



COMMISSION ON HUMAN RIGHTS - Caraga Region

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>SUPPLIES and MATERIALS</b>											
Procurement of Institutional Token	Promotion and Advocacy Division	Procurement of Token (Notebook w/pen) (National Women's Month Celebration_Gender Ombud Day_03/07/2025_GAD Training Hall)	Sec. 34 Small Value Procurement	No	LCRB	02/09/2025	04/03/2025	Government of the Philippines (current year's budget) 2025	5,500.00		
Supplies and Materials for Womens Month Celebration	Promotion and Advocacy Division	Procurement of Sintra Board (National Women's Month Celebration_Gender Ombud Day_03/07/2025_GAD Training Hall)	Sec. 34 Small Value Procurement	No	LCRB	02/19/2025	03/05/2025	Government of the Philippines (current year's budget) 2025	1,670.00		
Customized Tote Bag for Confab Activity	Promotion and Advocacy Division	Supply and delivery of Customized Tote Bag_Confab Activity	Sec. 34 Small Value Procurement	No	LCRB	10/09/2025	10/20/2025	Government of the Philippines (current year's budget) 2025	3,000.00		
Customized Plaque for Confab Activity	Promotion and Advocacy Division	Supply and delivery of Customized Plaque_Confab Activity	Sec. 34 Small Value Procurement	No	LCRB	10/03/2025	10/20/2025	Government of the Philippines (current year's budget) 2025	1,500.00		
Customized Plaque and lei for NHRCW Activity	Promotion and Advocacy Division	Supply and delivery of Customized Plaque and lei for NHRCW Activity	Sec. 34 Small Value Procurement	No	LCRB	12/01/2025	12/10/2025	Government of the Philippines (current year's budget) 2025	13,024.00		
Procurement of Fire Extinguisher (Refill)	Admin Support Division	Supply and Delivery of Fire Extinguisher 4 Brand New, 3lbs; 3 refill, 10lbs.	Sec. 34 Small Value Procurement	No	LCRB	10/10/2025	10/28/2025	Government of the Philippines (current year's budget) 2025	7,600.00		
<b>FUEL, OIL &amp; LUBRICANTS</b>											
Supply of Fuel, Oil and Lubricants for CHR Caraga Official Vehicles	ORD, LD, ID, PAD, ASD	Provision of Fuel, Oil and Lubricants for CHR Caraga Official Vehicles	Sec. 35.13.2 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant Products	Yes	LCRB			Government of the Philippines (current year's budget) 2025	235,000.00	Early Procurement Activity	
<b>OFFICE EQUIPMENT, FURNITURE &amp; FIXTURES</b>											
Procurement of ICT Equipment	Admin Support Division	Procurement of Semi-expendable office equipment_Microphone, Headphone w/mic, External Hard Drive etc	Sec. 34 Small Value Procurement	No	LCRB	03/03/2025	3/19/2025	Government of the Philippines (current year's budget) 2025	17,990.00		
	Admin Support Division	Procurement of ICT Equipments (Conference Microphone/Multifunction Printers with ADF/Heavy-Duty Scanner with ADF)	Sec. 34 Small Value Procurement	No	LCRB	05/05/2025	08/11/2025	Government of the Philippines (current year's budget) 2025	476,300.00		
Procurement of Office Furniture & Fixture	Admin Support Division	Procurement of Semi-Expendable Office Furniture and Fixture (Flagpole, Podium)	Sec. 34 Small Value Procurement	No	LCRB	05/05/2025	06/27/2025	Government of the Philippines (current year's budget) 2025	50,000.00		
	Admin Support Division	Procurement of Shelving Racks, Steel Cabinet Printer Side Table and Center Table	Sec. 34 Small Value Procurement	No	LCRB	10/02/2025	10/24/2025	Government of the Philippines (current year's budget) 2025	64,300.00		
Procurement of Office Equipment	Admin Support Division	Procurement of Two (2) units Water Dispenser	Sec. 34 Small Value Procurement	No	LCRB	05/13/2025	09/02/2025	Government of the Philippines (current year's budget) 2025	16,000.00		
<b>REPAIR and MAINTENANCE</b>											
Preventive Maintenance Vehicle Office Equipment	Admin Support Division	Repair and Maintenance of Motor Vehicle Aircon, Office Equipment	Sec. 34 Small Value Procurement	No	LCRB	02/01/2025	12/15/2025	Government of the Philippines (current year's budget) 2025	160,500.00		
<b>MEALS &amp; CATERING SERVICES</b>											
Procurement of Meals	Admin Support Division	Procurement of Meals_Regional Staff Meeting Cum Automated Counting Machine Demonstration_01/27/2025_CHR GAD Training Hall, CHR Office, Tiniwisan, Butuan City	Sec. 34 Small Value Procurement	No	LCRB	01/17/2025	01/27/2025	Government of the Philippines (current year's budget) 2025	5,400.00		
	Legal Division	Procurement of Meals_Legal Clinic Caravan program_02/19/2025_Mahayahay Elem. School, Sitio Mahayahay, Brgy. Anticala, Butuan City	Sec. 34 Small Value Procurement	No	LCRB	02/10/2025	02/19/2025	Government of the Philippines (current year's budget) 2025	19,500.00		
	Promotion and Advocacy Division	Procurement of Meals_National Women's Month Celebration 2025_03/03/2025_CSU Butuan City	Sec. 34 Small Value Procurement	No	LCRB	02/19/2025	03/07/2025	Government of the Philippines (current year's budget) 2025	31,730.00		

