



REPUBLIC OF THE PHILIPPINES
COMMISSION ON HUMAN RIGHTS

CENTRAL VISAYAS, REGION OFFICE VII

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											
Procurement of Office Supplies and Materials (NON-CSE)	Admin	Goods-Non-CSE Supplies	Small Value Procurement	No	LCRB	Jan-25	Dec-25	GAA 2025	196,764.00		
Office Supplies and Materials (Kyocera)	Admin	Goods	Direct Contracting	Yes	N/A	Dec-24	Jan-25	GAA 2025	22,500.00		
Office Supplies and Materials (Kyocera)	Admin & Dumaguete	Goods	Direct Contracting	No	N/A	Aug-25	Aug-25	GAA 2025	8,000.00		-22500 augmented to Salary for J.O and Security Services
Repair and Maintenance (Kyocera)	Admin	Services	Direct Contracting	No	N/A	Sep-25	Sep-25	GAA 2025	10,000.00		
Tokens	Investigation	Goods	Small Value Procurement	No	LCRB	Jan-25	Dec-25	GAA 2025	8,000.00		
Medicine	Admin	Goods	Small Value Procurement	No	LCRB	Jan-25	Jan-25	GAA 2025	5,274.00		
Fuel, Oil & Lubricants	All units	Goods	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	Yes	LCRB	Dec-24	Jan-25	GAA 2025	225,000.00		
Fuel, Oil & Lubricants	Admin	Goods	of Petroleum Fuel, Oil and Lubricant (POL)	No	N/A	N/A	N/A	GAA 2025	15,000.00		-5000 augmented to Salary for J.O and Security Services
Office Equipments	Admin	Goods	Small Value Procurement	No	LCRB	Feb-25	Feb-25	GAA 2025	-		- 6000 is augmented to Salary for J.O and Security Services
Fixtures & Furnitures	Admin , Legal, Investigation	Goods	Small Value Procurement	No	LCRB	Feb-25	Feb-25	GAA 2025	107,900.00		
Repair & Maintenance ICT Equipments	Admin	Goods	Small Value Procurement	No	LCRB	Jan-25	Dec-25	GAA 2025	7,000.00		
Repair & Maintenance Office Equipments	Admin	Goods	Small Value Procurement	No	LCRB	Jan-25	Dec-25	GAA 2025	28,400.00		
Repair & Maintenance Vehicle	Admin	Goods/Services	Small Value Procurement	No	LCRB	Jan-25	Dec-25	GAA 2025	117,205.50		-Additional 9000 from Snacks for Client 4000 and Meals for Activities 5000 - -P394.50 was reallocated from Repairs & Maintenance SVP to Fidelity Bond. -27500 is augmented to Salary for J.O and Security Services
Repair & Maintenance Vehicle (PMS for Pick-Up Truck)	Admin	Goods/Services	Direct Contracting	No	N/A	Sep-25	Sep-25	GAA 2025	8,300.00		
Lease of Office Building	Admin	Lease of Real Property	Lease of Venue	Yes	LCRB	Dec-24	Jan-25	GAA 2025	1,667,250.00		
Lease of Venue and Accommodation for Trainings/Meetings	Promotion	Goods	Lease Venue with Meals	No	LCRB	Feb-25	Jun-25	GAA 2025	58,776.00		
Lease of Venue and Accommodation for Trainings/Meetings	Promotion	Goods	Lease Venue with Meals	Yes	LCRB	Dec-24	Jan-25	GAA 2025	83,000.00		

