

**COMMISSION ON HUMAN RIGHTS - CENTRAL OFFICE**  
**UPDATED 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	
	I. GOOD AND SERVICES												
	A. GOODS												
P01	CSE Procurement thru DBM-PS	GSD	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	As the need arises	GoP	2,000,000.00	2,000,000.00		
P02	Supplies and Materials	ALL OFFICES	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	February to December	February to December	GoP	1,623,000.00	1,623,000.00		
P03	Books	HRPO	NO	NP-53.9 - Small Value Procurement	June	N/A	June	June	GoP	400,000.00	400,000.00		
P04	Accountable and Non-Accountable Forms	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		
	Semi-Expendable Property, Machinery & Equipment												
P05	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)	GSD	NO	Shopping	As the need arises	N/A	February to December	February to December	GoP	1,800,000.00	1,800,000.00		
P06	Lateral Filing Cabinet	GSD	NO	NP-53.9 - Small Value Procurement	October	N/A	October	October	GoP	160,000.00	160,000.00		
P07	Vertical Filing Cabinet with Vault	GSD	NO	NP-53.9 - Small Value Procurement	October	N/A	October	October	GoP	40,000.00	40,000.00		
P08	Metal Shelves	GSD	NO	NP-53.9 - Small Value Procurement	October	N/A	October	October	GoP	360,000.00	360,000.00		
P09	Conference Table	GSD	NO	NP-53.9 - Small Value Procurement	October	N/A	October	October	GoP	600,000.00	600,000.00		
P10	Conference Chair	GSD	NO	NP-53.9 - Small Value Procurement	October	N/A	October	October	GoP	180,000.00	180,000.00		
P11	Refilling of existing fire extinguishers and procurement of brand new fire extinguishers for Central Office Building	GSD	NO	NP-53.9 - Small Value Procurement	October	N/A	October	October	GoP	300,000.00	300,000.00		
P12	Inverter Aircon units (Climate Change Expenditure Tagging)	GSD	NO	Competitive Bidding	September	September	October	October	GoP	1,204,000.00	1,204,000.00		
P13	CHR Signage and Logo	GSD	NO	NP-53.9 - Small Value Procurement	February	February	February	February	GoP	300,000.00	300,000.00		
P14	Institutional Tokens	ALL OFFICES	NO	Competitive Bidding	July	August	September	September	GoP	2,706,600.00	2,706,600.00		
P15	Token for CHR Partners	SCD, ETD, OCH	NO	NP-53.9 - Small Value Procurement	August	N/A	September	September	GoP	1,400,000.00	1,400,000.00		
P16	Plaques	HRDD, ETD	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	May to December	May to December	GoP	472,500.00	472,500.00		
P17	Fuel, Oil, Lubricants	GSD	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	1,500,000.00	1,500,000.00		
	ICT Equipment												
P18	Laptop Computers	MISD	YES	Competitive Bidding	November 2024	December 2024	January	January	GoP	7,204,282.20		7,204,282.20	
P19	Desktop Computers	MISD	YES	Competitive Bidding	November 2024	December 2024	January	January	GoP	18,584,686.62		18,584,686.62	
P20	Heavy Duty Scanners with ADF	MISD	YES	Competitive Bidding	November 2024	December 2024	January	January	GoP	1,587,600.00		1,587,600.00	
P21	Multifunction Printers	MISD	YES	Competitive Bidding	November 2024	December 2024	January	January	GoP	2,887,500.00	2,887,500.00		
P22	Uninterruptible Power Supply (UPS)	MISD	YES	Competitive Bidding	November 2024	December 2024	January	January	GoP	1,176,465.00	1,176,465.00		
P23	Access Point	MISD	NO	Competitive Bidding	April	May	June	June	GoP	2,880,000.00	2,880,000.00		
P24	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		
P25	Intelligent Switch Hub	MISD	NO	NP-53.9 - Small Value Procurement	September	N/A	September	September	GoP	90,000.00	90,000.00		