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Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
Promotion and Advocacy Division	Promotion and Advocacy Division	Procurement of Meals_Gender Sensitivity Seminar for Community Women_Brgy. Bilay, Butuan City_04/10/2025	Sec. 34 Small Value Procurement	No	LCRB	04/03/2025	04/11/2025	Government of the Philippines (current year's budget) 2025	15,000.00		
Promotion and Advocacy Division	Promotion and Advocacy Division	Procurement of Meals_Women's Rights and Right to Political Participation Training_04/15/2025_Surigao City	Sec. 34 Small Value Procurement	No	LCRB	04/07/2025	04/16/2025	Government of the Philippines (current year's budget) 2025	14,000.00		
Promotion and Advocacy Division	Promotion and Advocacy Division	Procurement of Meals_Voter's Education and Right to Participation_04/21-22/2025_Saint Michael College of Caraga and Northern Agusan Colleges_Butuan City	Sec. 34 Small Value Procurement	No	LCRB	04/07/2025	04/22/2025	Government of the Philippines (current year's budget) 2025	28,800.00		
Promotion and Advocacy Division	Promotion and Advocacy Division	Procurement of Meals_Mental Health Awareness for IP Women_04/23/2025_San Luis Agusan del Sur	Sec. 34 Small Value Procurement	No	LCRB	04/10/2025	04/23/2025	Government of the Philippines (current year's budget) 2025	10,500.00		
Promotion and Advocacy Division	Promotion and Advocacy Division	Procurement of Meals_Voter's Education and Community-Based Dialogue with Youth Voters_04/30/2025_Dinagat Island	Sec. 34 Small Value Procurement	No	LCRB	04/14/2025	04/30/2025	Government of the Philippines (current year's budget) 2025	24,500.00		
Admin Support Division	Admin Support Division	Procurement of Meals_CHR@38 Anniversary Celebration and Internship Culmination_05/05/2025_CHR GAD Training Hall_Tiniwisan_Butuan City	Sec. 34 Small Value Procurement	No	LCRB	04/24/2025	05/05/2025	Government of the Philippines (current year's budget) 2025	16,800.00		
Admin Support Division	Admin Support Division	Procurement of Meals_Internal Quality Audit_05/15-16/2025_CHR GAD Training Hall, Tiniwisan, Butuan City	Sec. 34 Small Value Procurement	No	LCRB	04/02/2025	05/30/2025	Government of the Philippines (current year's budget) 2025	4,800.00		
Admin Support Division	Admin Support Division	Procurement of Meals_Internal ISO-QMS Related Training Session_05/26-30/2025_CHR GAD Training Hall,Tiniwisan, Butuan City	Sec. 34 Small Value Procurement	No	LCRB	05/15/2025	05/30/2025	Government of the Philippines (current year's budget) 2025	13,400.00		
Promotion and Advocacy Division	Promotion and Advocacy Division	Procurement of Meals_Pride Month Celebrationand Lecture Series on Pride & LGBTQ+Rights_06/10/2025_Surigao City	Sec. 34 Small Value Procurement	No	LCRB	05/26/2025	06/10/2025	Government of the Philippines (current year's budget) 2025	7,500.00		
