



COMMISSION ON HUMAN RIGHTS

REGIONAL OFFICE I  
ANNUAL PROCUREMENT PLAN FOR FY 2025

INDICATIVE      FINAL       UPDATED [ Version No. 1 ]

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 Common-Use Office Supplies (not available at PS/DBM)	Administrative Support Division	Supply and Delivery of Common-Use Supplies (Goods)	Small Value Procurement	No	LCRB	01/2025	12/2025	2025 GAA	126,200.00		
Supply and Delivery of ICT Supplies	Regional Office	Supply and Delivery of ICT Equipment (Goods)	Small Value Procurement	No	LCRB	03/2025	03/2025	2025 GAA	7,000.00		
Labor & Materials of Service Vehicles	Administrative Support Division	Supply and delivery of labor & materials for the repair and maintenance of service vehicles ( Goods)	Small Value Procurement	No	LCRB	01/2025	12/2025	2025 GAA	70,000.00		Procurement is conducted quarterly, as the budget is released on a quarterly basis
Labor & Materials for the Repair & Maintenance of Office Building and its Facilities	Administrative Support Division	Supply and delivery of labor & materials for the repair and maintenance of office building and its facilities (Goods)	Small Value Procurement	No	LCRB	01/2025	12/2025	2025 GAA	75,000.00		Procurement is conducted quarterly, as the budget is released on a quarterly basis
Labor & Materials for the Repair & Maintenance of Office Equipment/Machineries	Administrative Support Division	Supply & delivery of labor & materials for the repair and maintenance of Airconditioning Units, Generator Set and Elevator	Small Value Procurement	No	LCRB	01/2025	12/2025	2025 GAA	12,500.00		Procurement is conducted quarterly, as the budget is released on a quarterly basis
Procurement of Security Services	Administrative Support Division	Procurement of Security Services to safeguard office premises, personnel, assets, and documents (Goods)	Small Value Procurement	Yes	LCRB	12/2024	01/2025	2025 GAA	933,356.16	Early Procurement Activity	
Water	Regional Office	Provision of Drinking Water Supply to Regional Office (Goods)	Direct Contracting	No		01/2025	12/2025	2025 GAA	30,000.00	Renewal of Regular & Recurring Services	with existing line/connection
Water (Utility)	Regional Office	Provision of Utility Water Supply to Regional Office (Goods)	Direct Contracting	No		01/2025	12/2025	2025 GAA	30,000.00	Renewal of Regular & Recurring Services	with existing line/connection
Electricity	Regional Office	Provision of Electricity Supply to the Regional Office	Direct Contracting	No		01/2025	12/2025	2025 GAA	396,000.00	Renewal of Regular & Recurring Services	with existing line/connection
Internet Subscription	Regional Office	Provision of Internet Services to the Regional Office	Direct Contracting	No		01/2025	12/2025	2025 GAA	252,000.00	Renewal of Regular & Recurring Services	with existing line/connection
Fuel, Oil and Lubricants	Administrative Support Division	Procurement of Fuel, Oil, and Lubricants for Service Vehicle and Generator Set)	Small Value Procurement	Yes		12/2024	01/2025	2025 GAA	300,000.00	Early Procurement Activity	
<b>Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009</b>											
Provision of Printing of Tarpaulins	Regional Office	Supply and Delivery of Printed Tarpaulins (Goods)	Direct Acquisition	No		01/2025	12/2025	2025 GAA	15,000.00		Procurement is conducted as needed.
Supply and Delivery of Tokens	Regional Office	Supply and Delivery of Tokens (Goods)	Direct Acquisition	No		01/2025	12/2025	2025 GAA	15,000.00		Procurement is conducted as needed.
Supply and Delivery of Plaques	Regional Office	Supply and Delivery of Plaques (Goods)	Direct Acquisition	No		01/2025	12/2025	2025 GAA	15,000.00		Procurement is conducted as needed.
Supply and Delivery of Sport Equipments for National Correctional Consciousness Week (NACOCOW)	Investigation Division	Supply and Delivery of Sports Equipment (Goods)	Direct Acquisition	No		10/2025	10/2025	2025 GAA	90,000.00		

