



COMMISSION ON HUMAN RIGHTS-REGIONAL OFFICE V

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>											
Supply & Delivery of Non-Common Use Office Supplies (not Available at PS/DBM)	Regional Office & Sub-Office	Supply & Delivery of Common-use Supplies (Goods)	Small Value Procurement	No	LCRB	02/2026	11/2026	GAA 2026	38,303.57		Procurement of various office supplies and materials for use of the regional office and sub-office
Supply & Delivery of ICT Supplies	Regional Office & Sub-Office	Supply & Delivery of ICT Supplies (Goods)	Small Value Procurement	No	LCRB	02/2026	11/2026	GAA 2026	43,599.00		Procurement of various ICT supplies for use of the Regional Office and Sub-Office
Supply & Delivery of Cleaning & Disinfection Supplies	Regional Office & Sub-Office	Supply & Delivery of Cleaning and Disinfection Supplies (Goods)	Small Value Procurement	No	LCRB	02/2026	11/2026	GAA 2026	17,556.40		
Supply & Delivery of Semi-Expendable Property	Admin. & Support Division	Supply & Delivery of Steel Cabinet and Shredder (Goods)	Small Value Procurement	No	LCRB	11/2026	12/2026	GAA 2026	42,440.00		
Printing of Ending GBV Booklet, glossy, short 8.5x11"	Promotion & Advocacy Division	Supply & Delivery for Printing Booklet on Ending GBV (Goods)	Small Value Procurement	No	LCRB	02/2026	03/2026	GAA 2026	10,000.00		
Printing of CHR as Gender Ombud and Bikol Dialect Brochure, tri-fold, glossy, short,	Promotion & Advocacy Division	Supply & Delivery for Printing Brochure on CHR as Gender Ombud and Bikol Dialect Brochure (Goods)	Small Value Procurement	No	LCRB	02/2026	03/2026	GAA 2026	5,000.00		
Printing of Brochure of RA 11313, tri-fold, glossy, A4 size	Promotion & Advocacy Division	Supply & Delivery for Printing Brochure of RA 11313 (Goods)	Small Value Procurement	No	LCRB	02/2026	03/2026	GAA 2026	5,000.00		
Printing of Brochure of RA 9262, tri-fold, glossy	Promotion & Advocacy Division	Supply & Delivery for Printing of Brochure on RA 9262 (Goods)	Small Value Procurement	No	LCRB	02/2026	03/2026	GAA 2026	5,000.00		
Printing of Flowcharts Poster, thick, glossy	Promotion & Advocacy Division	Supply & Delivery for Printing of Flowchart Posters (Goods)	Small Value Procurement	No	LCRB	02/2026	03/2026	GAA 2026	5,000.00		
Supply & Delivery Thumbler/Flask, thermo, 500 ml, with customized print	Promotion & Advocacy Division	Supply & Delivery of Customized Advocacy Paraphernalia (Goods)	Small Value Procurement	No	LCRB	07/2026	08/2026	GAA 2026	46,000.00		
Supply & Delivery of Sling bag with zipper, inside and outside pockets, canvas, tick, washable, customized print	Promotion & Advocacy Division	Supply & Delivery of Customized Advocacy Paraphernalia (Goods)	Small Value Procurement	No	LCRB	07/2026	08/2026	GAA 2026	10,000.00		