Promotion and Advocacy Division	Promotion and Advocacy Division	Procurement of Meals_Pride Month Celebrationand Lecture Series on Pride & LGBTQ+Rights_06/11/2025_Dapa, Surigao del Norte	Sec. 34 Small Value Procurement	No	LCRB	05/26/2025	06/10/2025	Government of the Philippines (current year's budget) 2025	7,500.00		
Admin Support Division	Admin Support Division	Procurement of Meals_Various CHR activities	Sec. 34 Small Value Procurement	No	LCRB	02/01/2025	06/30/2025	Government of the Philippines (current year's budget) 2025	10,176.00		
Promotion and Advocacy Division	Promotion and Advocacy Division	Mental Health Awareness for Security Sector_06/27/2025_25th IB, Cabadbaran City	Sec. 34 Small Value Procurement	No	LCRB	06/23/2025	06/27/2025	Government of the Philippines (current year's budget) 2025	4,500.00		
Promotion and Advocacy Division	Promotion and Advocacy Division	Pride Month Celebrationand Lecture Series on Pride & LGBTQ+Rights_06/19/2025_Santiago, Agusan Del Norte	Sec. 34 Small Value Procurement	No	LCRB	05/06/2025	06/19/2025	Government of the Philippines (current year's budget) 2025	7,500.00		
Admin Support Division	Admin Support Division	Mid-Year Assessment Operation and Reprogramming_06/18/2025_CHR GAD Training Hall, Tiniwisan, Butuan City	Sec. 34 Small Value Procurement	No	LCRB	06/08/2025	06/18/2025	Government of the Philippines (current year's budget) 2025	12,600.00		
Promotion and Advocacy Division	Promotion and Advocacy Division	Training on Rights-Based Approaches to media Reporting_06/26/2025_Butuan City	Sec. 34 Small Value Procurement	No	LCRB	05/06/2025	06/26/2025	Government of the Philippines (current year's budget) 2025	14,500.00		
Promotion and Advocacy Division	Promotion and Advocacy Division	Rights to Mental Health Lecture_06/23/2025_Brgy. Nongnong, Butuan City	Sec. 34 Small Value Procurement	No	LCRB	06/16/2025	06/21/2025	Government of the Philippines (current year's budget) 2025	4,500.00		
Promotion and Advocacy Division	Promotion and Advocacy Division	Seminar on SOGIESC for SK Officials_in Buenavista, Agusan del Norte on June_06/30/2025	Sec. 34 Small Value Procurement	No	LCRB	06/03/2025	06/30/2025	Government of the Philippines (current year's budget) 2025	6,000.00		
Promotion and Advocacy Division	Promotion and Advocacy Division	Migrant Worker's Day_OWVA Training Center_06/30/2025	Sec. 34 Small Value Procurement	No	LCRB	23-06-2025	30-06-2025	Government of the Philippines (current year's budget) 2025	7,500.00		
Admin Support Division	Admin Support Division	Lecture on Safe Space Act_Alviola Village, Butuan City_06/30/2025	Sec. 34 Small Value Procurement	No	LCRB	23-06-2025	30-06-2025	Government of the Philippines (current year's budget) 2025	4,500.00		


