



COMMISSION ON HUMAN RIGHTS OF THE PHILIPPINES

Regional Office VIII, Palo, Leyte

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											
VARIOUS CATERING SERVICES											
Supply and Delivery of Catering Services for the conduct of Legal Clinic Caravan (LCC) - 2026 (200 pax packed meals: 2 snacks and 1 lunch)	CHR 8 - Legal Division	Venue and Packed Meals/Cateing Services for Trainings/Activities/Others (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	March 2026	April 2026	GAA	80,000.00		
Supply and Delivery of Catering Services for the conduct of Monitoring the Rights of CICL Activity (100 pax packed meals with drinks)	CHR 8 - Investigation Division	Venue and Packed Meals/Cateing Services for Trainings/Activities/Others (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	September 2026	November 2026	GAA	30,000.00		
Supply and Delivery of Catering Services for the conduct of HR related laws and GAD activities in line with the dissemination of informaton and promotion of programs intensifying communication and promotions in Region VIII (40 pax: 2 snacks and 1 meal)	CHR 8 - Promotion and Advocacy Division	Venue and Packed Meals/Cateing Services for Trainings/Activities/Others (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	February 2026	December 2026	GAA	960,000.00		
Supply and Delivery of Meals for the conduct of Kabataan Karapatan Caravan in line with the dissemination of information and promotion of programs intensifying communication and promotion in Region VIII (40 pax: 2 snacks and 1 meal)	CHR 8 - Promotion and Advocacy Division	Venue and Packed Meals/Cateing Services for Trainings/Activities/Others (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	February 2026	March 2026	GAA	40,000.00		
Supplies and Delivery of Meals for the conduct of National Women's Month as part of the celebratory activity (50 pax: Meals and Snacks)	CHR 8 - Promotion and Advocacy Division	Venue and Packed Meals/Cateing Services for Trainings/Activities/Others (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	February 2026	March 2026	GAA	15,000.00		
Supplies and Delivery of Meals for Suffrage Month as part of the celebratory activity (50 pax: Meals and Snacks)	CHR 8 - Promotion and Advocacy Division	Venue and Packed Meals/Cateing Services for Trainings/Activities/Others (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	February 2026	March 2026	GAA	15,000.00		
Supplies and Delivery of Meals for Migrant Worker's Day as part of the celebratory activity (50 pax: Meals and Snacks)	CHR 8 - Promotion and Advocacy Division	Venue and Packed Meals/Cateing Services for Trainings/Activities/Others (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	April 2026	May 2026	GAA	15,000.00		
Supplies and Delivery of Meals for the conduct of Pride Month as part of the celebratory activity (50 pax: Meals and Snacks)	CHR 8 - Promotion and Advocacy Division	Venue and Packed Meals/Cateing Services for Trainings/Activities/Others (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	April 2026	May 2026	GAA	15,000.00		
Supplies and Delivery of Meals for the conduct of International Humanitarian Law as part of the celebratory activity (50 pax: Meals and Snacks)	CHR 8 - Promotion and Advocacy Division	Venue and Packed Meals/Cateing Services for Trainings/Activities/Others (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	July 2026	August 2026	GAA	15,000.00		
Supplies and Delivery of Meals for the conduct of International Youth Day as part of the celebratory activity (50 pax: Meals and Snacks)	CHR 8 - Promotion and Advocacy Division	Venue and Packed Meals/Cateing Services for Trainings/Activities/Others (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	July 2026	August 2026	GAA	15,000.00		

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Supplies and Delivery of Meals for the conduct of Mental Health Day as part of the celebratory activity (50 pax: Meals and Snacks)	CHR 8 - Promotion and Advocacy Division	Venue and Packed Meals/Cateing Services for Trainings/Activities/Others (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	September 2026	October 2026	GAA	15,000.00		
Supplies and Delivery of Meals for the conduct of Children's Month as part of the celebratory activity (50 pax: Meals and Snacks)	CHR 8 - Promotion and Advocacy Division	Venue and Packed Meals/Cateing Services for Trainings/Activities/Others (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	October 2026	November 2026	GAA	15,000.00		

