



COMMISSION ON HUMAN RIGHTS - NCR OFFICE

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 and Delivery of Packed Meals/Catering Services for Legal Division	Legal Division	Packed Meals/Catering Services for Trainings/ Activities/Others (Goods)	Small Value Procurement	No	LCRB	04/2026	12/2026	GAA	160,000.00		Legal Clinic Caravan - 1st Sem & 2nd Sem/Development and Popularization of Policy Issuances (Focus Group Discussion)/Development and Popularization of Policy Issuances (Key Informant Interview)/Development and Popularization of Policy Issuances
Supply and Delivery of Packed Meals/Catering Services for Administrative and Support Division	Administrative and Support Division		Small Value Procurement	No	LCRB	06/2026	06/2026	GAA	42,000.00		Office Meetings (Regional Management Review)
Supply of Packed Meals and Catering Services for Promotion and Advocacy Division	Promotion and Advocacy Division		Small Value Procurement	No	LCRB	01/2026	12/2026	GAA	539,000.00		for the conduct of Human rights trainings - 20 education activities and information campaigns/CBD/Women's Month/Pride March/NACOCOW/Children's Month/18day Campaign to End VAW/Human Rights Week/Foundation Day/Grassroots Education Training/Capacity Building for CHRE Partners/Orientation of C/M/BHRAC/Capacity Training of CHR-NCR, BHRAC Team
Fidelity Bond Coverage	Administrative and Support Division	Provision of Fidelity Bond Coverage (Goods)	Negotiated Procurement - Agency-to-Agency	No		N/A	N/A	GAA	6,000.00		Pay directly to Bureau of Treasury
Registration, Insurance, and Participation Fees for CHR-NCR Office Service Vehicles	Administrative and Support Division	Registration and Reinsurance of Service Vehicles (Goods)	Negotiated Procurement - Agency-to-Agency	No		01/2026	12/2026	GAA	45,000.00		Motor Vehicle Insurance premium paid directly to GSIS. Registration fee to be paid directly to LTO
Supply of Labor and Materials for the Preventive and Reactive Maintenance of CHR-NCR Service Vehicles	Administrative and Support Division	Service Vehicles Maintenance (Goods)	Small Value Procurement	No	LCRB	01/2026	12/2026	GAA	150,000.00		
Provision of fuel for the CHR-NCR Vehicles	Investigation Division	Purchase of Petroleum Fuel (Goods)	Negotiated Procurement - Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant Products, Electronic Charging Devices, and Online Subscriptions	No		01/2026	12/2026	GAA	207,000.00		Charge to Operating Cash Advance; Subject to delegated authority pursuant to CHR-NCR BAC Resolution  for the Conduct of Investigation, Jail Visitation and Quick Response Operation
<b>Supply and Delivery of Kyocera Ink/ Toner</b>	<b>Administrative and Support Division</b>	Non-Common Use Supplies and Equipment (Goods)	<b>Direct Contracting</b>	<b>Yes</b>		<b>01/2026</b>	<b>02/2026</b>	GAA	<b>71,800.00</b>	<b>Early Procurement Activities (EPA)</b>	
Supply and Delivery of Printer Inks	Investigation Division		Small Value Procurement	No	LCRB	04/2026	04/2026	GAA	9,600.00		Purchase of Inks for HP, Epson and Canon
Supply and Delivery of Office Supplies and Equipment	Administrative and Support Division		Small Value Procurement	No	LCRB	01/2026	12/2026	GAA	31,945.81		
Supply and Delivery of Tokens for the Activities' Participants of Promotion and Advocacy Division	Promotion and Advocacy Division	Tokens and Souvenirs (Goods)	Small Value Procurement	No	LCRB	01/2026	12/2026	GAA	30,000.00		
Supply and Delivery of Care Kits for CICLS	Investigation Division		Small Value Procurement	No	LCRB	03/2026	12/2026	GAA	64,000.00		

Supply and Delivery of Safety Deposit Box, Check Writer and Vacuum Cleaner for Vehicle	Administrative and Support Division	Semi-Expendable Property, Machinery & Equipment (Goods)	Small Value Procurement	No	LCRB	06/2026	12/2026	GAA	64,000.00		
<b>Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009</b>											
Meals for the Conduct of Operational and Focal Meetings - All Division	All Division		Direct Acquisition	No		01/2026	12/2026	GAA	117,000.00		Charge to Operating Expense
Postage and courier expenses	Investigation Division	Office Operations and Communication Support (Goods)	Direct Acquisition	No		01/2026	12/2026	GAA	120,000.00		Charge to Operating Expense
Communication Expense	Investigation Division, Legal Division		Direct Acquisition	No		01/2026	12/2026	GAA	12,000.00		Charge to Operating Expense
Supply of Packed Meals and Catering Services for Investigation Division	Investigation Division	Packed Meals/Catering Services for Trainings/ Activities/Others (Goods)	Direct Acquisition	No		01/2026	12/2026	GAA	56,000.00		Charge to Operating Expense for the conduct of Visitation to Bahay Pag-Asa Facilities, Mental Health Institutions, Police/BJMP/BUCOR/NBI Facilities
Meals for the Conduct of Operational and Focal Meetings - Regional HRMSPB and BAC Meeting	Administrative and Support Division		Direct Acquisition	No		01/2026	12/2026	GAA	9,000.00		Charge to Operating Expense for the Conduct of Regional HRMSPB and BAC Meeting
<b>Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)</b>											
Procurement of Common-Use Supplies and Equipment (CSE) for CHR-NCR Office for FY 2026	Administrative and Support Division	CSE Procurement thru DBM-PS (Goods)	Negotiated Procurement - Agency-to-Agency	No		01/2026	12/2026	GAA	227,511.31		Based on the submitted APP-CSE FY 2026

Note: Insert additional rows as necessary


Total Amount of Estimated Budget for EPA Projects: 71,800.00  
Total Amount of CSEs to be purchased from PS-DBM: 227,511.31  
Total Amount of Estimated Budget: 1,961,857.12

Prepared by:

  
**JOSHUA JAMES R. GULTIANO**  
Head  
*Bids and Awards Committee Secretariat*


Date : 29 January 2026

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

  
**SAMMY A. DAVID**  
*Bids and Awards Committee Chairperson*

Date : 29 January 2026

Approved by:

  
**ATTY. KRISTIAN-JEFF C. EPISCOPE**  
*Head of the Procuring Entity*

Date : 29 January 2026