



Commission on Human Rights Region IV-A

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
General Requirements											
Procurement of Security Service Provider	CHR IV-A	Procurement of Security Service Provider	Competitive Bidding	Yes	LCRB	02/2025	05/2025	GAA 2025 - Current Appropriation	1,165,000.00	Early Procurement	
Lease of Venue with meals	CHR IV-A	Lease of Venue with meals	NP-53.10 Lease of Real Property and Venue	No	LCRB	03/2025	12/2025	GAA 2025 - Current Appropriation	73,575.00		
Lease of Office Building	CHR IV-A	Lease of Office Building	NP-53.10 Lease of Real Property and Venue	Yes	LCRB	12/2024	01/2025	GAA 2025 - Current Appropriation	522,720.00	Early Procurement	
Lease of Parking Area	CHR IV-A	Lease of Parking Area	NP-53.10 Lease of Real Property and Venue	Yes	LCRB	12/2024	01/2025	GAA 2025 - Current Appropriation	48,353.80	Early Procurement	
Lease of Storage Area	CHR IV-A	Lease of Storage Area	NP-53.10 Lease of Real Property and Venue	Yes	LCRB	12/2024	01/2025	GAA 2025 - Current Appropriation	217,668.04	Early Procurement	
Supply & delivery of Fuel	CHR IV-A	Supply & delivery of Fuel	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	Yes	LCRB	12/2024	01/2025	GAA 2025 - Current Appropriation	500,300.00	Early Procurement	
Maintenance of office equipment	CHR IV-A	Maintenance of office equipment	NP-53.9 - Small Value Procurement	No	LCRB	01/2025	01/2025	GAA 2025 - Current Appropriation	3,500.00		
Repair & maintenance of vehicles	CHR IV-A	Repair & maintenance of vehicles	NP-53.9 - Small Value Procurement	No	LCRB	03/2025	12/2025	GAA 2025 - Current Appropriation	105,500.00		
Supply & delivery of Furniture & fixture	CHR IV-A	Supply & delivery of Furniture & fixture	NP-53.9 - Small Value Procurement	No	LCRB	09/2025	12/2025	GAA 2025 - Current Appropriation	432,556.00		
Supply & delivery of ICT supplies & equipment	CHR IV-A	Supply & delivery of ICT supplies & equipment	NP-53.9 - Small Value Procurement	No	LCRB	05/2025	12/2025	GAA 2025 - Current Appropriation	148,227.85		

