



**NEGROS ISLAND REGION
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											
Supply of Fuel for CHR Service Vehicle	Investigation, Legal, Promotion, Admin Division	Goods - Provision of Fuel for CHR Service Vehicle	Direct Retail Purchase	No	LCRB	Jan-26	Dec-26	GAA	₱194,000.00		BAC resolution delegating authority of end -user to procure
Supply and delivery of Non-CSE office supplies and materials to support operational requirements of the region	Admin Division	Goods - Procurement of office supplies and materials to support operational requirements of the region	Direct Acquisition	No	LCRB	Jan-26	Oct-26	GAA	₱103,081.00		Procure quarterly based on the released budget from MOOE; BAC resolution delegating authority of end -user to procure
Provision for Vehicle Repairs and Maintenance	Admin Division	Goods - Provision for Vehicle Repairs and Maintenance to cover immediate minor expenses necessary for operational requirements	Direct Acquisition	No	LCRB	Jan-26	Dec-26	GAA	₱15,000.00		BAC resolution delegating authority of end -user to procure
Provision for Preventive Maintenance Schedule and check up to ensure roadworthiness and safety	Admin Division	Goods - Provision for Preventive Maintenance Schedule and check up to ensure roadworthiness and safety	Direct Acquisition	No	LCRB	Jan-26	Dec-26	GAA	₱40,000.00		BAC resolution delegating authority of end -user to procure
2026 Lease of Real Property for CHR-NIR Space (Early Procurement Activity)	Admin Division	Goods - Lease of Office Space for CHR-NIR Operations in Bacolod City	Lease of Real Property and Venue	Yes	LCRB	Dec-25	Jan-26	GAA	₱1,008,000.00		
Provision of FY 2026 Security Services (Early Procurement Activity)	Admin Division	Goods/Services - Provision of security services (1 shift, 12 hours, 24/7) to safeguard office premises, personnel, and property	Small Value Procurement	Yes	LCRB	Dec-25	Jan-26	GAA	₱432,000.00		
Supply of Landline Services for Office Operations	Admin Division	Goods - Provision of telephone to support CHR-NIR official transactions and operations	Small Value Procurement	No	LCRB	Mar-26	Apr-26	GAA	₱30,000.00		
Provision of Internet Services for Office office transactions and operations	Admin Division	Goods - Provision of internet subscription to support CHR-NIR official transactions and operations		No	LCRB			GAA	₱30,000.00		with existing internet internet services
Provision of water supply for CHR-NIR office operations	Admin Division	Goods - Provision of water supply for CHR-NIR office operations		No	LCRB			GAA	₱22,800.00		with existing water supply
Provision of electric power supply for CHR-NIR office operations	Admin Division	Goods - Provision of electric power supply for CHR-NIR office operations		No	LCRB			GAA	₱216,000.00		with existing electric supply
Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009											
Provision of Postage & Courier Services	Investigation, Legal, Admin Division	Goods - Provision of Postage & Courier Services	Direct Acquisition	No	LCRB	Jan-26	Dec-26	GAA	₱36,000.00		BAC resolution delegating authority of end -user to procure
Provision of Airline Services for CHR personnel in the performance of official functions	Investigation, Legal, Promotion, Admin Division	Goods - Provision of Airfare for CHR personnel in the performance of official functions - Goods	Direct Acquisition	No	LCRB	Jan-26	Dec-26	GAA	₱30,000.00		BAC resolution delegating authority of end -user to procure
Provision of tarpaulin for CHR-NIR operations and special activities	Investigation, Promotion, Admin Division	Goods - Provision of tarpaulin for CHR-NIR operations and activities	Direct Acquisition	No	LCRB	Jan-26	Dec-26	GAA	₱4,200.00		BAC resolution delegating authority of end -user to procure
Procurement of Meals for Training on Human Rights Principles and Related Laws with particular focus on marginalized sectors	Investigation and Promotion Division	Goods - Provision of Meals for Human Rights Training	Direct Acquisition	No	LCRB	Jan-26	Dec-26	GAA	₱96,000.00		To be conducted in different places. BAC resolution delegating authority of end -user to procure

