



COMMISSION ON HUMAN RIGHTS- REGION IV-B

ANNUAL PROCUREMENT PLAN FOR FY 2025

INDICATIVE FINAL UPDATED [Version No. 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 |
| General Requirements | | | | | | | | | | | |
| Supply and Delivery of Fuel, Oil and Lubricants for Official Business | All Divisions | Fuel (Goods) | Negotiated Procurement-Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant Products, Electronic Charging Devices, and Online Subscriptions | No | LCRB | 01/2025 | 12/2025 | GAA 2025 | 367,000.00 | | Charged to Operating Expense, with delegated authority for the end-user to directly purchase POL. |
| Supply and Delivery of Office Supplies for Regional/Provincial Office Operations | All Divisions | Various Office Supplies (Goods) | Negotiated Procurement- Small Value Procurement | No | LCRB | 02/2025 | 12/2025 | GAA 2025 | 36,000.00 | | |
| Meals for the conduct of Operational Meeting and Human Rights Education activities | All Divisions | Meals (Goods) | Negotiated Procurement- Small Value Procurement | No | LCRB | 02/2025 | 12/2025 | GAA 2025 | 325,000.00 | | Charged to Cash Advance for Operating Expenses |
| Telephone Landline Utility Services | Palawan Office | Telephone Landline Utility Services | Direct Contracting | No | N/A | N/A | N/A | GAA 2025 | 48,000.00 | | WETI, with existing line |
| Electricity Utility Services | Palawan Office | Electricity Utility Service | Direct Contracting | | N/A | N/A | N/A | | 36,000.00 | | WETI, with existing line |
| Water Utility Services | Palawan Office | Water Utility Service | Direct Contracting | | N/A | N/A | N/A | | 4,800.00 | | WETI, with existing line |
| Rental of Office Space | Palawan Office | Office Space | Negotiated Procurement-Lease of Real Property and Venue | Yes | LCRB | 11/2024 | 01/2025 | GAA 2025 | 204,204.96 | Early Procurement Activities | |
| Supply and Delivery of one (1) pc Steel Filing Cabinet | Office of Regional Director | Steel Filing Cabinet (Goods) | Negotiated Procurement- Small Value Procurement | No | LCRB | 11/2025 | 11/2025 | GAA 2025 | 13,195.00 | | |
| Supply and Delivery of ICT equipment | All Divisions | ICT Equipment (Goods) | Negotiated Procurement- Small Value Procurement | No | LCRB | 05/2025 | 05/2025 | GAA 2025 | 432,600.00 | | |
| Supply of Materials and Labor for the Preventive Maintenance of Official Services Vehicles | Admin Division and Palawan Office | Service vehicles Maintenance | Direct Contracting | No | N/A | as the need arises | as the need arises | GAA 2025 | 160,000.00 | | |
| Printing of IEC materials and purchase of Cell Cards for PACD | Promotion Division And PACD | IEC Materials and Cell Cards(Goods) | Negotiated Procurement- Small Value Procurement | No | LCRB | 01/2025 | 01/2025 | GAA 2025 | 24,400.00 | | |
| Lease of Venue including meals for the conduct of Gender-Related PAPs Activity | Promotion Division | Lease of Venue with Meals | Negotiated Procurement- Small Value Procurement | No | LCRB | 02/2025 | 02/2025 | GAA 2025 | 106,500.00 | | |
| Purchase supplies and material for the conduct of "Women's Month Celebration" | Promotion Division | Supplies and Materials(Goods) | Negotiated Procurement- Small Value Procurement | No | LCRB | 03/2025 | 03/2025 | GAA 2025 | 20,000.00 | | |
| Supply and Delivery of one (1) pc. Water Dispenser | Palawan Office | Water Dispenser (Goods) | Negotiated Procurement- Small Value Procurement | No | LCRB | 04/2025 | 04/2025 | GAA 2025 | 7,900.00 | | |
| Meals for the conduct of HR Celebratory Events on Right To Suffrage, Migrant Workers Day & Pride Month | Promotion Division | Meals (Goods) | Negotiated Procurement- Small Value Procurement | No | LCRB | 04/2025 | 04/2025 | GAA 2025 | 45,000.00 | | |
| Meals during the 2025 CHR Anniversary Celebration | Palawan Office & JO employees | Meals (Goods) | Negotiated Procurement- Small Value Procurement | No | LCRB | 05/2025 | 05/2025 | GAA 2025 | 3,200.00 | | |
| Audit Service of ISO 9001:2015 certifying body for the CHR MIMAROPA Regional Office | All Divisions | Audit Service of ISO 9001:2015 | Negotiated Procurement- Small Value Procurement | No | LCRB | 07/2025 | 08/2025 | GAA 2025 | 120,000.00 | | |
| Miscellaneous Items (for Direct Acquisition only) Sec. 32.2 of RA No. 12009 | | | | | | | | | | | |
| 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 FY 2025 | all Divisions | Office Supplies (Goods) | Agency to Agency | No | N/A | 01/2025 | 12/2025 | GAA 2025 | 72,478.66 | | Total amount submitted in the APP CSE: P72,478.66 |

Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects: 204,204.96
 Total Amount of CSEs to be purchased from PS-DBM: 72,478.66
 Total Amount of Estimated Budget: 2,026,278.62

Prepared by: *RP Angeles*
 RAY ANTHONY P. DELOS ANGELES
 Position/Designation
 Bids and Awards Committee Secretariat

Date: JAN 30 2026

Recommended by: *M Joy B. Cledera*
 By the Authority of the Bids and Awards Comm
 ATTY. BETHANY JOY B. CLEDERA
 Position/Designation
 Bids and Awards Committee Chairperson

Date: JAN 30 2026

Approved by: *Brenda E. Canapi*
 ATTY. BRENDA E. CANAPI
 Position/Designation
 Head of the Procuring Entity

Date: January 30, 2026