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Promotion and Advocacy Division		Onsite Monitoring of Regional Financial and Accounting Report_Gad Training Hall CHR Bldg.,DOP Regional Gov't Center, Tiniwuan City_07/16-17/2025	Sec. 34 Small Value Procurement	No	LCRB	07-07-2025	17-07-2025	Government of the Philippines (current year's budget) 2025	5,200.00		
Promotion and Advocacy Division		International Youth Day Celebration_Couples for Chirst Brgy. Villakananga_08/12/2025	Sec. 34 Small Value Procurement	No	LCRB	01-08-2025	12-08-2025	Government of the Philippines (current year's budget) 2025	15,000.00		
Promotion and Advocacy Division		Capacity Development Session on the Establishment of Human Rights Action Centers(HRACs)_La Paz, Agusan del Sur_08/5-7/2025	Sec. 34 Small Value Procurement	No	LCRB	15-07-2025	05-08-2025	Government of the Philippines (current year's budget) 2025	10,500.00		
Promotion and Advocacy Division		Capacity Development Session on the Establishment of Human Rights Action Centers(HRACs)_Libjo_08/7/2025	Sec. 34 Small Value Procurement	No	LCRB	15-07-2025	07-08-2025	Government of the Philippines (current year's budget) 2025	10,500.00		
Promotion and Advocacy Division		International Humanitarian Law Celebratory Activity_2918 Headquarters, Brgy. Del Pilar, Cabadbaran City_08/20/2025	Sec. 34 Small Value Procurement	No	LCRB	04-08-2025	20-08-2025	Government of the Philippines (current year's budget) 2025	15,000.00		
Admin Support Division		Human Rights Education for the Center for Human Rights Education of Agusan Colleges _ACI Campus Butuan City_07/30/2025	Sec. 34 Small Value Procurement	No	LCRB	16-07-2025	30-07-2025	Government of the Philippines (current year's budget) 2025	9,000.00		
Admin Support Division		GO BAG 101: A pRactical Guidance for CHR Caraga Personnel and the Blessings of CHR official vehivle-Mitsubushi Trito Pick up _at GAD Training Hall CHR	Sec. 34 Small Value Procurement	No	LCRB	05-08-2025	15-08-2025	Government of the Philippines (current year's budget) 2025	4,800.00		
Promotion and Advocacy Division		Kainang Pamilya Mahalaga Day and GIP's Interns Send -Off _at GAD Training Hall CHR Building_09/22/2025	Sec. 34 Small Value Procurement	No	LCRB	05-09-2025	22-09-2025	Government of the Philippines (current year's budget) 2025	7,200.00		
Promotion and Advocacy Division		GBV Mapping for PLGU PDI _at San Jose PDI SDN_10/07/2025	Sec. 34 Small Value Procurement	No	LCRB	28-08-2025	07-10-2025	Government of the Philippines (current year's budget) 2025	15,200.00		
Promotion and Advocacy Division		Tertiary Student Leaders HR Confab Yr3 _at Hotel Ozis Butuan City_10/22/2025	Sec. 34 Small Value Procurement	No	LCRB	03-10-2025	22-10-2025	Government of the Philippines (current year's budget) 2025	9,000.00		
Promotion and Advocacy Division		Learning Session on RA11036 Mental Health _at Brgy. Nongnong, Butuan City_10/20/2025	Sec. 34 Small Value Procurement	No	LCRB	13-10-2025	20-10-2025	Government of the Philippines (current year's budget) 2025	12,250.00		
