



COMMISSION ON HUMAN RIGHTS-REGIONAL OFFICE V

ANNUAL PROCUREMENT PLAN FOR FY 2025



INDICATIVE



FINAL



UPDATED [Version No. 2025-001]

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>											
Supply & Delivery of Office Supplies & Materials	ALL DIVISIONS	Supply & delivery of Office Supplies (Goods)	Shopping	No	LCRB	02/2025	12/2025	GAA 2025	105,651.60		
Supply & Delivery of Office Supplies & Materials	Regional Office	Supply & delivery of Office Supplies (Goods)	Small Value Procurement	No	LCRB	04/2025	05/2025	Foreign	10,931.00		
Supply & delivery of other supplies & materials	Promotion	Supply & delivery of Hygiene supplies for PDLs (Goods)	Small Value Procurement	No	LCRB	05/2025	05/2025	GAA 2025	3,000.00		
Supply & delivery of Plaque, glass, 9 inch	Promotion	Supply & delivery of Plaque for PRIDE Month Activity (Goods)	Small Value Procurement	No	LCRB	06/2025	06/2025	GAA 2025	10,500.00		
Supply & delivery of 100 pcs Notebook, composition, 80 leaves	Promotion	Supply & delivery of 100 pcs composition Notebook, 80 leaves for RCACL Project Angel Tree (Goods)	Small Value Procurement	No	LCRB	06/2025	06/2025	GAA 2025	1,600.00		
Supply & delivery of Customized Fan	Promotion	Supply & delivery of advocacy paraphernalia-customized fan, twisted/collapsible, nylon with hard lining & slip pouch (Goods)	Small Value Procurement	No	LCRB	11/2025	11/2025	GAA 2025	7,500.00		
Supply & delivery of Semi-Expendable Machinery & Equipment	Regional Office	Supply & delivery of Office Chair, UPS Steel Cabinets and Blue Tooth Speaker with trolley (Goods)	Small Value Procurement	No	LCRB	02/2025	12/2025	GAA 2025	85,216.25		
Supply and delivery of Car Tires	Admin	Supply & delivery of Car Tires: Size 195, R15 (Goods)	Small Value Procurement	No	LCRB	10/2025	11/2025	GAA 2025	14,400.00		
Supply & delivery of Car Battery	Admin	Supply & delivery of Car Battery, 3SM (Goods)	Small Value Procurement	No	LCRB	10/2025	11/2025	GAA 2025	16,000.00		
Meals & Venue – 2025 ESCR Monitoring the Access to Primary Health Services in GIDA Communities and HR Situation of PWDs in GIDA in Oas, Albay	Protection	Procurement of Lease of Venue with Meals for participants to the ESCR Activity on Monitoring the Access to Primary Health Services in GIDA Community & HR Situation of PWDs in GIDA (Goods)	Lease of Property & Venue	No	LCRB	10/2025	10/2025	GAA 2025	51,400.00		
Meals & Venue - National Mental Health Day	PAD	Procurement of Lease of Venue & Meals for participants to the HRE in celebration of National Mental Health Day (Goods)	Lease of Property & Venue	No	LCRB	10/2025	10/2025	GAA 2025	13,500.00		
Meals & Venue - International Children's Day and Person's with Disability Day HRE Activities	PAD	Procurement of Lease of Venue & Meals for participants to the International Children's Day and PWDs Day HRE Activities (Goods)	Lease of Property & Venue	No	LCRB	10/2025	11/2025	GAA 2025	30,000.00		
Meals & Venue for the conduct of 2025 National Human Rights Week Activity	Protection	Procurement of Lease of Venue & Meals for participants to the 2025 National HR Week Celebration Activity (Goods)	Small Value Procurement	No	LCRB	12/2025	12/2025	GAA 2025	16,000.00		
Meals & Venue - 2025 International, ASEAN, National Youth Day and Linggo ng Kabataan Celebration	PAD	Procurement of Lease of Venue with Meals for participants to the HRE Activity in celebration of National Youth Day and Linggo ng Kabataan (Goods)	Lease of Property & Venue	No	LCRB	08/2025	08/2025	GAA 2025	12,000.00		
Meals (Lunch and AM & PM Snacks) & Venue for Community Women/Women's Organizations participants to FGD on GBV Legal Referral Mechanisms in Casiguran, Sorsogon	PAD	Procurement of Lease of Venue with Meals for participants to the Focus-Group Discussion on GBV Legal Reference Mechanism (Goods)	Lease of Property & Venue	No	LCRB	09/2025	10/2025	GAA 2025	13,500.00		
Meals for Participants to Migrant Workers Celebratory Event	Promotion	Supply & delivery of meals for participants to the Migrant Workers Celebratory Event (Goods)	Small Value Procurement	No	LCRB	06/2025	06/2025	GAA 2025	15,000.00		
Meals for Participants to PRIDE Month Celebratory Event	Promotion	Supply & delivery of meals for participants to the PRIDE Month Celebratory Event (Goods)	Small Value Procurement	No	LCRB	06/2025	06/2025	GAA 2025	15,000.00		