Meals & snacks for Trainings/Meetings	Admin, Investigation & Promotion	Goods	Small Value Procurement	No	LCRB	Jan-25	Dec-25	GAA 2025	148,480.00	amount deducted (5,000) reallocated to Meals CA, deducted 6,000, amount deducted 4,000 -10000 is augmented to Per diem/ Transportation (Investigation)
Airfare	All units	Services	Negotiated Procurement	No	N/A	Jan-25	Dec-25	GAA 2025	29,100.00	charged to travel cash advance -32,900 reduction from Promotions Airfare (P40,000) reallocated to Transportation/Per Diem – Non-PPMP Items. -60,000 reduction from Legal Airfare (P60,000) reallocated to Transportation/Per Diem – Non-PPMP Items 5,000 reduction from Admin Airfare reallocated to Transportation/Per Diem (Promotions) -P15,000 reallocated from Admin Airfare to Legal Per Diem/Transportation. -P8,000 reallocated from Airfare to Postage and Courier (Registered). 10000 is augmented to Salary for J.O and Security Services 25000 is augmented to Per Diem/ Transportation (Investigation)
Printing/Reproduction	Admin & Promotion	Goods	Small Value Procurement	No	LCRB	Jan-25	Dec-25	GAA 2025	11,811.00	-2,000 is augmented to Per Diem/ Transportation (Promotions Div.) -3500 is augmented to Salary for J.O and Security Services
Security Services	Admin	Services	Small Value Procurement	Yes	LCRB	Nov-24	Jan-25	GAA 2025	786,491.86	amount deducted (22,385) and added to meals CA - additional 34796.34 from Printing/ Reproduction, Airfare, Meals, Repair and Maintenance (CA), Repair and Maintenance (SVP), Repair Maintenance ICT Equipments, Repair Building Maintenance, Fuel (CA), Kyocera Toner Direct Contracting
Postage & Courier Services	Legal	Services	Small Value Procurement	No	LCRB	Jan-25	Dec-25	GAA 2025	8,000.00	
Postage & Courier Services	Admin, Dumaguete	Services	Small Value Procurement	Yes	LCRB	Dec-24	Jan-25	GAA 2025	44,800.00	
Telephone	Admin & Dumaguete	Services	Direct Contracting	No	N/A	N/A	N/A	GAA 2025	69,400.00	with existing line - 5000 is augmented to Salary for J.O and Security Services
Internet Subscription	Admin	Services	Direct Contracting	No	N/A	N/A	N/A	GAA 2025	85,188.00	with existing line
Meals for the Migrant Workers Day	Promotion	Goods	Small Value Procurement	No	LCRB	Apr-25	Apr-25	GAA 2025	10,000.00	Downloaded from CO
Supplies and Equipments - Water Dispenser	Admin	Goods	Small Value Procurement	No	LCRB	Apr-25	Apr-25	GAA 2025	16,000.00	Downloaded from CO
ICT Budget for Omni Directional Conference Microphone	Admin	Goods	Small Value Procurement	No	LCRB	Apr-25	Apr-25	GAA 2025	49,900.00	Downloaded from CO
Internet Cabling, Access Point(s) Set-Up and Installation	Admin	Goods/Services	Small Value Procurement	No	LCRB	Aug-25	Aug-25	GAA 2025	8,649.30	WETI Transfer of amount from Meals for Activities (10,540), Blood pressure monitor (1,300) and Steel Cabinets (3,100) to Internet Cabling, Access Point(s) Set-Up and Installation worth P15,000 -6350.70 is augmented to Salary for J.O and Security Services
Water	Admin	Services	Direct Contracting	No	N/A	N/A	N/A	GAA 2025	12,400.00	
Electricity	Admin	Services	Direct Contracting	No	N/A	N/A	N/A	GAA 2025	420,000.00	with existing line
CHR Quality Posters- Printing & Binding	Admin	Goods	Small Value Procurement	No	LCRB	Sep-25	Sep-25	GAA 2025	1,400.00	Downloaded from CO
Legal Clinic Caravan 1 Supplies & Materials	Legal	Goods	Small Value Procurement	No	LCRB	Feb-25	Mar-25	GAA 2025	1,081.50	Downloaded from CO
Legal Clinic Caravan 1 Tokens	Legal	Goods	Small Value Procurement	No	LCRB	Feb-25	Mar-25	GAA 2025	20,610.00	Downloaded from CO
Legal Clinic Caravan 2 Heavy Snack Meals	Legal	Goods	Small Value Procurement	No	LCRB	Sep-25	Oct-25	GAA 2025	9,000.00	Augmentation from unutilized funds of Legal Clinic Caravan (Carlaon City) – P14,100