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Supplies and Delivery of Meals for the conduct of Persons with Disabilities as part of the celebratory activity (50 pax: Meals and Snacks)	CHR 8 - Promotion and Advocacy Division	Venue and Packed Meals/Cateing Services for Trainings/Activities/Others (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	November 2026	December 2026	GAA	15,000.00		
Supplies and Delivery of Meals for the conduct of National Human Rights Consciousness week as part of the celebratory activity (50 pax: Meals and Snacks)	CHR 8 - Promotion and Advocacy Division	Venue and Packed Meals/Cateing Services for Trainings/Activities/Others (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	November 2026	December 2026	GAA	15,000.00		
Supplies and Delivery of Meals for Regional Office meetings (30 pax Meals with drinks per month)	CHR 8 - Admin Support Division	Venue and Packed Meals/Cateing Services for Trainings/Activities/Others (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	January 2026	December 2026	GAA	72,000.00		
LEASE OF VENUE with CATERING SERVICES											
Lease of Venue with catering services for the conduct of 1st Community Based Dialogue (65 pax: Meals and Snacks)	CHR 8 - Promotion and Advocacy Division	Venue and Packed Meals/Cateing Services for Trainings/Activities/Others (Goods)	Lease of Venue	No	Lowest Calculated Responsive Bid or LCRB	February 2026	March 2026	GAA	52,000.00		
Lease of Venue with catering services for the conduct of 2nd Community Based Dialogue (65 pax: Meals and Snacks)	CHR 8 - Promotion and Advocacy Division	Venue and Packed Meals/Cateing Services for Trainings/Activities/Others (Goods)	Lease of Venue	No	Lowest Calculated Responsive Bid or LCRB	February 2026	March 2026	GAA	52,000.00		
PRINTING SERVICES											
Printing Services for HR IEC Materials (1000 IEC Materials)	CHR 8 - Promotion and Advocacy Division	Production, Publication & Promotional Programs (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	February 2026	March 2026	GAA	30,000.00		
Printing Services for Customized Tarpaulins with Human Rights-related information (including GAD) advocacy with pull-up banner (2 tarpaulins with pull-up banner)	CHR 8 - Promotion and Advocacy Division	Production, Publication & Promotional Programs (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	February 2026	March 2026	GAA	4,600.00		
EQUIPMENT, FURNITURE AND FIXTURES											
Supply and Delivery for the purchase of Various Equipment (Various Quantity for Equipment such as Grass Cutter, Fire Extinguisher Refill, fire Smoke Alarm, Heavy Duty Shredder)	CHR 8 Admin Support Division	Semi Expendable Property, Machinery & Equipment (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	February 2026	November 2026	GAA	72,000.00		
Supply and Delivery for the purchase of Various Furniture and Fixture (Various Quantity for Furnitures and Fixtures such as Swivel Chairs, Steel Filing Cabinet, Office Tables, CHR Signage for Sub-Office, Curtains, Metal Rack, Conference Table, Blids for Glass Windows, Wooden Cabinet, Folding Tables, Umbrella and Dash Camera)	CHR 8 Admin Support Division	Semi Expendable Property, Machinery & Equipment (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	February 2026	November 2026	GAA	270,000.00		
REPAIRS AND MAINTENANCE											
Improvement/Repair of Facilities/Buildings & Structures of the Regional Office Building and Sub-Office Building and Repair and Maintenance of Service Vehicles (Various Quantity of Repairs and Maintenance)	CHR 8 Admin Support Division	Facilities, Electrical Systems & Service Vehicle Maintenance	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	February 2026	November 2026	GAA	550,000.00		


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LEASE OF PROPERTY											
Procurement of Lease of Office Space/Building for Calbayog Sub-Office (1 Lot Office Space/Building)	CHR 8 Admin Support Division	Rental and Other Services	Lease of Real Property and Venue	Yes	Lowest Calculated Responsive Bid or LCRB	November 2025	January 2026	GAA	345,000.00	Early Procurement Activities	
OTHER SERVICES											
Procurement of Security Services for Regional Office and Calbayog Sub-Office (4 Security guards)	CHR 8 Admin Support Division	Rental and Other Services	Small Value Procurement	Yes	Lowest Calculated Responsive Bid or LCRB	November 2025	January 2026	GAA	995,000.00	Early Procurement Activities	
Procurement of Services for Printing and Binding/Photocopying (Various Number of copies/bindings)	CHR 8 Admin Support Division	Rental and Other Services	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	February 2026	November 2026	GAA	1,500.00		
COMMUNICATION											
Procurement of Postage and Courier Services (Various Number of letters/pounders)	CHR 8 Admin Support Division	Utility and Communication Expenses	Agency to Agency	No	NA	January 2026	December 2026	GAA	70,000.00		
Procurement of Postage and Courier Services (Various Number of letters/pounders)	CHR 8 Admin Support Division	Utility and Communication Expenses	Small Value Procurement	Yes	Lowest Calculated Responsive Bid or LCRB	November 2025	January 2026	GAA	70,000.00	Early Procurement Activities	
Procurement of Communication Services ie. Telephone/Landline (2 Telephone Lines)	CHR 8 Admin Support Division	Utility and Communication Expenses	Direct Contracting	No	NA	January 2026	December 2026	GAA	60,000.00		WETI
Procurement of Internet Services (3 Internet Lines)	CHR 8 Admin Support Division	Utility and Communication Expenses	Direct Contracting	No	NA	January 2026	December 2026	GAA	168,000.00		WETI
Procurement of Load Cards for Hotlines	CHR 8 Admin Support Division	Utility and Communication Expenses	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	January 2026	December 2026	GAA	14,400.00		
UTILITIES											
Procurement of Water Supply (1 lot)	CHR 8 Admin Support Division	Utility and Communication Expenses	Direct Contracting	No	NA	January 2026	December 2026	GAA	9,600.00		WETI
Procurement of Purified Water Supply (40 jugs per month)	CHR 8 Admin Support Division	Utility and Communication Expenses	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	January 2026	December 2026	GAA	18,000.00		WETI
Procurement of Electricity Services (2 Lot)	CHR 8 Admin Support Division	Utility and Communication Expenses	Direct Contracting	No	NA	January 2026	December 2026	GAA	660,000.00		WETI
Supplies and Delivery of Fuel, Oil and Lubricant for Regional Office and Sub-Office (5 vehicles)	CHR 8 Admin Support Division	Fuel (Goods)	Direct Retail Purchase of Petroleum Fuel, Oil and Lubricants (POL) Products and Airline Tickets	Yes	Lowest Calculated Responsive Bid or LCRB	November 2025	January 2026	GAA	550,000.00	Early Procurement Activities	
SUPPLIES AND MATERIALS											
Purchase of Accountable Form (Check Book)	CHR 8 Admin Support Division	Goods	Agency to Agency	No	NA	February 2026	March 2026	GAA	6,000.00		to be procured at LBP
Supply and Delivery of Supplies and Materials for the NACOCOW Celebratory Activity (100 pcs hygiene kits: alcohol, bath soap, shampoo, toothpaste, laundry bar soap and pouch bag)	CHR 8 - Investigation Division	Office Operation and Communication Support (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	August 2026	September 2026	GAA	40,000.00		