Lease of Venue with Provision of Meals for Forum on Children's Rights and HR Congress	Promotion & Advocacy Division	Procurement of Lease of Venue for the conduct of Forum on Children's Rights & HR Congress with provision of Meals (Lunch, AM & PM Snacks) to its participants(Goods)	Lease of Property & Venue	No	LCRB	03/2026	03/2026	GAA 2026	48,000.00		Four (4) HRE activities with 30 participants in each activity
Lease of Venue with Provision of Meals for CHRE and HRAC Activities	Promotion & Advocacy Division	Procurement of Lease of Venue for the Conduct of CHRE and HRAC Activities including Meals to its Participants (Goods)	Lease of Property & Venue	No	LCRB	03/2026	03/2026	GAA 2026	36,000.00		Four (4) HRE activities with 30 participants in each activity
Labor & materials for the repair & maintenance of service Vehicles	Admin. & Support Division	Supply & delivery of labor & materials for the repair and maintenance of service vehicles (Goods)	Small Value Procurement	No	LCRB	06/2026	07/2026	GAA 2026	28,560.00		
Labor & materials for the repair & maintenance of Office Building and its Facilities	Admin. & Support Division	Supply & delivery of labor & materials for the repair and maintenance of office building & its facilities (Goods)	Small Value Procurement	No	LCRB	8/2026	09/2026	GAA 2026	150,000.00		
Labor & materials for the repair & maintenance of Office Equipment/Machineries	Admin. & Support Division	Supply & delivery of labor & materials for the repair and maintenance of Airconditioning Units and Generator Set (Goods)	Small Value Procurement	No	LCRB	06/2026	07/2026	GAA 2026	40,000.00		
Provision of Security Services	Admin. & Support Division	Provision of Security Services for the regional office (Goods)	Small Value Procurement	Yes	LCRB	12/2025	01/2026	GAA 2026	850,235.24	Early Procurement Activity	
Lease of Real Property	Sub-Office	Lease of Sub-Office Building (Goods)	Lease of Property & Venue	Yes	LCRB	01/2026	12/2026	GAA 2026	144,000.00	Early Procurement Activity	
Supply & Delivery of KYOCERA & Develop Ineo 165e TONER		Supply & Delivery of Kyuocera & Develop Ineo Photocopier Toners (Goods)	Direct Contracting	No		09/2026	12/2026	GAA 2026	11,972.11		
Telephone (Landline)	Regional Office & Sub-Office	Provision of Telephone Services for RO & SO (Goods)	Direct Contracting	No				GAA 2026	44,376.00		with existing line/connection
Water	Regional Office & Sub-Office	Provision of Water Supply to RO & SO (Goods)	Direct Contracting	No				GAA 2026	23,120.00		with existing line/connection
Electricity	Regional Office & Sub-Office	Provision of Electricity Supply to RO & SO (Goods)	Direct Contracting	No				GAA 2026	461,900.00		with existing line/connection
Internet Subscription	Regional Office & Sub-Office	Provision of Internet Services to RO & SO (Goods)	Direct Contracting	No				GAA 2026	84,000.00		with existing line/connection
<b>Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009</b>											
Fuel, Oil & Lubricants	Admin. & Support Division	Procurement of Fuel, Oil & Lubricants for Service Vehicles and Generator Set (Goods)	Direct Acquisition	No		01/2026	12/2026	GAA 2026	160,000.00		