Supply and Delivery of Labor & Materials for Repair and Maintenance of Service Vehicles	Administrative Support Division	Supply and Delivery of Labor & Materials for Repair and Maintenance of Service Vehicles (Goods)	Direct Acquisition	No		01/2025	12/2025	2025 GAA	70,000.00		Routine vehicle maintenance and repair
Supply and Delivery of Labor & Materials for Repair and Maintenance of Office Building and its Facilities	Administrative Support Division	Supply of Labor & Materials for the Repair and Maintenance of Office plumbing, electrical, and building and its facilities (Goods)	Direct Acquisition	No		01/2025	12/2025	2025 GAA	75,000.00		Procurement is conducted as needed.
Supply and Delivery of Labor & Materials for Repair and Maintenance of Office Equipment/Machineries	Administrative Support Division	Supply of Labor & Materials for the Repair and Maintenance of printer, scanner, xerox machine, biometrics, water dispensers, UPS, and CCTVs (Goods)	Direct Acquisition	No		01/2025	12/2025	2025 GAA	12,500.00		Procurement is conducted as needed.
Supply of Postage & Courier Services	Administrative Support Division	Supply of Postage & Delivery Services for the Regional Office (Goods)	Direct Acquisition	No		01/2025	12/2025	2025 GAA	40,000.00		
Prepaid Loads	Regional Office	Procurement of Prepaid Loads for PACD. (Goods)	Direct Acquisition	No		01/2025	12/2025	2025 GAA	7,200.00		Procurement of prepaid loads for daily operations.
<b>Supply &amp; Delivery of Packed Meals for the following:</b>											
Office Regular Monthly Meeting	Regional Office	Provision of Meals to employees during the conduct of Office Regular Monthly Meeting (Goods)	Direct Acquisition	No		01/2025	12/2025	2025 GAA	67,200.00		Regular Meetings conducted by the RD with Employees
Division Meetings	Regional Office	Provision of Meals to employees during the conduct of Division Meetings (Goods)	Direct Acquisition	No		01/2025	12/2025	2025 GAA	67,200.00		Division Meetings conducted per Division
BAC Meetings	Regional Office	Provision of Meals to employees during the conduct of BAC Meetings (Goods)	Direct Acquisition	No		01/2025	12/2025	2025 GAA	21,600.00		BAC Meetings conducted by the BAC Chairperson
RPSB Meetings	Regional Office	Provision of Meals to employees during the conduct of RPSB Meetings (Goods)	Direct Acquisition	No		01/2025	12/2025	2025 GAA	9,600.00		HRMPSB Meetings conducted by the HRMPSB Chairperson
Conduct of Mid-Year and Year-End Performance Assessment cum Operations Planning	Administrative Support Division	Provision of Meals to employees during the conduct of Mid-Year and Year-end Performance Assessment cum Operations Planning (Goods)	Direct Acquisition	No		06/2025	12/2025	2025 GAA	33,600.00		Regular Mid-Year and Year-End Office Performance Assessment
Conduct of QMS/IQA	Administrative Support Division	Provision of meals to employees during the conduct of QMS/IQA (Goods)	Direct Acquisition	No		06/2025	06/2025	2025 GAA	25,200.00		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	Administrative Support Division	Provision of meals to employees during the conduct of ISO/QMS Certification/Surveillance Audits	Direct Acquisition	No		09/2025	10/2025	2025 GAA	16,800.00		Annual conduct of External (ISO) Audit to verify Offices' management systems meet international standards and to promote continuous improvement.
Procurement of Refreshments for Walk-in Clients	Regional Office	Provision of refreshments for walk-in clients	Direct Acquisition	No		01/2025	12/2025	2025 GAA	12,000.00		
Strengthening Capacity Building	PAD	Provision of meals to attendees during the conduct of Strengthening Capacity Building (Goods)	Direct Acquisition	No		01/2025	09/2025	2025 GAA	6,000.00		Procurement is conducted in different months across various areas.
Collaboration with POs/CSOs/NGOs on GAD Activities	PAD	Provision of meals to attendees during the conduct of Collaboration with POs/CSOs/NGOs on GAD Activities (Goods)	Direct Acquisition	No		03/2025	12/2025	2025 GAA	11,540.00		Procurement is conducted in different months across various areas.
Participation in Inter-agency activities/meeting	PAD	Provision of meals to attendees during the conduct of Participation in Inter-agency activities/meeting (Goods)	Direct Acquisition	No		01/2025	12/2025	2025 GAA	3,000.00		Procurement is conducted in different months across various areas.
Training on Women's Rights and GAD Mainstreaming	PAD	Provision of meals to attendees during the conduct of Training on Women's Rights and GAD Mainstreaming (Goods)	Direct Acquisition	No		03/2025	10/2025	2025 GAA	8,150.00		Procurement is conducted in different months across various areas.
Symposium/Orientation on Child Rights	PAD	Provision of meals to attendees during the conduct of Symposium/Orientation on Child Rights (Goods)	Direct Acquisition	No		01/2025	10/2025	2025 GAA	33,900.00		Procurement is conducted in different months across various areas.

