;

WHEREAS, during the said meeting, necessary revisions were proposed, discussed, and incorporated into the draft FY 2026 Indicative APP, ensuring alignment with the approved budget, agency priorities, and GPPB guidelines;

WHEREAS, after due deliberation and validation, a motion was duly made and seconded for the issuance of a BAC Resolution adopting the revised FY 2026 Indicative APP and recommending the same for approval to the Head of the Procuring Entity (HoPE);

NOW, THEREFORE, after thorough consideration and deliberation, the BAC hereby resolves as follows:

- a. **To adopt the revised FY 2026 Indicative Annual Procurement Plan (APP) of the Commission on Human Rights –Negros Island Region as validated and consolidated based on the submitted PPMPs from end-user units;**
- b. **To recommend the said revised FY 2026 Indicative APP to the Head of the Procuring Entity (HoPE) for review and approval;**
- c. **To direct the BAC Secretariat to facilitate the submission of the endorsed APP to the Procurement Division and ensure compliance with GPPB timelines and documentary requirements.**

RESOLVED FURTHER, that copies of this resolution and the attached revised FY 2026 Indicative APP be forwarded to the HoPE for appropriate action.

SO, RESOLVED.


Adopted this 18th day of September 2025 at the Commission on Human Rights – Negros Island Region.

Signed:


ATTY. GLENDA (JAY GEE) T. CALAGUI
Chairperson


MR. LEONIL R. ESPINOSA
Member


AIDA JULIETA L. ARCEGA
End User/Provisional Member


MR. VINCENT E. PARRA
Vice Chairperson


MR. JOHN K. MARTINEZ JR.
Member

Approved by:


ATTY. GAZZELLENE B. CORSAME-FUENTES
Head of the Procuring Entity