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Provision of Meals for Advocacy Initiatives for the Establishment and Operationalization of the Provincial/City/Municipal/ Barangay Human Rights Action Center and Centers for Human Rights Education in Negros Island Region	Promotion Division	Goods - Provision of Meals for Human Rights Advocacy Initiatives	Direct Acquisition	No	LCRB	Jan-26	Dec-26	GAA	₱22,000.00		To be conducted in different places. BAC resolution delegating authority of end-user to procure
Provision of accountable forms to support financial and administrative transactions	Admin Division	Goods - Procurement of accountable forms to support financial and administrative transactions	Direct Acquisition	No	LCRB	Jun-26	Jun-26	GAA	₱2,520.00		BAC resolution delegating authority of end-user to procure
Supply of Printing / Reproduction/ Bookbinding/Lamination Services for Office Operations	Admin Division	Goods - Printing / Reproduction/ Bookbinding/Lamination services to support CHR-NIR operations, reports and official documents	Direct Acquisition	No	LCRB	Jan-26	Dec-26	GAA	₱10,000.00		BAC resolution delegating authority of end-user to procure
Meals for Monthly and Quarterly Office/Division Meetings	Admin Division	Goods - Provision of Meals for Monthly and Quarterly Office/Division Meetings	Direct Acquisition	No	LCRB	Jan-26	Dec-26	GAA	₱96,000.00		BAC resolution delegating authority of end-user to procure
Provision of Various Office Supplies and Materials	Admin Division	Goods - Provision of Various Office Supplies and Materials for immediate needs	Direct Acquisition	No	LCRB	Jan-26	Dec-26	GAA	₱2,290.00		BAC resolution delegating authority of end-user to procure
Provision of Labor and Materials for Minor Repairs and Maintenance of the office	Admin Division	Goods - Provision of Labor and Materials for Minor Repairs and Maintenance of the office	Direct Acquisition	No	LCRB	Jan-26	Dec-26	GAA	₱5,000.00		BAC resolution delegating authority of end-user to procure
Provision ICT Equipment Repairs & Maintenance Services	Admin Division	Goods - Provision of ICT Equipment Repairs & Maintenance to ensure functionality and efficiency	Direct Acquisition	No	LCRB	Jan-26	Dec-26	GAA	₱3,000.00		BAC resolution delegating authority of end-user to procure
Provision of Office Equipment Repairs & Maintenance Services	Admin Division	Goods - Provision of Office Equipment Repairs & Maintenance to ensure functionality and efficiency	Direct Acquisition	No	LCRB	Jan-26	Dec-26	GAA	₱7,000.00		BAC resolution delegating authority of end-user to procure
Provision of Vehicle Repairs and Maintenance	Admin Division	Goods - Provision for Vehicle Repairs and Maintenance to cover immediate minor expenses necessary for operational requirements	Direct Acquisition	No	LCRB	Jan-26	Dec-26	GAA	₱5,000.00		BAC resolution delegating authority of end-user to procure
Provision of safe drinking water for CHR-NIR personnel and clients	Admin Division	Goods - Provision of safe drinking water for CHR-NIR personnel and clients	Direct Acquisition	No	LCRB	Jan-26	Dec-26	GAA	₱7,200.00		BAC resolution delegating authority of end-user to procure
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 to support operational requirements of the region	Admin Division	Procurement of office supplies and materials to support operational requirements of the region - Goods	Agency-to-Agency	No		Jan-26	Dec-26	GAA	₱60,705.00		

Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects: ₱1,440,000.00
 Total Amount of CSEs to be purchased from PS-DBM: ₱60,705.00
 Total Amount of Estimated Budget: ₱2,477,796.00

Prepared by:


 MA. CARMELA M. GONZAGA
 Signature over Printed Name
 Position/Designation
 Bids and Awards Committee Secretariat


Date : January 26, 2026

Recommended by:


 By the Authority of the Bids and Awards Committee:
 ATTY. GLENDA (JY) GEE CALAGUI
 Signature over Printed Name
 Position/Designation
 Bids and Awards Committee Chairperson

Date : _____

Approved by:


 ATTY. GAZZELENNE B. CORSAME-FUENTES
 Signature over Printed Name
 Position/Designation
 Head of the Procuring Entity

Date : _____