



REPUBLIC OF THE PHILIPPINES  
**COMMISSION ON HUMAN RIGHTS**  
 REGIONAL OFFICE II

ANNUAL PROCUREMENT PLAN FOR FY 2025

INDICATED  FINAL  DATED [Version] No. 2025-001

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>											
Supply and delivery of meals and snacks during Mid year Assessment and Year -End Operations Planning	All Units	Meals and snacks(goods)	Small Value Procurement	No	LCRB	02/2026	12/2026	GAA	36,000.00		
Supply and delivery of various office supplies and materials not available in DBM-PS	All Units	Delivery of goods	Small Value Procurement	No	LCRB	02/2026	12/2026	GAA	185,800.00		
Supply and delivery of shelves for records keeping/store room	Administrative	Storage for case folders	Small Value Procurement	No	LCRB	02/2026	11/2026	GAA	50,000.00		
Water Expense	All Units	Provision of water		No		01/2026	12/2026	GAA	32,000.00		WETI
Electricity Expense	All Units	Provision of Electricity		No		01/2026	12/2026	GAA	143,480.00		WETI
Telephone and Internet Expense	All Units	Provision of telephone and internet		No		01/2026	12/2026	GAA	138,629.00		WETI
Supply and delivery of meals and catering services	PAD	Meals and Catering Services	Small Value Procurement	No	LCRB	02/2026	12/2026	GAA	450,000.00		
Fuel, Oil and Lubricants	All Units	Gasoline/Fuel Expense	Small Value Procurement	Yes	LCRB	11/2025	02/2025	GAA	450,000.00	Early Procurement	
Supply of labor and materials for the preventive maintenance of service Vehicle	All Units	Periodic maintenance of all vehicles	Small Value Procurement	No	LCRB	02/2026	12/2026	GAA	169,650.00		
Social Media Services	PAD	Social Media Services	Small Value Procurement	No	LCRB	02/2026	12/2026	GAA	120,000.00		
Security Services	All Units	Security Services	Small Value Procurement	Yes	LCRB	11/2025	01/2026	GAA	900,000.00	Early procurement	
Printing of Situational Reports	Legal	Printing Services	Small Value Procurement	No	LCRB	02/2026	12/2026	GAA	33,000.00		
Printing services for Tarpaulins	All Units	Printing of tarpaulins	Small Value Procurement	No	LCRB	02/2026	12/2026	GAA	15,000.00		
Supply and delivery of blinds	Legal and Investigation Division	delivery of 20 panels of blinds	Small Value Procurement	No	LCRB	02/2026	03/2026	GAA	50,000.00		
Supply of labor and services for the repair and Maintenance of Office Equipment	All Units	Quarterly maintenance of office equipment	Small Value Procurement	No	LCRB	02/2026	12/2026	GAA	120,000.00		
Supply and delivery of meals and snacks during various trainings	All Units	Meals and snacks(goods)	Small Value Procurement	No	LCRB	07/2025	12/2025	GAA	182,500.00		
<b>Miscellaneous Items (for Direct Acquisition only) Sec. 32.2 of RA 12009</b>											
Supply and delivery of institutional Tokens for various activities	PAD/Legal	Delivery of Institutional Tokens	Direct Acquisition	No	LCRB	02/2026	12/2026	GAA	60,000.00		
Postage and courier	All Units	Mailing services	Direct Acquisition	No	LCRB	02/2026	12/2026	GAA	21,500.00		
Supply and delivery of Polo Shirts for Women's month celebration	All Units	Printing of Polo Shirts	Direct Acquisition	No	LCRB	02/2025	12/2025	GAA	18,200.00		
Supply and delivery of various office supplies	Investigation	Delivery of goods	Direct Acquisition	No	LCRB	02/2025	12/2025	GAA	15,000.00		
<b>General Requirements</b>											
Delivery and supply of various Office Supplies and Materials	All Units	Delivery of goods	Agency to Agency	No	N/A	02/2026	12/2026	GAA	72,308.00		

Total Amount of Estimated Budget for EPA Projects: 1,350,000.00  
 Total Amount of CSEs to be purchased from PS-DBM: 72,308.00  
 Total Amount of Estimated Budget: 3,263,067.00

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 Bids and Awards Committee Secretariat  
 Date : January 26, 2026

Recommended By: Atty. Marie Grace Divina R. Marcos  
 ATTY. MARIE GRACE DIVINA R. MARCOS  
 Bids and Awards Committee Chairperson  
 Date : January 26, 2026

Approved By: Atty. Jimmy P. Baliga  
 ATTY. JIMMY P. BALIGA  
 Head of the Procuring Entity  
 Date : January 26, 2026