



COMMISSION ON HUMAN RIGHTS OF THE PHILIPPINES

Regional Office VIII, Palo, Leyte

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											
SUPPLIES & MATERIALS											
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 2025	December 2025	GOP	70,000.00		
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)	Shopping	No	Lowest Calculated Responsive Bid or LCRB	February 2025	December 2025	GOP	100,000.00		
Supply and Delivery of CHR MISMO Poster	CHR 8 Promotion and Advocacy Division	Office Operation and Communication Support (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	May 2025	May 2025	Foreign	50,000.00		Supplemental APP - 1st Sem 2025
Supply and Delivery of Various Supplies for LAKARAN 2025	CHR 8 Promotion and Advocacy Division	Office Operation and Communication Support (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	September 2025	October 2025	GOP	60,000.00		Supplemental APP - 2nd Sem 2025
Supply and Delivery of Various Supplies for Implementation of CRC PAPS CY 2025	CHR 8 Legal Division	Office Operation and Communication Support (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	November 2025	November 2025	GOP	60,000.00		Supplemental APP - 2nd Sem 2025
Supply and Delivery of Various Supplies for Year-End Solidarity Event Celebration	CHR 8 Admin Support Division	Office Operation and Communication Support (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	November 2025	December 2025	GOP	58,000.00		Supplemental APP - 2nd Sem 2025
EQUIPMENT, FURNITURE AND FIXTURES											
Supply and Delivery for the purchase of Various Equipment and Furnitures and Fixtures	CHR 8 Admin Support Division	Semi Expendable Property, Machinery & Equipment (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	February 2025	December 2025	GOP	50,000.00		
Supply and Delivery for the purchase of Various ICT Equipment	CHR 8 Admin Support Division	Semi Expendable Property, Machinery & Equipment (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	February 2025	December 2025	GOP	50,000.00		
Supply and Delivery for the purchase of Various ICT Equipment	CHR 8 Admin Support Division	Semi Expendable Property, Machinery & Equipment (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	June 2025	June 2025	GOP	496,300.00		Supplemental APP - 1st Sem 2025
Supply and Delivery for the purchase of Flag Poles, Podium, Water Dispenser	CHR 8 Admin Support Division	Semi Expendable Property, Machinery & Equipment (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	April 2025	May 2025	GOP	76,000.00		Supplemental APP - 1st Sem 2025
REPAIRS AND MAINTENANCE											
Improvement/Repair of Facilities/Buildings & Structures of the Regional Office Building and Sub-Office Building, Repair and Maintenance of Service Vehicles, Office Equipment/Appliances (Various Quantity of Repairs and Maintenance)	CHR 8 Admin Support Division	Facilities, Electrical Systems, ICT Equipment, Office Equipment & Service Vehicle Maintenance	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	February 2025	December 2025	GOP	540,000.00		
Procurement for the Repair and Maintenance re: Replacement of Tires for Two (2) Service Vehicles	CHR 8 Admin Support Division	Facilities, Electrical Systems, ICT Equipment, Office Equipment & Service Vehicle Maintenance	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	September 2025	September 2025	GOP	27,200.00		Supplemental APP - 2nd Sem 2025
LEASE OF PROPERTY											

