



**COMMISSION ON HUMAN RIGHTS XII  
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
<b>GENERAL REQUIREMENTS</b>											
<b>OFFICE SUPPLIES NOT AVAILABLE IN PS DBM</b>											
Office Supplies	CHR XII	Supply and delivery of Office Supplies and Equipment NOT available in the PS DBM	34. Small Value Procurement	NO	LCRB	01/01/2025	11/30/2025	GAA	150,000.00		
Checkbooklets	ASD	Supply and delivery of checkbooklets for office use	35.5 Agency to Agency	NO		01/01/2026	11/30/2025	GAA	9,000.00		
Airline Ticket	CHR XII	provision of airline ticket for CHR XII personnel	35.5 Agency to Agency	NO		01/15/2025	12/15/2025	GAA	150,000.00		
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	01/01/2025	11/30/2025	GAA	113,000.00		
Office Equipment - Portable Speaker	CHR XII	Supply and delivery of portable speaker for office use	34. Small Value Procurement	NO	LCRB	04/01/2025	08/31/2025	GAA	80,000.00		
Office Equipment-Wireless Microphone	CHR XII	Supply and delivery of wireless microphone for office use	34. Small Value Procurement	NO	LCRB	04/01/2025	08/31/2025	GAA	16,000.00		
Office Equipment - Speaker Stand	CHR XII	Supply and delivery of speaker stand for office use	34. Small Value Procurement	NO	LCRB	04/01/2025	08/31/2025	GAA	4,000.00		
Office Equipment - Lectern	CHR XII	Supply and delivery of 2 units acrylic lectern	34. Small Value Procurement	NO	LCRB	04/01/2025	08/31/2025	GAA	30,000.00		
Office Equipment - Water Dispenser	CHR XII	Supply and delivery of 2 units water dispenser with hot and cold function	34. Small Value Procurement	NO	LCRB	04/01/2025	08/31/2025	GAA	16,000.00		
ICT Equipment - Omni Directional Mic	CHR XII	Supply and delivery of omni directional microphone for office use during online conferences/meeting	34. Small Value Procurement	NO	LCRB	04/01/2025	08/31/2025	GAA	49,000.00		
ICT Equipment - Printers	CHR XII	Supply and delivery of 8 units 3-in-1 printers with automatic document feeder for legal size bond paper	34. Small Value Procurement	NO	LCRB	04/01/2025	08/31/2025	GAA	160,000.00		
ICT Equipment - Heavy duty scanner	CHR XII	Supply and delivery of heavy duty document scanner with automatic document feeder	34. Small Value Procurement	NO	LCRB	04/01/2025	08/31/2025	GAA	266,400.00		
Tokens for various celebratory activity	PAD	Supply and delivery of various tokens for CHR Celebratory events	34. Small Value Procurement	NO	LCRB	02/01/2025	11/30/2026	GAA	215,000.00		
<b>INSURANCE PREMIUMS &amp; LICENSES</b>											
Insurance Premiums for office property	CHR XII	Insurance Premiums for Office Building	35.5 Agency to Agency	NO		01/01/2025	03/31/2025	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		01/01/2026	06/30/2026	GAA	41,000.00		directly paid to GSIS
Registration & Licenses	CHR XII	Registration & Licenses of Office Vehicles	35.5 Agency to Agency	NO		01/01/2026	09/30/2026	GAA	20,000.00		directly paid to LTO
Fidelity Bond	CHR XII	Fidelity Bond for accountable personnel fo CHR XII	35.5 Agency to Agency	NO		01/01/2026	09/30/2026	GAA	14,587.50		directly paid to Bureau of Treasury