Meals for Participants to IHL Celebratory Event	Promotion	Supply & delivery of meals for participants to the IHL Celebratory Event (Goods)	Small Value Procurement	No	LCRB	06/2025	06/2025	GAA 2025	15,000.00		
Printing of Brochures, size A4, 80 gsm, C2S80 colored	Promotion	Procurement of printing services for Human Rights Brochures, A4, 80 gsm, C2S80 colored (Goods)	Small Value Procurement	No	LCRB	02/2025	12/2025	GAA 2025	32,000.00		
Supply & delivery of advocacy paraphernalia	Promotion	Supply & delivery of advocacy paraphernalia as promotional materials for HR awarness campaigns (Goods)	Small Value Procurement	No	LCRB	02/2025	12/2025	GAA 2025	62,500.00		
Tarpaulin Printing of ISO Materials	Regional Office	Supply & delivery of high-resolution tarpaulin of ISO Materials (Goods)	Small Value Procurement	No	LCRB	04/2025	04/2025	GAA 2025	3,400.00		
Tarpaulin Printing of MISMO Posters	Regional Office	Supply & delivery of high-resolution tarpaulin of MISMO Posters (Goods)	Small Value Procurement	No	LCRB	04/2025	04/2025	Foreign	29,832.35		
Tarpaulin Printing of Citizen Charter	Regional Office	Supply & delivery of high-resolution tarpaulin of updated CHR Citizen Charter (Goods)	Small Value Procurement	No	LCRB	05/2025	05/2025	GAA 2025	2,600.00		
Supply, Delivery and Installation of Modular Partition and Office Furniture	Regional Office	Supply, delivery and Installation of Modular Partition and Office Furniture in the RO (Goods)	Small Value Procurement	No	LCRB	04/2025	04/2025	Foreign	1,585,000.00		
Supply & delivery of Office Table for COA Auditor	Regional Office	Supply & delivery of Office Table for COA Auditor 30x24x48 inch, wood, varnish finish, with one center drawer, 2 side drawers and cable hole or cable grommet (Goods)	Small Value Procurement	No	LCRB	05/2025	05/2025	Foreign	15,000.00		
Supply & Delivery of (4) Wooden Flag Poles Flag Pole (Indoor)	Admin.	Supply & delivery of (4) Wooden Flag Poles (Goods)	Small Value Procurement	No	LCRB	08/2025	09/2025	GAA 2025	29,000.00		
Supply & Delivery of Multi-Function (9) Units Printers with Automatic Document Feeder	Admin.	Supply & delivery of (9) units of Printers with ADF (Goods)	Small Value Procurement	No	LCRB	09/2025	10/2025	GAA 2025	178,110.00		
Supply & Delivery of (2) units Water dispenser : Free Standing, Hot, Normal and Cold Water	Admin.	Supply & delivery of (2) units Water Dispenser (Goods)	Small Value Procurement	No	LCRB	07/2025	08/2025	GAA 2025	16,000.00		
Supply & Delivery of Podium Rostrum with CHR logo for Official use at the CHR V Conference room & gad Learning & Training facility.	Admin.	Supply & delivery of (1) Podium (Goods)	Small Value Procurement	No	LCRB	11/2025	11/2025	GAA 2025	20,000.00		
