



**COMMISSION ON HUMAN RIGHTS XII
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											
OFFICE SUPPLIES NOT AVAILABLE IN PS DBM											
Office Supplies	CHR XII	Supply and delivery of Office Supplies and Equipment NOT available in the PS DBM	34. Small Value Procurement	NO	LCRB	01/2026	11/2026	GAA	100,000.00		
Checkbooklets	ASD	Supply and delivery of checkbooklets for office use	35.5 Agency to Agency	NO		01/2026	11/2026	GAA	6,000.00		paid directly to LBP
Audio-Video Documentation Equipment & Accessories	PAD	Supply and delivery of Audio-Video Documentation Equipment & Accessories for PAD use during conduct of various activity	34. Small Value Procurement	NO	LCRB	02/2026	11/2026	GAA	38,500.00		
Office Furniture and Equipment	ASD	Supply and delivery of various office furniture and equipment for new personnel's use	34. Small Value Procurement	NO	LCRB	01/2026	11/2026	GAA	82,000.00		
Car Batteries	ASD	Supply and delivery of car batteries for office's vehicle use	34. Small Value Procurement	NO	LCRB	01/2026	11/2026	GAA	30,000.00		as the need arises
Tires	ASD	Supply and delivery of tires for office vehicles	34. Small Value Procurement	NO	LCRB	01/2026	11/2026	GAA	134,600.00		as the need arises
Mobile Phone	ASD, LD, & PAD	Supply and delivery of mobile for ASD, LD, & PAD's use	34. Small Value Procurement	NO	LCRB	01/2026	06/2026	GAA	100,000.00		
Tokens for various celebratory activity (Customized Tumbler)	PAD	Supply and delivery of 250 pcs Tumbler w/ customized print for CHR Celebratory events	34. Small Value Procurement	NO	LCRB	02/2026	11/2026	GAA	33,000.00		
Tokens for HRAs activity (Canvas Tote Bag w/ customized print)	PAD	Supply and delivery of 200 pcs Canvas Tote bag with customized print for HRAC activities	34. Small Value Procurement	NO	LCRB	02/2026	11/2026	GAA	87,500.00		
Materials for distribution during NACOCOW Celebration	Investigation	Supply and delivery of materials for distribution during the NACOCOW celebration	34. Small Value Procurement	NO	LCRB	10/2026	10/2026	GAA	10,000.00		
INSURANCE PREMIUMS & LICENSES											
Insurance Premiums for Office Building	CHR XII	Insurance Premiums for Office Building	35.5 Agency to Agency	NO		01/2026	02/2026	GAA	73,200.00		directly paid to GSIS
Insurance Premiums for Office Vehicle	CHR XII	Insurance Premiums for Office Vehicle	35.5 Agency to Agency	NO		01/2026	06/2026	GAA	35,000.00		directly paid to GSIS
Insurance Premiums for Property floater	CHR XII	Insurance Premiums for Property floater	35.5 Agency to Agency	NO		01/2026	02/2026	GAA	24,000.00		directly paid to GSIS
Fire Insurance	CHR XII	Fire Insurance for Office Building	35.5 Agency to Agency	NO		01/2026	02/2026	GAA	2,760.00		directly paid to GSIS
Registration & Licenses	CHR XII	Registration & Licenses of Office Vehicles	35.5 Agency to Agency	NO		01/2026	09/2026	GAA	12,000.00		directly paid to LTO
Fidelity Bond	CHR XII	Fidelity Bond for accountable personnel fo CHR XII	35.5 Agency to Agency	NO		01/2026	09/2026	GAA	17,000.00		directly paid to Bureau of Treasury

