



REPUBLIC OF THE PHILIPPINES
COMMISSION ON HUMAN RIGHTS

Central Visayas, Regional Office VII

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
General Requirements											
Procurement of Office Supplies and Materials (NON-CSE)	Administrative Division	Goods – Non-CSE Supplies	Small Value Procurement	No	LCRB	Mar-2026	Oct-2026	GAA 2026	156,454.00		
Procurement of Kyocera Toner	Administrative Division	Goods	Direct Contracting	YES	LCRB	Oct-2025	Jan-2026	GAA 2026	45,000.00	Early Procurement Activity	
Procurement of Basic Medicines and First-Aid Supplies for CHR-7	Administrative Division	Goods – Medicines / First-Aid	Small Value Procurement	No	LCRB	Mar-2026	Apr-2026	GAA 2026	2,480.00		
Pick up Truck PMS	Administrative Division	Goods/Services – Vehicle Maintenance	Direct Contracting	No	N/A	Mar-2026	Oct-2026	GAA 2026	20,000.00		
Vehicle Repairs, Maintenance, Batteries, Tires, and Preventive Maintenance Schedule (PMS)	Administrative Division	Goods/Services – Vehicle Maintenance	Small Value Procurement	No	LCRB	Apr-2026	Oct-2026	GAA 2026	102,100.00		
Repairs and Maintenance for Office Equipment (aircon cleaning, and replacement of generator battery).	Administrative Division	Goods – Equipment Maintenance	Small Value Procurement	No	LCRB	Mar-2026	Oct-2026	GAA 2026	30,400.00		
Laptop Charger	Administrative Division	Goods – Equipment Maintenance	Small Value Procurement	No	LCRB	Mar-2026	Oct-2026	GAA 2026	9,000.00		
Lease of Office Space	Administrative Division	Lease of Real Property	Lease of Venue	No	N/A	N/A	N/A	GAA 2026	1,800,000.00	Renewal	
Provision of Meals for Mid-Year and Year-End Performance Assessment	Administrative Division	Goods – Catering	Small Value Procurement	No	LCRB	May-2026	Oct-2026	GAA 2026	40,800.00		
Reproduction, Printing, and Bookbinding Services	Administrative Division	Goods – Printing Services	Small Value Procurement	No	LCRB	Mar-2026	Oct-2026	GAA 2026	4,500.00		
Provision of Security Services (2-shift, 24/7 duty)	Administrative Division	Services – Security	Small Value Procurement	Yes	LCRB	Oct-2025	Jan-2026	GAA 2026	956,342.64	Early Procurement Activity	
Provision of Postage and Courier Services	Administrative Division	Services – Internet	Small Value Procurement	No	N/A	N/A	N/A	GAA 2026	36,000.00	Renewal	
Telephone	Administrative Division	Services – Telecom	Direct Contracting	No	N/A	N/A	N/A	GAA 2026	50,400.00		With existing line
Internet Connection	Administrative Division	Services – Internet	Direct Contracting	No	N/A	N/A	N/A	GAA 2026	85,188.00		With existing line
Water Bill	Administrative Division	Services – Utilities	Direct Contracting	No	N/A	N/A	N/A	GAA 2026	9,396.00		With existing line
Electricity Bill	Administrative Division	Services – Utilities	Direct Contracting	No	N/A	N/A	N/A	GAA 2026	449,400.00		With existing line
Regional GBV Summit Meals	Investigation Division	Goods	Small Value Procurement	No	LCRB	Sep-2026	Sep-2026	GAA 2026	10,000.00		
VAW Desk Monitoring Meals	Investigation Division	Goods	Small Value Procurement	No	LCRB	Jan-2026	Oct-2026	GAA 2026	3,600.00		
Torture Prevention Activity Meals for Participants	Investigation Division	Goods	Small Value Procurement	No	LCRB	Mar-2026	Mar-2026	GAA 2026	7,200.00		
Procurement of supplies (inter-agency committee meetings, task forces, and similar online engagements)	Legal Division	Goods	Small Value Procurement	No	LCRB	Feb-2026	Mar-2026	GAA 2026	1,500.00		