P26	IP Camera	MISD	NO	NP-53.9 - Small Value Procurement	February	N/A	February	February	GoP	5,000.00	5,000.00		
P27	SD Card	MISD	NO	NP-53.9 - Small Value Procurement	February	N/A	February	February	GoP	30,000.00	30,000.00		
P28	Computer Server	MISD	NO	Competitive Bidding	February	March	April	April	GoP	4,000,000.00		4,000,000.00	
P29	Vehicle	GSD	YES	Competitive Bidding	November 2024	December 2024	January	January	GoP	37,026,689.00		37,026,689.00	
P30	Vehicle	GSD	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	March	GoP	2,510,037.14		2,510,037.14	
P31	E-Vehicle (Climate Change Expenditure Tagging)	GSD	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	November	GoP	3,000,000.00		3,000,000.00	
	<b>B. SERVICES</b>												
	<b>Repair, Maintenance and Improvement - Supplies, Materials and Labor</b>												
P32	Building Construction and Plumbing Supplies and Materials	GSD	NO	Competitive Bidding	September	September	October	October	GoP	1,000,000.00	1,000,000.00		
P33	Annual Comprehensive Electrical Preventive Maintenance & As-Built Drawing for SAAC and PARDEC Building of CHR Central Office	GSD	NO	NP-53.9 - Small Value Procurement	August	N/A	September	September	GoP	900,000.00	900,000.00		
P34	Electrical (Common and Non-common)	GSD	NO	Competitive Bidding	September	September	October	October	GoP	892,000.00	892,000.00		
P35	Vehicle	GSD	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	January to December	January to December	GoP	500,000.00	500,000.00		
	<b>General Services</b>												
P36	Pest Control Services	GSD	NO	NP-53.9 - Small Value Procurement	August	N/A	September	September	GoP	400,000.00	400,000.00		
P37	Janitorial Services	GSD	YES	Competitive Bidding	November 2024	December 2024	January	January	GoP	14,948,017.72	14,948,017.72		
P38	Security Services	GSD	YES	Competitive Bidding	November 2024	December 2024	January	January	GoP	13,747,608.99	13,747,608.99		
P39	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		
P40	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	3,000,000.00	3,000,000.00		
P41	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	4,000,000.00	4,000,000.00		
P42	Digital Promotion Support Services	SCD	YES	Competitive Bidding	November 2024	December 2024	January	January	GoP	970,000.00	970,000.00		
	<b>Printing, Production and Publication Expenses</b>												
P43	PACD Collaterals	CHAU	NO	NP-53.9 - Small Value Procurement	June	N/A	July	July	GoP	760,000.00	760,000.00		
P44	Compendium, Annual Accomplishment Report, Research Output	SCD, RESEARCH	NO	NP-53.9 - Small Value Procurement	July	N/A	As the need arises	As the need arises	GoP	350,000.00	350,000.00		
P45	Traditional Media Ad Placements	SCD	NO	NP-53.9 - Small Value Procurement	June	N/A	July	July	GoP	300,000.00	300,000.00		
	<b>Subscription</b>												
P46	Microsoft Office (Word, Excel, Powerpoint)	MISD	YES	Competitive Bidding	November 2024	December 2024	January	January	GoP	7,871,232.00		7,871,232.00	
P47	Web Mail Hosting	MISD	YES	Competitive Bidding	November 2024	December 2024	January	January	GoP	5,700,000.00	5,700,000.00		
P48	Domain renewal - HURIDOCs	HRPLO	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	N/A	N/A	GoP	60,000.00	60,000.00		
P49	Anti-Virus License	MISD	YES	Competitive Bidding	November 2024	December 2024	January	January	GoP	1,899,990.00	1,899,990.00		
P50	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
P51	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	N/A	N/A	GoP	43,200.00	43,200.00		
P52	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	N/A	N/A	GoP	43,200.00	43,200.00		
P53	SMS API Subscription	MISD	NO	NP-53.9 - Small Value Procurement	July	N/A	August	August	GoP	120,000.00	120,000.00		
P54	Library - Journal/E-resources	RESEARCH	NO	Direct Contracting	April	N/A	May	May	GoP	73,460.00	73,460.00		



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					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>													
PCA01	Supplies and Materials	ALL OFFICES	NO		N/A	N/A	N/A	N/A	GoP	2,727,435.00	2,727,435.00		Charge to Operating Cash Advance
PCA02	Medicine, Clinic and Laboratory supplies	FORENSIC	NO		N/A	N/A	N/A	N/A	GoP	75,705.00	75,705.00		Charge to Operating Cash Advance
PCA03	Communication (Prepaid load cards)	ALL OFFICES	NO		N/A	N/A	N/A	N/A	GoP	359,100.00	359,100.00		Charge to Operating Cash Advance
PCA04	Meals	ALL OFFICES	NO		N/A	N/A	N/A	N/A	GoP	4,000,000.00	4,000,000.00		Charge to Operating Cash Advance
<b>B. SERVICES</b>													
<b>Repair, Maintenance and Improvement - Supplies, Materials and Labor</b>													
PCA05	Airconditioner	GSD	NO		N/A	N/A	N/A	N/A	GoP	120,000.00	120,000.00		Charge to Operating Cash Advance
PCA06	Building Construction and Plumbing	GSD	NO		N/A	N/A	N/A	N/A	GoP	310,000.00	310,000.00		Charge to Operating Cash Advance
PCA07	Electrical (Common and Non-common)	GSD	NO		N/A	N/A	N/A	N/A	GoP	200,000.00	200,000.00		Charge to Operating Cash Advance
PCA08	ICT Hardware and Software resources	GSD, MISD	NO		N/A	N/A	N/A	N/A	GoP	346,000.00	346,000.00		Charge to Operating Cash Advance
PCA09	Office Equipment and Other Machineries and Equipment	GSD	NO		N/A	N/A	N/A	N/A	GoP	180,000.00	180,000.00		Charge to Operating Cash Advance
PCA10	Vehicle	GSD	NO		N/A	N/A	N/A	N/A	GoP	340,000.00	340,000.00		Charge to Operating Cash Advance
<b>Subscription</b>													
PCA11	Mobile Phone Subscription (Postpaid)	PROCDIV, FMO	NO		N/A	N/A	N/A	N/A	GoP	23,988.00	23,988.00		Charge to Operating Cash Advance
PCA12	Online Software License (Video Conferencing Tools, Photo Editing Tools)	ALL OFFICES	NO		N/A	N/A	N/A	N/A	GoP	587,200.00	587,200.00		Charge to Operating Cash Advance
PCA13	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>													
PCA14	Postage & Courier Expenses	GSD, INVESTIGATION	NO		N/A	N/A	N/A	N/A	GoP	336,000.00	336,000.00		Charge to Operating Cash Advance
<b>TOTAL</b>										9,610,428.00	9,610,428.00		

ENDORSED BY:

  
**GEMMA F. PARDJINO**  
 Chairperson,  
 Bids and Awards Committee

APPROVED BY:

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

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