REPAIR & MAINTENANCE											
Office Equipment	ASD	Maintenance of various office equipment including but not limited to laptop, desktop, printers, and aircon.	34. <i>Small Value Procurement</i>	NO	LCRB	01/2026	12/2026	GAA	45,500.00		
Office Vehicle	ASD	Maintenance service of office vehicles (Mitsubishi Triton, Toyota Hi-Ace Van, Toyota Hilux, Isuzu Crosswind, and Honda 110 Motorcycle)	34. <i>Small Value Procurement</i>	NO	LCRB	01/2026	12/2026	GAA	113,000.00		
Office Facilities	ASD	Maintenance of office facilities such as but not limited to fence, gate, drainage, garage, etc	34. <i>Small Value Procurement</i>	NO	LCRB	01/2026	12/2026	GAA	72,000.00		
OTHERS											
Lease of Office Space	CHR XII	Lease of space for the temporary office of CHR XII	35.9 <i>Lease of Real Property & Venue</i>	YES	LCRB	11/2025	01/2026	GAA	540,000.00	Early Procurement Activity (EPA)	
Security Services	CHR XII	Supply and delivery of security services to secure and safeguard CHR XII personnel, property, and clients	34. <i>Small Value Procurement</i>	YES	LCRB	11/2025	01/2026	GAA	1,055,995.00	Early Procurement Activity (EPA)	
Petroleum, Oil, & Lubricant	CHR XII	Supply and delivery of petroleum fuel, oil, and lubricants for CHR XII vehicle	35.13 <i>Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant Products, Electronic Charging Devices, and Online Subscriptions</i>	NO	LCRB	01/2026	12/2026	GAA	600,000.00		
Postage & Courier Services to Philpost	ASD	Provision of postage and courier services from Philpost to facilitate timely delivery of office mail/communication.	<i>Agency to Agency</i>	NO		01/2026	12/2026	GAA	8,000.00		
UTILITIES											
Water	CHR XII	Supply and delivery of water for office use	31. <i>Direct Contracting</i>	NO		01/2026	12/2026	GAA	24,000.00		WETI
Electricity	CHR XII	Supply and delivery of electricity for office use	31. <i>Direct Contracting</i>	NO		01/2026	12/2026	GAA	360,000.00		WETI
Telephone (Landline)	CHR XII	Supply and delivery of telephone (landline) for office use	31. <i>Direct Contracting</i>	NO		01/2026	12/2026	GAA	60,000.00		WETI
Internet Connection	CHR XII	Supply and delivery of internet connection for office use	31. <i>Direct Contracting</i>	NO		01/2026	12/2026	GAA	130,000.00		WETI
MISCELLANEOUS ITEMS (for Direct Acquisition only) Sec 32.2 of RA No. 12009											
Supplies											
Office Supplies not available in PS DBM	CHR XII	Supply and delivery of Office Supplies and Equipment NOT available in the PS DBM	32. <i>Direct Acquisition</i>	NO	LCRB	01/2026	12/2026	GAA	50,100.00		
Construction Materials	ASD	Supply and delivery of various construction materials for repair of office facilities particularly the parking space and client's CR	32. <i>Direct Acquisition</i>	NO	LCRB	01/2026	12/2026	GAA	30,000.00		as the need arises
Drugs and Medicines	ASD	Supply and delivery of drugs and medicines for CHR XII personnel as part of the health and wellness program of the office	32. <i>Direct Acquisition</i>	NO	LCRB	01/2026	12/2026	GAA	5,000.00		as the need arises
Pantry Supplies	ASD	Supply and delivery of various pantry supplies (coffee, tea, milk, sugar, biscuits, bottled juice, canned juice, candies, etc.) for clients and personnel	32. <i>Direct Acquisition</i>	NO	LCRB	01/2026	12/2026	GAA	18,000.00		as the need arises
Janitorial Supplies	ASD	Supply and delivery of various janitorial supplies (powdered soap, scouring pad, brush, garden gloves, tissue, cake deodorizer, insect spray, trash bags, etc.)	32. <i>Direct Acquisition</i>	NO	LCRB	01/2026	12/2026	GAA	15,000.00		as the need arises
E-load	ASD	Supply of e-load for Legal, Investigation, Promotion, and Admin Division, and PACD.	32. <i>Direct Acquisition</i>	NO	LCRB	01/2026	12/2026	GAA	10,000.00		as the need arises
Postage & Courier Services from various couriers	ASD	Provision of courier services from various courier service centers to facilitate time delivery of various office mails/communication/notices	32. <i>Direct Acquisition</i>	NO		01/2026	12/2026	GAA	10,000.00		
Printing Services (Locator Slip, Driver's Trip Ticket, Visitor's Pass)	ASD	Provision of printing services of office forms	32. <i>Direct Acquisition</i>	NO	LCRB	01/2026	06/2026	GAA	1,800.00		
Audio Recorder	PAD	Supply and delivery of Audio Recorder for PAD use during conduct of various activity	34. <i>Small Value Procurement</i>	NO	LCRB	04/2026	06/2026	GAA	3,650.00		