Business Cards Printing	Legal Division	Goods	Small Value Procurement	No	LCRB	Jun-2027	Apr-2028	GAA 2026	2,500.00		
Procurement of Meals for the Lecture Series on Human Rights 101, UDHR Principles for Academe	Promotion Advocacy Division	Goods	Small Value Procurement	No	LCRB	Feb-2026	Mar-2026	GAA 2026	30,000.00		
Procurement of Meals for the Lecture Series on Gender Related Laws, GAD, VAWC for HRACs and CSOs	Promotion Advocacy Division	Goods	Small Value Procurement	No	LCRB	Feb-2026	Feb-2026	GAA 2026	30,000.00		
Procurement of Meals for the Lecture Series on the Right to Mental Health (All Sectors)	Promotion Advocacy Division	Goods	Small Value Procurement	No	LCRB	Feb-2026	Feb-2026	GAA 2026	30,000.00		
Procurement of Meals for the Training Series on UDHR and Related Laws	Promotion Advocacy Division	Goods	Small Value Procurement	No	LCRB	Feb-2026	Feb-2026	GAA 2026	79,500.00		
Procurement of Meals for the Training Series on International Humanitarian Law for Security Sector (AFP, PNP)	Promotion Advocacy Division	Goods	Small Value Procurement	No	LCRB	Feb-2026	Feb-2026	GAA 2026	24,645.00		
Procurement of Meals for the Training Series on Human Rights Action Centers	Promotion Advocacy Division	Goods	Small Value Procurement	No	LCRB	Feb-2026	Feb-2026	GAA 2026	119,250.00		
Procurement of Meals for the Training Series on Land Use	Promotion Advocacy Division	Goods	Small Value Procurement	No	LCRB	Feb-2026	Feb-2026	GAA 2026	15,900.00		
Procurement of Meals and Venue for the Center for Human Rights Education (Training for CHRE on Human Rights Concepts and Related Laws and Operations Manual)	Promotion Advocacy Division	Goods	Lease Venue with Meals	Yes	LCRB	Oct-2025	Jan-2026	GAA 2026	80,000.00	Early Procurement Activity	
Procurement of Meals and Venue for the Brgy Orientation on Human Rights Action Center - Phases 1-5 (Training for Barangay Human Rights Action Officers on Human Rights Concepts and Related Laws)	Promotion Advocacy Division	Goods	Lease Venue with Meals	Yes	LCRB	Oct-2025	Jan-2026	GAA 2026	60,000.00	Early Procurement Activity	
Printing and Distribution HRE IEC Materials	Promotion Advocacy Division	Goods	Small Value Procurement	No	LCRB	Apr-2026	Jun-2026	GAA 2026	20,000.00		
Advocacy tokens for partners and stakeholders, symbolizing solidarity with the cause of human rights while serving as an expression of gratitude and appreciation for their support and partnership. Advocacy tokens may include eco-friendly tote bags, lanyards, notebooks, bookmarks, pins, mugs/tumblers, desk calendars, umbrellas/fans, USB flash drives, and plant kits/seed pens—each carrying human rights messages and symbols of solidarity.	Promotion Advocacy Division	Goods	Small Value Procurement	No	LCRB	Mar-2026	Jun-2026	GAA 2026	30,000.00		
Provision of Fuel, Oil, and Lubricants (POL) Products	Administrative, Investigation, Legal , & Promotion Advocacy Division	Goods	Negotiated Procurement	No	N/A	N/A	N/A	GAA 2026	185,000.00	Renewal	
Provision of Fuel, Oil, and Lubricants (POL) Products for Mitsubishi Pick-Up Triton	Administrative Division	Goods	Negotiated Procurement	No	N/A	N/A	N/A	GAA 2026	15,000.00		
Airfare for Official Local Travel	Administrative, & Investigation, Legal Division	Services	Negotiated Procurement	No	N/A	Jan-2026	Dec-2026	GAA 2026	111,100.00		As needed only
Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009											
Procurement of Accountable Forms	Administrative Division	Goods – Accountable Forms	Direct Acquisition	No	N/A	Feb-2026	Oct-2026	GAA 2026	6,900.00		Charged to operating CA (Cash Advance)
Provision of repair and maintenance for official service vehicles to cover immediate minor expenses such as fuel, toll, parking, emergency needs, and other necessary operational requirements.	Administrative Division	Goods – Immediate Repair & Ops Expenses	Direct Acquisition	No	N/A	Mar-2026	Oct-2026	GAA 2026	10,000.00		Charged to operating CA (Cash Advance)
ICT Equipments and Maintenance	Administrative Division	Goods/Services – ICT Maintenance	Direct Acquisition	No	N/A	Mar-2026	Oct-2026	GAA 2026	15,000.00		Charged to operating CA (Cash Advance)
Preventive Maintenance and Check-up of ICT equipment (PCs, laptops, netbooks, printers, etc.)	Administrative Division	Goods/Services – ICT Preventive Maintenance	Direct Acquisition	No	N/A	Feb-2026	Oct-2026	GAA 2026	15,000.00		Charged to operating CA (Cash Advance)