Supply & Delivery of one (1) unit Heavy-Duty Scanner with Automatic Document Feeder with 3-year Warranty	Admin.	Supply & delivery of (1) units Scanner with ADF (Goods)	Small Value Procurement	No	LCRB	11/2025	01/2026	GAA 2025	266,400.00		
Provision of Security Services	Admin. & Support Division	Provision of Security Services for the regional office (Goods)	Small Value Procurement	Yes	LCRB	11/2024	01/2025	GAA 2025	698,119.01	Early Procurement Activity	
Lease of Real Property	Sub-Office	Lease of Sub-Office Building (Goods)	Lease of Property & Venue	Yes	LCRB	11/2024	01/2025	GAA 2025	144,000.00	Early Procurement Activity	
Supply & delivery of Toner for KYOCERA Photocopier	Admin	Supply & Delivery of Toner for KYOCERA Photocopies (Goods)	Direct Contracting	No		09/2025	09/2025	GAA 2025	7,410.00		with existing KYOCERA Photocopier
<b>Repair &amp; Maintenance</b>											
Labor & materials for the repair and maintenance of service vehicles	Admin	Supply & delivery of labor & materials for the repair and maintenance of service vehicles (Goods)	Small Value Procurement	No	LCRB	02/2025	12/2025	GAA 2025	41,114.00		
Labor & materials for the repair & maintenance of Office Equipment/Machinerries	Admin	Supply & delivery of labor & materials for the repair and maintenance of Airconditioning Units and Generator Set (Goods)	Small Value Procurement	No	LCRB	02/2025	12/2025	GAA 2025	33,098.00		
Labor & materials for the repair & maintenance of CHR V building	Admin	Supply & delivery of labor & materials for the repair and maintenance of CHR Building (Goods)	Small Value Procurement	No	LCRB	04/2025	05/2025	GAA 2025	40,000.00		
<b>Utilities/WETI</b>											
Water	Regional Office & Sub-Office	Provision of Water Supply to RO & SO (Goods)	Direct Contracting	No				GAA 2025	33,600.00		with existing line/connection
Electricity	Regional Office & Sub-Office	Provision of Electricity Supply to RO & SO (Goods)	Direct Contracting	No				GAA 2025	401,913.78		with existing line/connection
Internet Subscription	Regional Office & Sub-Office	Provision of Internet Services to RO & SO (Goods)	Direct Contracting	No				GAA 2025	96,000.00		with existing line/connection
Telephone (Landline)	Regional Office & Sub-Office	Provision of Telephone Services for RO & SO (Goods)	Direct Contracting	No				GAA 2025	68,376.00		with existing line/connection
<b>Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009</b>											
Fuel, Oil & Lubricants	Admin	Procurement of Fuel, Oil & Lubricants for Service Vehicles and Generator Set (Goods)	Direct Retail Purchase of Fuel, Oil & Lubricant (POL) Products & Airline Tickets	No		01/2025	12/2025	GAA 2025	160,000.00		