Meals											
Meals during operation meetings	ASD	Supply and delivery of meals during the conduct of regular operation meetings	32. Direct Acquisition	NO	LCRB	01/2026	12/2026	GAA	36,000.00		Charge to Operating Cash Advance
Meals during NACOCOW Celebration	Investigation	Supply and delivery of meals during the conduct of activity in celebration of the National Correction Consciousness Week (NACOCOW)	32. Direct Acquisition	NO	LCRB	10/2026	10/2026	GAA	30,000.00		Charge to Operating Cash Advance
Meals during Juvenile Justice & Welfare Council (JJWC) Activity	Investigation	Supply and delivery of meals during the conduct of activity in celebration of the Juvenile Justice & Welfare Council (JJWC)	32. Direct Acquisition	NO	LCRB	01/2026	11/2026	GAA	30,000.00		Charge to Operating Cash Advance
Meals during Kabataan Karapatan Caravan (KKC) Activity	Investigation	Supply and delivery of meals during the conduct of Kabataan Karapatan Caravan (KKC)	32. Direct Acquisition	NO	LCRB	11/2026	11/2026	GAA	20,000.00		Charge to Operating Cash Advance
Meals during the Legal Clinic Caravan and Forum on Gender and Development to Female Inmates (GSC Jail & Cot.Prov'l. Jail)	LD	Conduct of Legal Clinic Caravan and Forum on Gender and Development to Female Inmates (GSC Jail & Cot.Prov'l. Jail)	32. Direct Acquisition	NO	LCRB	01/2026	11/2026	GAA	50,000.00		Charge to Operating Cash Advance
Meals during the Legal Clinic Caravan and Forum on IP Rights	LD	Conduct of Legal Clinic Caravan and Forum on IP Rights	32. Direct Acquisition	NO	LCRB	01/2026	11/2026	GAA	30,000.00		Charge to Operating Cash Advance
Meals during the Co-organizing of Human Rights Education and Advocacy activities with partners/stakeholders - 30 activities @ 50 pax/activity	PAD	Supply and delivery of meals during Co-organizing of Human Rights Education and Advocacy with partners/stakeholders	32. Direct Acquisition	NO	LCRB	01/2026	12/2026	GAA	225,000.00		Charge to Operating Cash Advance
Meals during Creation/ Operationalization of Human Rights Action Centers (HRACs) - (4 activities x 50 pax/activity)	PAD	Supply and delivery of meals during Creation/ Operationalization of Human Rights Action Centers (HRACs)	32. Direct Acquisition	NO	LCRB	02/2026	03/2026	GAA	30,000.00		Charge to Operating Cash Advance
Meals during Training Education and Celebratory Event: Women's Month Celebration - (1 celebratory event x 50 pax/activity)	PAD	Supply and delivery of meals during the conduct of Training Education and Celebratory Event: Women's Month Celebration	32. Direct Acquisition	NO	LCRB	02/2026	03/2026	GAA	15,000.00		Charge to Operating Cash Advance
Meals during Discussion and Consultation on Solo Parents Welfare Act - (1 celebratory event x 50 pax/activity)	PAD	Supply and delivery of meals during Discussion and Consultation on Solo Parents Welfare Act	32. Direct Acquisition	NO	LCRB	03/2026	04/2026	GAA	7,500.00		Charge to Operating Cash Advance
Meals during Training Education and Celebratory Event: Suffrage - (1 celebratory event x 50 pax/activity)	PAD	Supply and delivery of meals during the conduct of Training Education and Celebratory Event: Suffrage	32. Direct Acquisition	NO	LCRB	03/2026	04/2026	GAA	15,000.00		Charge to Operating Cash Advance
Meals during Creation/ Operationalization of Center for Human Rights Education (CHRE) - (8 activities x 50 pax/activity)	PAD	Supply and delivery of meals during the Creation/ Operationalization of Center for Human Rights Education (CHRE)	32. Direct Acquisition	NO	LCRB	04/2026	12/2026	GAA	120,000.00		Charge to Operating Cash Advance
Meals during Training Education and Celebratory Event: Pride Month - (1 celebratory event x 50 pax/activity)	PAD	Supply and delivery of meals during the conduct of Training Education and Celebratory Event: Pride Month	32. Direct Acquisition	NO	LCRB	05/2026	06/2026	GAA	15,000.00		Charge to Operating Cash Advance
Meals during Training Education and Celebratory Event: Migrant Workers Day - (1 celebratory event x 50 pax/activity)	PAD	Supply and delivery of meals during the conduct of Training Education and Celebratory Event: Migrant Workers Day	32. Direct Acquisition	NO	LCRB	05/2026	06/2026	GAA	15,000.00		Charge to Operating Cash Advance
Meals during Training Education and Celebratory Event: International Youth Day - (1 celebratory event x 50 pax/activity)	PAD	Supply and delivery of meals during the conduct of Training Education and Celebratory Event: International Youth Day	32. Direct Acquisition	NO	LCRB	07/2026	08/2026	GAA	15,000.00		Charge to Operating Cash Advance
Meals during Training Education and Celebratory Event: International Humanitarian Law Day - (1 celebratory event x 50 pax/activity)	PAD	Supply and delivery of meals during the conduct of Training Education and Celebratory Event: International Humanitarian Law Day	32. Direct Acquisition	NO	LCRB	07/2026	08/2026	GAA	15,000.00		Charge to Operating Cash Advance
Meals during Training Education and Celebratory Event: Mental Health Month - (1 celebratory event x 50 pax/activity)	PAD	Supply and delivery of meals during the conduct of Training Education and Celebratory Event: Mental Health Month	32. Direct Acquisition	NO	LCRB	09/2026	10/2026	GAA	15,000.00		Charge to Operating Cash Advance