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Supply and Delivery of Supplies and Materials for the Monitoring the Rights of CICL Activity (100 sets of drawing materials: envelope, drawing book, coloring book, crayons, pencil and sudoku mini book)	CHR 8 - Investigation Division	Office Operation and Communication Support (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	September 2026	October 2026	GAA	30,000.00		
Supply and Delivery of Training Kits for the conduct of HR related laws and GAD activities (25 box Ballpen-Black; 8 reams A4 Specialty Board-White; 1600 pcs certificate holder-black)	CHR 8 - Promotion and Advocacy Division	Office Operation and Communication Support (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	February 2026	March 2026	GAA	160,000.00		
Supply and Delivery of Training Kits for the conduct of Kabataan Karapatan Caravan (6 packs Assorted color Meta Cards; 1pack Manila Paper; 40 pcs Dynamic Notes-16 leaves; 4 boxes Ballpen-Black)	CHR 8 - Promotion and Advocacy Division	Office Operation and Communication Support (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	February 2026	March 2026	GAA	4,000.00		
Supply and Delivery of Training Kits for the conduct of 1st Community-Based Dialogue (5 box Ballpen-Black; 15 packs Dynamic Notes-16 leaves; 1 ream Specialty Board-A4 White; 65 pcs Certificate Holder - Black)	CHR 8 - Promotion and Advocacy Division	Office Operation and Communication Support (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	February 2026	March 2026	GAA	6,500.00		
Supply and Delivery of Training Kits for the conduct of 2nd Community-Based Dialogue (5 box Ballpen-Black; 15 packs Dynamic Notes-16 leaves; 1 ream Specialty Board-A4 White; 65 pcs Certificate Holder - Black)	CHR 8 - Promotion and Advocacy Division	Office Operation and Communication Support (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	February 2026	March 2026	GAA	6,500.00		
Supply and delivery of Training Kits/Supplies for the celebratory activities (25 box ballpen-black; 8 reams A4 Specialty Board-White; 1600 pcs certificate holder-black)	CHR 8 - Promotion and Advocacy Division	Office Operation and Communication Support (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	February 2026	October 2026	GAA	100,000.00		
Supply and Delivery of Various Supplies and Materials of Common-Used Supplies for Regional Operations not available at DBM-PS	CHR 8 Admin Support Division	Office Operation and Communication Support (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	February 2026	December 2026	GAA	120,000.00		
Supply and Delivery of First Aid Medicines	CHR 8 Admin Support Division	Health and Wellness Supplies (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	March 2026	May 2026	GAA	5,000.00		
Supply and Delivery of Other Supplies and Materials (Various quantity for other materials such as Tarpaulins and Plaque of Appreciation)	CHR 8 Admin Support Division	Office Operation and Communication Support (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	February 2026	November 2026	GAA	20,000.00		
Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)											
Supply and Delivery of Various Supplies and Materials of Common-Used Supplies for Regional Operations	CHR 8 - Admin Support Division	Goods	Agency to Agency	No	NA	February 2026	December 2026	GAA	80,000.00		

Note: Insert additional rows as necessary


Total Amount of Estimated Budget for EPA Projects: 1,960,000.00
Total Amount of CSEs to be purchased from PS-DBM: 80,000.00
Total Amount of Estimated Budget: 3,862,100.00

Prepared by:


MYLENE C. ASIS
 Signature over Printed Name
 Position/Designation
Member, Bids and Awards Committee Secretariat
 Date : **January 26, 2026**

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

ATTY. MARIROSE P. ALVERO-JOAQUIN
 Signature over Printed Name
 Position/Designation
Bids and Awards Committee Chairperson
 Date : **January 26, 2026**

Approved by:


ATTY. JOY D. SODUSTA
 Signature over Printed Name
 Position/Designation
Head of the Procuring Entity
 Date : **January 26, 2026**