Supply & Delivery of Hygiene Supplies for Women PDLs	Promotion & Advocacy Division	Supply & Delivery of Hygiene supplies (Goods)	Direct Acquisition	No		09/2026	10/2026	GAA 2026	5,376.60		Procurement of hygiene supplies for WOMEN Persons Deprived of Liberty for distribution during the National Correctional Consciousness Activity
Provision of Printing of Tarpaulins required for operations and events	Regional Office	Supply & Delivery of printed Tarpaulins (Goods)	Direct Acquisition	No		02/2026	12/2026	GAA 2026	5,000.00		
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		01/2026	12/2026	GAA 2026	10,000.00		Routine vehicle maintenance and repair
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		01/2026	12/2026	GAA 2026	32,000.00		
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		01/2026	12/2026	GAA 2026	50,000.00		
Supply of Postage & Courier Services	Admin. & Support Division	Supply of Postage & Delivery Services for RO & SO (Goods)	Direct Acquisition	No		01/2026	12/2026	GAA 2026	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		01/2026	12/2026	GAA 2026	11,000.00		
<b>Supply &amp; Delivery of Packed Meals for the ff:</b>											
Community-Based Dialogue with Women PDLs, Capacity Bldg on Handling VAW	PAD	Provision of Meals to participants to (2) activities on Community-Based Dialogue th Women PDLs and Capacity Building on Handling VAW (Goods)	Direct Acquisition	No		02/2026	11/2026	GAA 2026	33,000.00		HRE Activities of PAD in Communities and in Jail
Roll-out Training for Mental Health & Training on Handling CAR	PAD	Provision of Meals to participants to (5) activities on the Roll-out Training on Mental Health & Training on Handling CAR (Goods)	Direct Acquisition	No		02/2026	11/2026	GAA 2026	30,000.00		
Orientations on various HRE activities	PAD	Provision of Meals to participants to (4) activities on Orientation on Various Human Rights Education (Goods)	Direct Acquisition	No		02/2026	11/2026	GAA 2026	16,000.00		
KKC activities	PAD	Provision of Meals to participants of (4) KKC activities (Goods)	Direct Acquisition	No		02/2026	11/2026	GAA 2026	12,000.00		
Women's Rights advocacies in Brangays, Seminar on Women's Rights, GBV, SRHR, and Mental Health in Schools	PAD	Provision of meals to participants of (12) activities on Women's Rights advocacies in Bgy, Seminar on Women's Rights, GBV, SRHR, and Mental Health in Schools (Goods)	Direct Acquisition	No		02/2026	11/2026	GAA 2026	33,600.00		
Conduct of Operations Meetings	ASD	Provision of meals to employees during the conduct of Operations Meetings (Goods)	Direct Acquisition	No		01/2026	12/2026	GAA 2026	45,000.00		Regular Office Meetings conducted by the RD with employees
Conduct of Mid-Year and Year-End Performance Assessment cum Operations Planning	ASD	Provision of Meals to employees during the conduct of Mid-Year and Year-End Performance Assessment cum Operations Planning (Goods)	Direct Acquisition	No		07/2026	12/2026	GAA 2026	36,000.00		Regular Mid-Year and Year-End Office performance assessment
Conduct of QMS/QA	ASD	Provision of Meals to employees during the Conduct of QMS/QA (Goods)	Direct Acquisition	No		06/2026	06/2026	GAA 2026	27,000.00		Assessment of Office' QMS to ensure it is effective, efficient, and compliant with relevant quality standards and regulatory requirements
Conduct of ISO/QMS Certification/Surveillance Audits	ASD	Provision of Meals to employees, Auditor & QMS Focal during the Conduct of ISO/QMS Certification/Surveillance Audits (Goods)	Direct Acquisition	No		09/2026	10/2026	GAA 2026	28,800.00		Annual conduct of External (ISO) Audit to verify Office' management systems meet international standards and to promote continuous improvement
<b>Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)</b>											
Supply & Delivery of Common-Use Supplies (PS/DBM)	RO & SO	Supply & Delivery of Common-use Supplies (Goods)	Negotiated Procurement (Agency to Agency)	No	N/A	02/2026	12/2026	GAA 2026	67,678.44	DBM/PS	Procurement of Office Supplies at DBM/PS

Note: Insert additional rows as necessary

**Total Amount of Estimated Budget for EPA Projects:** 994,235.24  
**Total Amount of CSEs to be purchased from PS-DBM:** 67,678.44  
**Total Amount of Estimated Budget:** 2,790,517.36

Prepared by:

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

Approved by:

  
ARLENE M. DE LA TORRE

Position/Designation

Bids and Awards Committee Secretariat

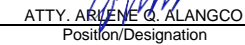
Date : January 22, 2026

  
ATTY. LORRAINE A. MARCAIDA

Position/Designation

Bids and Awards Committee Chairperson

Date : January 22, 2026

  
ATTY. ARLENE O. ALANGCO

Position/Designation

Head of the Procuring Entity

Date : January 22, 2026