Meals during Celebration of the National Correctional Consciousness Week thru awareness raising activities - (1 celebratory event x 50 pax/activity)	PAD	Supply and delivery of meals during the Celebration of the National Correctional Consciousness Week thru awareness raising activities	32. <i>Direct Acquisition</i>	NO	LCRB	09/2026	10/2026	GAA	7,500.00		Charge to Operating Cash Advance
Meals during Training Education and Celebratory Event: National Children's Month - (1 celebratory event x 50 pax/activity)	PAD	Supply and delivery of meals during the conduct of Training Education and Celebratory Event: National Children's Month	32. <i>Direct Acquisition</i>	NO	LCRB	10/2026	11/2026	GAA	15,000.00		Charge to Operating Cash Advance
Meals during Training Education and Celebratory Event: Persons With Disabilities Day - (1 celebratory event x 50 pax/activity)	PAD	Supply and delivery of meals during the conduct of Training Education and Celebratory Event: Persons With Disabilities Day	32. <i>Direct Acquisition</i>	NO	LCRB	11/2026	12/2026	GAA	15,000.00		Charge to Operating Cash Advance
Meals during Training Education and Celebratory Event: National Human Rights Consciousness Week - (1 celebratory event x 50 pax/activity)	PAD	Supply and delivery of meals during the conduct of Training Education and Celebratory Event: National Human Rights Consciousness Week	32. <i>Direct Acquisition</i>	NO	LCRB	11/2026	12/2026	GAA	15,000.00		Charge to Operating Cash Advance
Meals during Case Conference - (5 activities x 10 pax/activity)	Investigation	Supply and delivery of meals during the conduct of Case Conference	32. <i>Direct Acquisition</i>	NO	LCRB	01/2026	12/2026	GAA	17,500.00		Charge to Operating Cash Advance
Meals during the Celebration of the International Day in Support of Torture Victims and Their Families (NPM 101)	Legal	Supply and delivery of meals during the Celebration of the International Day in Support of Torture Victims and Their Families (NPM 101)	32. <i>Direct Acquisition</i>	NO	LCRB	06/2026	06/2026	GAA	15,000.00		Charge to Operating Cash Advance
Meals for division meetings (4 divs)	CHR XII	Supply and delivery of meals during division meetings	32. <i>Direct Acquisition</i>	NO	LCRB	01/2026	12/2026	GAA	14,000.00		Charge to Operating Cash Advance
COMMON USE SUPPLIES AND EQUIPMENT (CSE) TO BE PURCHASED FROM PD-DBM											
Office Supplies and Equipment available in the DBM - PS	ASD	Supply and delivery of office supplies and equipment available in PS DBM (PS Koronadal)	35.5 <i>Agency to Agency</i>	NO		01/2026	12/2026	GAA	350,000.00	DBM-PS	
									5,070,105.00		

Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects: 1,595,995.00
Total Amount of CSEs to be purchased from PS-DBM: 350,000.00
Total Amount of Estimated Budget: 5,070,105.00

Prepared by:



RHODELA J. MANDOLADO
Signature over Printed Name

Position/Designation
Bids and Awards Committee Secretariat

Date : 01/20/2026

Recommended by:

By the Authority of the Bids and Awards Committee:


MIGUEL A. PENALOZA
Signature over Printed Name

Position/Designation
Bids and Awards Committee Chairperson

Date : 01/20/2026

Approved by:


ATTY. KEYSIE M. GOMEZ
Signature over Printed Name

Position/Designation
Head of the Procuring Entity

Date : 01/20/2026