<b>REPAIR &amp; MAINTENANCE</b>											
Office Equipment	ASD	Maintenance of various office equipment including but not limited to laptop, desktop, printers, and aircon.	34. Small Value Procurement	NO	LCRB	01/01/2025	12/15/2025	GAA	100,000.00		
Office Vehicle	ASD	Maintenance service of office vehicles (Mitsubishi Triton, Toyota Hi-Ace Van, Toyota Hilux, Isuzu Crosswind, and Honda 110 Motorcycle)	34. Small Value Procurement	NO	LCRB	01/01/2026	12/15/2026	GAA	200,000.00		
Office Facilities	ASD	Maintenance of office facilities such as but not limited to fence, gate, drainage, garage, etc	34. Small Value Procurement	NO	LCRB	01/01/2025	12/15/2025	GAA	100,000.00		
<b>OTHERS</b>											
Lease of Office Space	CHR XII	Lease of space for the temporary office of CHR XII	35.9 Lease of Real Property & Venue	NO	LCRB	02/01/2025	02/28/2025	GAA	540,000.00		
Security Services	CHR XII	Provision of security services to CHR XII personnel and property	34. Small Value Procurement	YES	LCRB	12/01/2024	12/31/2024	GAA	990,119.08	Early Procurement Activity (EPA)	
Petroleum, Oil, & Lubricant	CHR XII	Supply and delivery of petroleum fuel, oil, and lubricants for CHR XII vehicle	35.13 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant Products, Electronic Charging Devices, and Online Subscriptions	YES	LCRB	01/01/2025	12/31/2025	GAA	600,000.00	Early Procurement Activity (EPA)	No available supplier that offer PO. BAC issued delegated authority to Cashier
Postage & Courier Services to Philpost	ASD	Provision of postage and courier services from Philpost to facilitate timely delivery of office mail/ communication.	Agency to Agency	NO		01/01/2025	12/31/2025	GAA	8,000.00		
Printing Services (Locator Slip, Driver's Trip Ticket, Visitor's Pass)	PAD	Provision of printing services of IEC materials	34. Small Value Procurement	NO	LCRB	01/01/2025	10/31/2025	GAA	100,000.00		
<b>UTILITIES</b>											
Water	CHR XII	Supply and delivery of water for office use	31. Direct Contracting	NO		01/01/2025	12/31/2025	GAA	24,000.00		WETI
Electricity	CHR XII	Supply and delivery of electricity for office use	31. Direct Contracting	NO		01/01/2025	12/31/2025	GAA	360,000.00		WETI
Telephone (Landline)	CHR XII	Supply and delivery of telephone (landline) for office use	31. Direct Contracting	NO		01/01/2025	12/31/2025	GAA	60,000.00		WETI
Internet Connection	CHR XII	Supply and delivery of internet connection for office use	31. Direct Contracting	NO		01/01/2025	12/31/2025	GAA	130,000.00		WETI
<b>MISCELLANEOUS ITEMS (for Direct Acquisition only) Sec 32.2 of RA No. 12009</b>											
<b>Supplies</b>											
Office Supplies not available in PS DBM	CHR XII	Supply and delivery of Office Supplies and Equipment NOT available in the PS DBM	32. Direct Acquisition	NO	LCRB	01/01/2026	12/31/2026	GAA	100,000.00		
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. Direct Acquisition	NO	LCRB	01/01/2025	12/31/2025	GAA	10,000.00		
E-load	ASD	Supply of e-load for LD, Inves, PACD, PAD, and ASD	32. Direct Acquisition	NO	LCRB	01/01/2025	12/31/2025	GAA	16,840.00		
Postage & Courier Services from various couriers	ASD	Provision of courier services from various courier service centers to facilitate timely delivery of various office mails/ communication/ notices	32. Direct Acquisition	NO	LCRB	01/01/2026	12/31/2026	GAA	10,000.00		
Global Positioning System	CHR XII	Supply and delivery of GPS for office vehicle use	32. Direct Acquisition	NO	LCRB	10/01/2025	12/15/2025	GAA	15,000.00		
Office Equipment - Fabrication of portable flag Pole	CHR XII	Supply and delivery of material used for fabrication of portable flag pole	32. Direct Acquisition	NO	LCRB	04/01/2025	06/30/2025	GAA	20,000.00		

<b>Meals</b>											
Meals and catering services for various office activity	CHR XII	Supply and delivery of meals during the conduct of regular operation meetings	32. Direct Acquisition	NO	LCRB	01/01/2025	12/31/2025	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	10/01/2025	10/31/2025	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	01/01/2025	11/30/2025	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	11/01/2025	11/30/2025	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	01/01/2025	11/30/2025	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	01/01/2025	11/30/2025	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	01/01/2025	12/31/2025	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	02/01/2025	03/31/2025	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	02/01/2025	03/31/2025	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	03/01/2025	04/30/2025	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	03/01/2025	04/30/2025	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	04/01/2025	12/31/2025	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	05/01/2025	06/30/2025	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	05/01/2025	06/30/2025	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	07/01/2025	08/31/2025	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	07/01/2025	08/31/2025	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	09/01/2025	10/31/2025	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. Direct Acquisition	NO	LCRB	09/01/2025	10/31/2025	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. Direct Acquisition	NO	LCRB	10/01/2025	11/30/2025	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. Direct Acquisition	NO	LCRB	11/01/2025	12/31/2025	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. Direct Acquisition	NO	LCRB	11/01/2025	12/31/2025	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. Direct Acquisition	NO	LCRB	01/01/2025	12/31/2025	GAA	12,500.00		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. Direct Acquisition	NO	LCRB	06/01/2025	06/30/2025	GAA	10,000.00		Charge to Operating Cash Advance
<b>COMMON USE SUPPLIES AND EQUIPMENT (CSE) TO BE PURCHASED FROM PD-DBM</b>											
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 Agency to Agency	NO		01/2026	12/2026	GAA	116,500.00	DBM-PS	
									<b>5,666,146.58</b>		

Note: Insert additional rows as necessary


**Total Amount of Estimated Budget for EPA Projects: 1,590,119.08**  
**Total Amount of CSEs to be purchased from PS-DBM: 116,500.00**  
**Total Amount of Estimated Budget: 5,666,146.58**

Prepared by:   
**RHODELLA J. MANDOLADO**  
Signature over Printed Name  
Position/Designation  
Bids and Awards Committee Secretariat

Date : 01/29/2026

Recommended by:  
By the Authority of the Bids and Awards Committee:   
**MIGUEL A. PEÑALOZA**  
Signature over Printed Name  
Position/Designation  
Bids and Awards Committee Chairperson

Date : 01/29/2026

Approved by:   
**ATTY. KEYSIE M. GOMEZ**  
Signature over Printed Name  
Position/Designation  
Head of the Procuring Entity

Date : 01/29/2026