Admin Support Division		Mental Health Caravan for Children & Youth _at Butuan City_10/24/2025	Sec. 34 Small Value Procurement	No	LCRB	13-10-2025	24-10-2025	Government of the Philippines (current year's budget) 2025	9,000.00		
Admin Support Division		2025 RACCS and Norms of Conduct of Public Officials and Employees _at GAD Training Hall CHR Building Butuan	Sec. 34 Small Value Procurement	No	LCRB	06-10-2025	13-10-2025	Government of the Philippines (current year's budget) 2025	5,400.00		
Promotion and Advocacy Division		2025 ISO 9001:2015 Post Re-Certification Surveillance GAD Training Hall CHR Building Butuan City_10/13/2025	Sec. 34 Small Value Procurement	No	LCRB	06-10-2025	29-10-2025	Government of the Philippines (current year's budget) 2025	31,850.00		
Admin Support Division		Disability Sensitivity Training for Brgy. Officials of Las Nieves_12/03/2025	Sec. 34 Small Value Procurement	No	LCRB	13-11-2025	03-12-2025	Government of the Philippines (current year's budget) 2025	7,500.00		
Promotion and Advocacy Division		2025 Year-End Solidarity Celebration _at Almont Hotel,J.C. Aquino Ave., Butuan City_12/22/2025	Sec. 34 Small Value Procurement	No	LCRB	01-12-2025	22-12-2025	Government of the Philippines (current year's budget) 2025	18,750.00		
Promotion and Advocacy Division		Mental Health Caravan in School (youth)_12/12/2025	Sec. 34 Small Value Procurement	No	LCRB	01-12-2025	12-12-2025	Government of the Philippines (current year's budget) 2025	4,500.00		
Promotion and Advocacy Division		International Human Rights _12/10/2025	Sec. 34 Small Value Procurement	No	LCRB	01-12-2025	10-12-2025	Government of the Philippines (current year's budget) 2025	27,000.00		
Promotion and Advocacy Division		International Human Rights _12/10/2025	Sec. 34 Small Value Procurement	No	LCRB	01-12-2025	10-12-2025	Government of the Philippines (current year's budget) 2025	32,500.00		
Promotion and Advocacy Division		2025 National Children's Month Celebration _November 2025	Sec. 34 Small Value Procurement	No	LCRB	10-11-2025	29-11-2025	Government of the Philippines (current year's budget) 2025	30,600.00		
<b>SECURITY SERVICES</b>											
Procurement of Security Services	Admin Support Division	Procurement for the Provision of Security Services for CHR Caraga Regional Office	Sec. 34 Small Value Procurement	Yes	LCRB	12/2024	01/2025	Government of the Philippines (current year's budget) 2025	792,558.00	Early Procurement Activity	
<b>COMMUNICATION</b>											
Subscription of Mobile Phone Services	Admin Support Division	Telephone-Mobile Services Subscription	Sec. 31 Direct Contracting-WETI	No				Government of the Philippines (current year's budget) 2025	28,200.00		with existing subscription
Subscription of Internet Services	Admin Support Division	Renewal of Subscription of Internet Connection and Telephone Landline	Sec. 31 Direct Contracting-WETI	No				Government of the Philippines (current year's budget) 2025	60,000.00		with existing subscription
<b>PUBLICATION, PRINTING &amp; ADVERTISING</b>											