Supply and delivery of Labor & materials for repair and maintenance of Service Vehicles	Admin. & Support Division	Supply of Labor & materials for repair & maintenance of service vehicles (Goods)	Direct Acquisition	No		02/2025	12/2025	GAA 2025	26,429.00		
Supply & delivery of Labor & materials for repair and maintenance of Office equipment/machineries	Admin. & Support Division	Supply of Labor & materials for repair & maintenance of scanner, photocopiers, printers, Biometric, water dispenser, UPS, CCTV (Goods)	Direct Acquisition	No		02/2025	12/2025	GAA 2025	60,000.00		
Supply & delivery of Labor & materials for repair & maintenance of Office Building & Facilities	Admin. & Support Division	Supply of Labor & Materials for repair and maintenance of office plumbing, electrical and building & its facilities (Goods)	Direct Acquisition	No		02/2025	12/2025	GAA 2025	14,000.00		
Supply of Postage & Courier Services	RO & SO	Supply of Postage & Delivery Services for RO & SO (Goods)	Direct Acquisition	No		01/2025	12/2025	GAA 2025	38,000.00		
Supply & delivery of Drinking Water	RO & SO	Supply & Delivery of Purified drinking water for employees & visitors of RO & SO (Goods)	Direct Acquisition	No		01/2025	12/2025	GAA 2025	16,000.00		Charge to Operating Cash Advance
Provision of Printing of Tarpaulins required for operations and events	Regional Office	Supply & Delivery of printed Tarpaulins (Goods)	Direct Acquisition	No		02/2025	12/2025	GAA 2025	4,000.00		Charge to Operating Cash Advance
Supply & Delivery of Office Supplies & Materials	Regional Office	Supply & delivery of necessary, urgent, or routine office supplies, materials, or equipment (Goods)	Direct Acquisition	No		02/2025	12/2025	GAA 2025	11,500.00		Charge to Operating Cash Advance
<b>Supply &amp; delivery of packed Meals for:</b>											
HR Education & Advocacy Activities on HR with Vulnerable Sectors	Promotion	Provision of Meals to participants to various HRE & Advocacy activities on HR with vulnerable sectors (Goods)	Direct Acquisition	No		02/2025	12/2025	GAA 2025	190,670.00		Charge to Operating Cash Advance
Meals during Target Setting & Finalization of 2025 AWWP	Regional Office	Provision of meals to employees during the Target Setting & Finalization of 2025 AWWP (Goods)	Direct Acquisition	No		01/2025	12/2025	GAA 2025	27,825.00		Charge to Operating Cash Advance
Meals during Operations Assessment, Meetings, On-line Trainings & Mgt. Review	Regional Office	Provision of meals to employees during the conduct of Operations Meetings & Mgt Review (Goods)	Direct Acquisition	No		01/2025	12/2025	GAA 2025	80,229.00		Charge to Operating Cash Advance
Meals during the Conduct of Internal & External Quality Audit	Regional Office	Provision of Meals to employees during the Conduct of QMS/IQA (Goods)	Direct Acquisition	No		05/2025	10/2025	GAA 2025	47,395.00		Charge to Operating Cash Advance
Meals for the Conduct of KKC in celebration of 2025 National Children's Month	PAD	Provision of meals to participants to Labataan Karapatan Caravan activity (Goods)	Direct Acquisition	No		11/2025	11/2025	GAA 2025	15,000.00		Charge to Operating Cash Advance
Meals during the screening of either Dance of the Steel Bars (2013) or Green Bones (2024) on the same day in observance of the United Nations International Day in Support of Victims of Torture	Regional Office	Provision of Meals to employees during the Film Showing in the observance of UN International Day in Support of Victims of Torture (Goods)	Direct Acquisition	No		06/2025	06/2025	GAA 2025	6,000.00		Charge to Operating Cash Advance
Meals for the Conduct of CBD with Communities from GIDA: 2025 ESCR Monitoring the Access to Primary Health Services in GIDA Communities and HR Situation of PWDs in GIDA	Protection	Provision of Meals to participants of Community-Based Dialogue with GIDA Communities (Goods)	Direct Acquisition	No		10/2025	10/2025	GAA 2025	30,000.00		Charge to Operating Cash Advance
Meals - for 2025 National Correctional Consciousness Week in Daet, Cam. Norte	Protection	Provision of Meals to PDLs of Daet BJMP in celebration of 2025 National Correctional Consciousness Week (Goods)	Direct Acquisition	No		12/2025	12/2025	GAA 2025	13,500.00		Charge to Operating Cash Advance
<b>Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)</b>											
Office Supplies & Materials	RO & SO	Supply & Delivery of Common-Use Supplies (Goods)		No		07/2025	12/2025	GAA 2025	44,443.63		Procurement of Office Supplies at DBM/PS
Office Supplies & Materials	Admin	Supply & Delivery of Common-Use Supplies (Goods)		No		05/2025	05/2025	Foreign	9,236.65		

Note: Insert additional rows as necessary

**Total Amount of Estimated Budget for EPA Projects:** 842,119.01  
**Total Amount of CSEs to be purchased from PS-DBM:** 53,680.28  
**Total Amount of Estimated Budget:** 5,033,900.27

Prepared by:

  
 ARLENE M. DE LA TORRE

Signature over Printed Name  
 Position/Designation

Bids and Awards Committee Secretariat

Date : 20 December 2025

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

  
 ATTY. LORRAINE A. MARCAIDA

Signature over Printed Name  
 Position/Designation

Bids and Awards Committee Chairperson

Date : 20 December 2025

Approved by:

  
 ATTY. ARLENE O. ALANGCO

Signature over Printed Name  
 Position/Designation

Head of the Procuring Entity

Date : 23 December 2025