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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	January 2025	December 2025	GOP	345,000.00	Early Procurement Activities	
CATERING SERVICES											
Supply and Delivery of Various Catering Services	CHR8	Venue and Packed Meals/Catering Services for Trainings/Activities/Others (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	February 2025	December 2025	GOP	1,500,000.00		
Supply and Delivery of Catering Services re: Conduct of Fostering Torture Free Facilities Project FY 2025	CHR8 Promotion and Advocacy Division	Venue and Packed Meals/Catering Services for Trainings/Activities/Others (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	July 2025	September 2025	GOP	12,000.00		Supplemental APP - 2nd Sem 2025
Supply and Delivery of Catering Services re: Conduct of LAKARAN 2025	CHR8 Promotion and Advocacy Division	Venue and Packed Meals/Catering Services for Trainings/Activities/Others (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	September 2025	September 2025	GOP	220,000.00		Supplemental APP - 2nd Sem 2025
Supply and Delivery of Catering Services re: NACOCOW 2025	CHR8 Investigation Division	Venue and Packed Meals/Catering Services for Trainings/Activities/Others (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	October 2025	October 2025	GOP	15,000.00		Supplemental APP - 2nd Sem 2025
Supply and Delivery of Catering Services re: CRC PAPs CY 2025	CHR8 Legal Division	Venue and Packed Meals/Catering Services for Trainings/Activities/Others (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	November 2025	November 2025	GOP	27,300.00		Supplemental APP - 2nd Sem 2025
Supply and Delivery of Catering Services re: HR Week Celebration FY 2025	CHR8 Admin Support Division	Venue and Packed Meals/Catering Services for Trainings/Activities/Others (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	November 2025	December 2025	GOP	14,500.00		Supplemental APP - 2nd Sem 2025
Supply and Delivery of Catering Services re: International Human Rights Week	CHR8 Promotion and Advocacy Division	Venue and Packed Meals/Catering Services for Trainings/Activities/Others (Goods)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	November 2025	December 2025	GOP	1,500.00		Supplemental APP - 2nd Sem 2025
HOTEL ACCOMMODATION											
Procurement of Hotel Accommodation for LAKARAN 2025	CHR8 Promotion and Advocacy Division	Hotel Accommodation and Other Services	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	October 2025	October 2025	GOP	250,000.00		Supplemental APP - 2nd Sem 2025
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 2024	December 2025	GOP	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 2025	November 2025	GOP	50,000.00		
Procurement of Services for Printing of Flyers for LAKARAN 2025	CHR8 Promotion and Advocacy Division	Rental and Other Services	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	October 2025	October 2025	GOP	40,000.00		Supplemental APP - 2nd Sem 2025
Procurement of Services for Printing of Bags for KKC	CHR8 Legal Division	Rental and Other Services	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	November 2025	November 2025	GOP	3,000.00		Supplemental APP - 2nd Sem 2025
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	GOP	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 2024	December 2025	GOP	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 2025	December 2025	GOP	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 2025	December 2025	GOP	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 2025	December 2025	GOP	14,400.00		

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Procurement of Internet Services (Redundant Internet Service)	CHR 8 Admin Support Division	Utility and Communication Expenses	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	April 2025	April 2025	GOP	120,000.00		Supplemental APP - 1st Sem 2025
UTILITIES											
Procurement of Water Supply (1 lot)	CHR 8 Admin Support Division	Utility and Communication Expenses	Direct Contracting	No	NA	January 2025	December 2025	GOP	15,000.00		WETI
Procurement of Purified Water Supply (40 jugs per month)	CHR 8 Admin Support Division	Utility and Communication Expenses	Small Value Procurement	Yes	Lowest Calculated Responsive Bid or LCRB	November 2024	December 2025	GOP	23,000.00	Early Procurement Activities	
Procurement of Electricity Services (2 Lot)	CHR 8 Admin Support Division	Utility and Communication Expenses	Direct Contracting	No	NA	January 2025	December 2025	GOP	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 2024	December 2025	GOP	530,000.00	Early Procurement Activities	
Supplies and Delivery of Fuel, Oil and Lubricant for Regional Office (4 vehicles)	CHR 8 Admin Support Division	Fuel (Goods)	Direct Retail Purchase of Petroleum Fuel, Oil and Lubricants (POL) Products and Airline Tickets	No	Lowest Calculated Responsive Bid or LCRB	April 2025	April 2025	GOP	270,000.00		Supplemental APP - 1st Sem 2025
CONSULTING SERVICES											
Procurement of Technical Assistance for QMS Implementation towards ISO 9001:2015 Certification	CHR 8 Admin Support Division	Engagement of a consulting firm to provide Technical Assistance for QMS Implementation towards ISO 9001:2015 Certification (Consulting Services)	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	September 2025	October 2025	GOP	150,000.00		Supplemental APP - 2nd Sem 2025
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 & Materials - CSE	CHR 8 - ASD	Goods	Agency to Agency	No	NA	February 2025	December 2025	GOP	80,000.00		

Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects: 1,963,000.00
Total Amount of CSEs to be purchased from PS-DBM: 80,000.00
Total Amount of Estimated Budget: 4,969,200.00

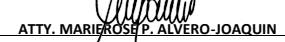
Prepared by:


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. MARIROSA P. ALVERO-JOAQUIN

Signature over Printed Name
Position/Designation
Bids and Awards Committee Chairperson

Date : January 26, 2026

Approved by:


ATTY. JAY P. RODUSTA

Signature over Printed Name
Position/Designation
Head of the Procuring Entity

Date : January 26, 2026