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Procurement of IEC Materials	Promotion and Advocacy Division	Printing of NATIONAL WOMEN'S MONTH IEC Materials	Sec. 34 Small Value Procurement	No	LCRB	02/19/2025	02/27/2025	Government of the Philippines (current year's budget)	744.00		
	RO	Printing of CHR MISMO Posters	Sec. 34 Small Value Procurement	No	LCRB	04/03/2025	05/06/2025	Grant by an International Financing Institution	50,000.00		
<b>COURIER SERVICES</b>											
Procurement of Courier Services	Admin Support Division	Procurement of Courier Services for CHR Caraga		No	LCRB	02/2026-12/2026	02/2026-12/2026	Government of the Philippines (current year's budget) 2025	18,059.00		Charge to CA Operating Expenses
<b>UTILITIES</b>											
Electric Power Supply Services	Admin Support Division	Electric Power Supply Services	Sec. 31 Direct Contracting-WETI	No				Government of the Philippines (current year's budget)	300,000.00		with existing connection
Water Utility Services	Admin Support Division	Water Utility Services	Sec. 31 Direct Contracting-WETI	No				Government of the Philippines (current year's budget) 2025	10,404.45		with existing connection
<b>Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009</b>											
Supply and Delivery of Office Supplies	RO	Supply and Delivery of Common-Use Supplies_ 1st Quarter CY 2025	Sec. 32 Direct Acquisition	No	LCRB	02/07/2025	02/27/2025	Government of the Philippines (current year's budget)	35,011.00		
	Promotion and Advocacy Division	Procurement of Office Supplies ( 2025 National Women's Month Celebration)	Sec. 32 Direct Acquisition	No	LCRB	03/04/2025	03/25/2025	Government of the Philippines (current year's budget) 2025	4,268.00		
	RO	Procurement of Office Supplies	Sec. 32 Direct Acquisition	No	LCRB	04/07/2025	04/29/2025	Government of the Philippines (current year's budget)	18,300.00		
	Promotion and Advocacy Division	HRAC Activities, La Paz, ADS_ 8/25/2025	Sec. 32 Direct Acquisition	No	LCRB	07/05/2025	08/01/2025	Government of the Philippines (current year's budget)	5,300.00		
	RO	Procurement of Various Computer Supplies	Sec. 32 Direct Acquisition	No	LCRB	08/27/2025	09/24/2025	Government of the Philippines (current year's budget)	55,414.00		
	RO	3rd Quarter Office Supplies	Sec. 32 Direct Acquisition	No	LCRB	08/16/2025	09/24/2025	Government of the Philippines (current year's budget)	23,500.00		
	Promotion and Advocacy Division	Mental Health Caravan, 10/24/2025	Sec. 32 Direct Acquisition	No	LCRB	10/08/2025	10/24/2025	Government of the Philippines (current year's budget)	2,050.00		
	Promotion and Advocacy Division	National Children's Month activities	Sec. 32 Direct Acquisition	No	LCRB	11/03/2025	11/14/2025	Government of the Philippines (current year's budget)	13,470.00		
	Promotion and Advocacy Division	Mental Health Caravan, 12/12/2025	Sec. 32 Direct Acquisition	No	LCRB	12/01/2025	12/10/2025	Government of the Philippines (current year's budget)	1,900.00		
RO	4th Quarter Office Supplies	Sec. 32 Direct Acquisition	No	LCRB	11/24/2025	12/15/2025	Government of the Philippines (current year's budget)	55,414.00			
<b>Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)</b>											
Supply and Delivery of Office Supplies	RO	Supply and Delivery of Common-Use Supplies	N.P. Sec. 35.5 Agency-to-Agency	No		02/18/2025	03/19/2025	Government of the Philippines (current year's budget)	27,728.63		
	RO	Supply and Delivery of Common-Use Supplies	N.P. Sec. 35.5 Agency-to-Agency	No		09/16/2025	09/23/2025	Government of the Philippines (current year's budget)	14,470.00		
	RO	Supply and Delivery of Common-Use Supplies	N.P. Sec. 35.5 Agency-to-Agency	No		12/04/2025	12/12/2025	Government of the Philippines (current year's budget) 2025	18,765.00		

Note: Insert additional rows as necessary

**Total Amount of Estimated Budget for EPA Projects:** 1,027,558.00  
**Total Amount of CSEs to be purchased from PS-DBM:** 60,963.63  
**Total Amount of Estimated Budget:** 3,139,896.08

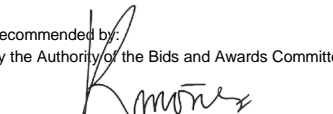
Prepared by:

  
**MS. NENITA E. BUTIL**  
 Administrative Assistant III

*Bids and Awards Committee Secretariat*

Date : September 26, 2025

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

  
**ATTY. RALPHMAR M. OÑEZ**  
 Attorney IV, OIC-Legal Division  
*Bids and Awards Committee Chairperson*

Date : January 28, 2026

Approved by:

  
**ATTY. AURORA LUANNE B. CEMBRANO-RAMOS**  
 Regional Director  
*Head of the Procuring Entity*

Date : January 28, 2026