Symposium on Human Rights and International Humanitarian Law	PAD	Provision of meals to attendees during the conduct of Symposium on Human Rights and International Humanitarian Law (Goods)	Direct Acquisition	No		09/2025	10/2025	2025 GAA	10,750.00		Procurement is conducted in different months across various areas.
Symposium on Rights of PWDs	PAD	Provision of meals to attendees during the conduct of Symposium on Rights of PWDs (Goods)	Direct Acquisition	No		06/2025	07/2025	2025 GAA	17,250.00		
Symposium on Older Person's Rights	PAD	Provision of meals to attendees during the conduct of Symposium on Older Person's Rights (Goods)	Direct Acquisition	No		09/2025	10/2025	2025 GAA	17,250.00		
Symposium on Women's Rights and RA 11313	PAD	Provision of meals to attendees during the conduct of Symposium on Women's Rights and RA 11313 (Goods)	Direct Acquisition	No		05/2025	11/2025	2025 GAA	26,150.00		Procurement is conducted in different months across various areas.
Symposium on IP Rights	PAD	Provision of meals to attendees during the conduct of Symposium on IP Rights (Goods)	Direct Acquisition	No		10/2025	10/2025	2025 GAA	26,150.00		
Human Rights Week/UDHR	PAD	Provision of meals to attendees during the conduct of Human Rights Week/UDHR (Goods)	Direct Acquisition	No		11/2025	12/2025	2025 GAA	10,750.00		
National Correctional Consciousness Week (NACOCOW)	PAD	Provision of meals to attendees during the conduct of National Correctional Consciousness Week (NACOCOW) (Goods)	Direct Acquisition	No		09/2025	10/2025	2025 GAA	19,250.00		
Symposium on Anti-Torture Law	PAD	Provision of meals to attendees during the conduct of Symposium on Anti-Torture Law(Goods)	Direct Acquisition	No		09/2025	10/2025	2025 GAA	10,750.00		
CHR Foundation Day	PAD	Provision of meals to attendees during the conduct of CHR Foundation Day(Goods)	Direct Acquisition	No		04/2025	05/2025	2025 GAA	3,650.00		
Safe-Spaces Caravan	PAD	Provision of meals to attendees during the conduct of Safe-Spaces Caravan(Goods)	Direct Acquisition	No		06/2025	07/2025	2025 GAA	10,750.00		
Online Human Rights Training/Lecture	PAD	Provision of meals to attendees during the conduct of Online Human Rights Training/Lecture(Goods)	Direct Acquisition	No		01/2025	12/2025	2025 GAA	24,000.00		Procurement is conducted in different months across various areas.
Kabataan Karapatan Caravan	PAD	Provision of meals to attendees during the conduct of Kabataan Karapatan Caravan (Goods)	Direct Acquisition	No		01/2025	02/2025	2025 GAA	19,250.00		
National Children's Month and JJW Celebration	PAD	Provision of meals to attendees during the conduct of National Children's Month and JJW Celebration (Goods)	Direct Acquisition	No		10/2025	11/2025	2025 GAA	10,750.00		
Legal Clinic Caravan	PAD	Provision of meals to attendees during the conduct of Legal Clinic Caravan (Goods)	Direct Acquisition	No		04/2025	07/2025	2025 GAA	19,250.00		Procurement is conducted in different months across various areas.
Community-Based Dialogue (CBD)	PAD	Provision of meals to attendees during the conduct of Community-Based Dialogue (CBD) (Goods)	Direct Acquisition	No		04/2025	10/2025	2025 GAA	19,250.00		Procurement is conducted in different months across various areas.
LAKARAN/Lecture on Human Rights 101/Grassroots HRE	PAD	Provision of meals to attendees during the conduct of LAKARAN/Lecture on Human Rights 101/Grassroots HRE (Goods)	Direct Acquisition	No		05/2025	06/2025	2025 GAA	11,750.00		
CHRE MOA Signing	PAD	Provision of meals to attendees during the conduct of CHRE MOA Signing (Goods)	Direct Acquisition	No		06/2025	08/2025	2025 GAA	5,000.00		
Paralegal Training for CSOs	PAD	Provision of meals to attendees during the conduct of Paralegal Training for CSOs (Goods)	Direct Acquisition	No		05/2025	06/2025	2025 GAA	11,750.00		
End-VAW activity	PAD	Provision of meals to attendees during the conduct of End-VAW activities (Goods)	Direct Acquisition	No		12/2025	12/2025	2025 GAA	3,750.00		
			Direct Acquisition	No							

Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)											
Supply & Delivery Common-Use Supplies (PS-DBM)	Regional Office	Supply and delivery of Common-use Supplies (Goods)	Negotiated Procurement (Agency to Agency)	No		01/2025	12/2025	2025 GAA	290,705.12	PS/DBM	Procurement of Office Supplies at PS/DBM

Note: Insert additional rows as necessary

**Total Amount of Estimated Budget for EPA Projects:** 1,233,356.16  
**Total Amount of CSEs to be purchased from PS-DBM:** 290,705.12  
**Total Amount of Estimated Budget:** 3,455,701.28

Prepared by:



KATE JAZMINE B. AGBUNAG

Signature over Printed Name

Position/Designation

Bids and Awards Committee Vice Chairperson

Date : January 28, 2026

Recommended by:

By the Authority of the Bids and Awards Committee:



ATTY. ARLENE A. VEN

Signature over Printed Name

Position/Designation

Bids and Awards Committee Chairperson

Date : January 28, 2026

Approved by:



ATTY. HAROLD D. KUB-ARON

Signature over Printed Name

Position/Designation

Head of the Procuring Entity

Date : January 28, 2026