Supply & delivery of Services of a Certifying Body to conduct ISO 9001:2015 External Audit	CHR IV-A	Supply & delivery of Services of a Certifying Body to conduct ISO 9001:2015 External Audit	NP-53.9 - Small Value Procurement	No	LCRB	08/2025	09/2025	GAA 2025 - Current Appropriation	150,000.00		
Supply & delivery of Supplies	CHR IV-A	Supply & delivery of Supplies	NP-53.9 - Small Value Procurement	No	LCRB	02/2025	12/2025	GAA 2025 - Current Appropriation	40,690.00		
Supply & delivery of Supplies	CHR IV-A	Supply & delivery of Supplies	NP-53.9 - Small Value Procurement	No	LCRB	04/2025	05/2025	Grant by an International Financing Institution	50,000.00		
Supply, delivery & installation of Office equipment & system	CHR IV-A	Supply, delivery & installation of Office equipment & system	NP-53.9 - Small Value Procurement	No	LCRB	11/2025	11/2025	GAA - Continuing Appropriation	820,000.00		
Supply, delivery & installation of Office equipment & system	CHR IV-A	Supply, delivery & installation of Office equipment & system	NP-53.9 - Small Value Procurement	No	LCRB	03/2025	12/2025	GAA 2025 - Current Appropriation	576,850.00		
Photocopying machine rental	CHR IV-A	Photocopying machine rental	NP-53.9 - Small Value Procurement	Yes	LCRB	12/2024	01/2025	GAA 2025 - Current Appropriation	78,000.00	Early Procurement	
Supply & delivery of Office supplies and materials	CHR IV-A	Supply & delivery of Office supplies and materials	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	No	LCRB	02/2025	10/2025	GAA 2025 - Current Appropriation	124,000.00		
Postage	CHR IV-A	Postage	NP-53.5 Agency-to-Agency	Yes		12/2024	01/2025	GAA 2025 - Current Appropriation	211,500.00	Early Procurement	Renewal of contract for postage charge account
Construction of two-storey Regional Office IV-A building	CHR IV-A	Construction of two-storey Regional Office IV-A building	NP-53.5 Agency-to-Agency	No		05/2025	05/2025	GAA - Continuing Appropriation	230,280.95		Change order #2 of Construction of Proposed Two -Storey CHR Regional Office IV-A Building
Purchase of Fidelity bonds	CHR IV-A	Purchase of Fidelity bonds		No				GAA 2025 - Current Appropriation	67,000.00		Directly paid to Bureau of the Treasury
Vehicles Insurance	CHR IV-A	Vehicles Insurance		No				GAA 2025 - Current Appropriation	28,000.00		Directly paid to GSIS
Registration of Vehicles	CHR IV-A	Registration of Vehicles		No				GAA 2025 - Current Appropriation	5,000.00		Directly paid to LTO
Supply & delivery of Checkbook	CHR IV-A	Supply & delivery of Checkbook		No				GAA 2025 - Current Appropriation	6,000.00		LBP check books payment through ADA
Internet	CHR IV-A	Internet		No				GAA 2025 - Current Appropriation	265,000.00		WETI
Landline	CHR IV-A	Landline		No				GAA 2025 - Current Appropriation	33,000.00		WETI
Supply of Electricity	CHR IV-A	Supply of Electricity		No				GAA 2025 - Current Appropriation	384,000.00		WETI
Telephone (Mobile)	CHR IV-A	Telephone (Mobile)		No				GAA 2025 - Current Appropriation	48,000.00		WETI
Water	CHR IV-A	Water		No				GAA 2025 - Current Appropriation	14,400.00		WETI
Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009											
Subscription (Meeting flat form)	CHR IV-A	Subscription (Meeting flat form)	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	No				GAA 2025 - Current Appropriation	12,500.00		Charged to operating cash advance

Supply & delivery of Fuel	CHR IV-A	Supply & delivery of Fuel	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	No				GAA 2025 - Current Appropriation	23,000.00		Charged to operating cash advance
Courier	CHR IV-A	Courier		No				GAA 2025 - Current Appropriation	13,400.00		Charged to operating cash advance
Repair & maintenance of vehicles	CHR IV-A	Repair & maintenance of vehicles		No				GAA 2025 - Current Appropriation	60,000.00		Charged to operating cash advance
Supply & delivery of Meals	CHR IV-A	Supply & delivery of Meals		No				GAA 2025 - Current Appropriation	373,000.00		Charged to operating cash advance
Supply & delivery of Meals	CHR IV-A	Supply & delivery of Meals		No				Grant by an International Financing Institution	36,700.00		Charged to operating cash advance
Supply & delivery of Supplies	CHR IV-A	Supply & delivery of Supplies		No				GAA 2025 - Current Appropriation	112,500.00		Charged to operating cash advance
Supply & delivery of Supplies	CHR IV-A	Supply & delivery of Supplies		No				Grant by an International Financing Institution	17,000.00		Charged to operating cash advance

Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)

Supply & delivery of Office supplies and materials	CHR IV-A	Supply & delivery of Office supplies and	NP-53.5 Agency-to-Agency	No				GAA 2025 - Current Appropriation	173,000.00		
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Total Amount of Estimated Budget for EPA Projects: 2,743,541.84
Total Amount of CSEs to be purchased from PS-DBM: 173,000.00
Total Amount of Estimated Budget: 7,170,221.64

Prepared by:



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Bids and Awards Committee Secretariat

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



ATTY. JACK BENIGNO A. DIAMANTE

Bids and Awards Committee Chairperson

Approved by:



ATTY. REXFORD D. GUEVARRA

Head of the Procuring Entity