Provision of Meals/Snacks for walk-in clients	Administrative Division	Goods – Catering	Direct Acquisition	No	N/A	Jan-2026	Dec-2026	GAA 2026	10,000.00		Charged to operating CA (Cash Advance)
Prepaid load cards	Administrative Division	Services – Mobile Load	Direct Acquisition	No	N/A	Jan-2026	Dec-2026	GAA 2026	3,600.00		Charged to operating CA (Cash Advance)
Drinking Water	Administrative Division	Services – Potable Water	Direct Acquisition	No	N/A	Jan-2026	Dec-2026	GAA 2026	12,250.00		Charged to operating CA (Cash Advance)
Janitorial Services	Administrative Division	Services – Janitorial	Direct Acquisition	No	N/A	Jan-2026	Dec-2026	GAA 2026	30,000.00		Charged to operating CA (Cash Advance)
Laundry Services	Administrative Division	Services – Laundry	Direct Acquisition	No	N/A	Jan-2026	Dec-2026	GAA 2026	1,000.00		Charged to operating CA (Cash Advance)
Repair of Building Facilities due to Wear and Tear	Administrative Division	Goods – Building Maintenance	Direct Acquisition	No	N/A	Feb-2026	Oct-2026	GAA 2026	10,000.00		Charged to operating CA (Cash Advance)
Reproduction, Printing, Tarpaulin, and Risograph Services	Administrative Division	Goods – Printing Services	Direct Acquisition	No	N/A	Mar-2026	Oct-2026	GAA 2026	3,000.00		Charged to operating CA (Cash Advance)
Provision of Fuel for Service Vehicle (CA)	Administrative Division	Goods – Printing Services	Direct Acquisition	No	N/A	Jan-2026	Dec-2026	GAA 2026	20,000.00		Charged to operating CA (Cash Advance)
Availment of External Forensic Service Meals	Investigation Division	Goods- Catering	Direct Acquisition	No	N/A	Jan-2026	Dec-2026	GAA 2026	4,000.00		Charged to operating CA (Cash Advance)
Provision of Communication Services (Registered Postage Courier)	Administrative, & Investigation, Legal Division	Services	Direct Acquisition	No	N/A	Feb-2026	Dec-2026	GAA 2026	26,000.00		Charged to operating CA (Cash Advance)
Provision of Meals for the Division Meetings	Administrative & Legal Division	Goods – Catering	Direct Acquisition	No	N/A	Jan-2026	Dec-2026	GAA 2026	36,000.00		Charged to operating CA (Cash Advance)
Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)											
Procurement of Office Supplies and Materials (CSE)	Administrative Division	Goods – CSE Supplies	Agency to Agency	No	N/A	Feb-2026	Oct-2026	GAA 2026	155,813.67		
									5,011,219.31		

Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects: 1,141,342.64
Total Amount of CSEs to be purchased from PS-DBM: 155,813.67
Total Amount of Estimated Budget: 5,011,219.31

Prepared by:


PEEJAY NINO MANEJA


Signature over Printed Name
Position/Designation

Bids and Awards Committee Secretariat

Date : _____

Recommended by:

By the Authority of the Bids and Awards Committee


JOSE AUGUSTUS G. VILLANO

Signature over Printed Name
Position/Designation

Bids and Awards Committee

Date : _____

Approved by:


PTY. ARVIN A. ODRON

Signature over Printed Name
Position/Designation

Head of the Procuring Entity

Date : _____