Legal Clinic Caravan 2 Ink(Epson 001 127ml, Black)	Legal	Goods	Small Value Procurement	No	LCRB	Sep-25	Sep-25	GAA 2025	1,500.00	Augmentation from unutilized funds of Legal Clinic Caravan (Canlaon City) – ₱14,101
Legal Clinic Caravan 2 Ink (Epson 001, 70ml, Colored 3 Sets)	Legal	Goods	Small Value Procurement	No	LCRB	Sep-25	Oct-25	GAA 2025	3,600.00	Augmentation from unutilized funds of Legal Clinic Caravan (Canlaon City) – ₱14,102
Kabataan Karapatan Caravan Meals	Legal	Goods	Small Value Procurement	No	LCRB	Nov-25	Nov-25	GAA 2025	15,000.00	Downloaded from CO
Children's Month Meals	Promotion	Goods	Small Value Procurement	No	LCRB	Nov-25	Nov-25	GAA 2025	15,000.00	Downloaded from CO
Person's With Disabilities Meals	Promotion	Goods	Small Value Procurement	No	LCRB	Nov-25	Nov-25	GAA 2025	15,000.00	Downloaded from CO
Podium	Admin	Goods	Small Value Procurement	No	LCRB			GAA 2025	20,000.00	Downloaded from CO
Flag Pole	Admin	Goods	Small Value Procurement	No	LCRB			GAA 2025	30,000.00	Downloaded from CO
Airconditioning Unit	Admin	Goods	Small Value Procurement	No	LCRB	Nov-25	Nov-25	GAA 2025	293,535.00	Downloaded from CO
Modularization	Admin	Goods	Small Value Procurement	No	LCRB	Nov-25	Nov-25	GAA 2025	550,000.00	Downloaded from CO
Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009										
Office Supples and Materials (CA)	Admin, Promotion, Investigation, Dumaguete	Goods	Direct Acquisition	No	N/A	N/A	N/A	GAA 2025	51,306.00	Charged to Operating Cash Advance charged to operating cash advance-amount deducted (1,198) , added 6,000 -500 from Raincoat is augmented to Per Diem/Transportaion (Promotions Div.) -1800 from Boots is augmented to Per Diem/Transportaion (Promotions Div.) -4055 from Tarpauline is augmented to Salary for J.O and Security Services
Drinking Water	Admin & Dumaguete	Services-Potable Water	Direct Acquisition	No	N/A	N/A	N/A	GAA 2025	13,090.00	Charged to Operating Cash Advance
Tokens	Promotion	Goods	Direct Acquisition	No	N/A	N/A	N/A	GAA 2025	10,000.00	Charged to Operating Cash Advance
Repair & Maintenance Building	Admin	Goods	Direct Acquisition	No	N/A	N/A	N/A	GAA 2025	31,000.00	Charged to Operating Cash Advance -charged to operating cash advance -5000 is augmented to Per Diem/Transportaion (Promotions Div.) -6000 is augmented to Salary for J.O and Security Services
Repair & Maintenance ICT Equipments	Admin & Dumaguete	Goods	Direct Acquisition	No	N/A	N/A	N/A	GAA 2025	17,370.00	Charged to Operating Cash Advance -₱2,000 augmented to Equipment Repair and Maintenance (SVP) from Equipment Repair and Maintenance (CA). -7630 is augmented to Salary for J.O and Security Services
Repair & Maintenance Vehicle	Admin	Goods/Services	Direct Acquisition	No	N/A	N/A	N/A	GAA 2025	5,000.00	Charged to Operating Cash Advance -5000 is augmented to Salary for J.O and Security Services
Meals & snacks for Trainings/Meetings	Admin, Legal, Investigation & Dumaguete	Goods	Direct Acquisition	No	N/A	N/A	N/A	GAA 2025	109,667.62	Charged to Operating Cash Advance amount added (5,000) from Meals SVP, added 56,135 from Security and Office Building, amount added 4,000 CA from Meals SVP -5,000 Meals for Meetings from Admin is augmented to Per Diem/Transportaion (Promotions Div.) -₱4,384.13 was reallocated from Meals to Fire Insurance. -17092.25 is augmented to Salary for J.O and Security Services
Printing/Reproduction	Admin & Dumaguete	Goods	Direct Acquisition	No	N/A	N/A	N/A	GAA 2025	2,720.00	Charged to Operating Cash Advance -1780 is augmented to Salary for J.O and Security Services
Courier Services / Registered Mail	Admin, Legal, Investigation & Dumaguete	Services	Direct Acquisition	No	N/A	N/A	N/A	GAA 2025	29,200.00	Charged to Operating Cash Advance -₱8,000 reallocated from Airfare to Postage and Courier (Registered). -₱1,000 deducted from Postage and Courier (Registered) and reallocated to Legal Per Diem/Transportation. -4000 is augmented to Salary for J.O and Security Services
Airfare	Investigation	Services	Direct Acquisition	No	N/A	N/A	N/A	GAA 2025	33,000.00	Charged to Operating Cash Advance

Additional Airfare	Investigation	Services	Direct Acquisition	No	N/A	N/A	N/A	N/A	GAA 2025	16,626.20	Charged to Operating Cash Advance
GAD Activities- Airfare	Investigation	Services	Direct Acquisition	No	N/A	N/A	N/A	N/A	GAA 2025	24,000.00	Charged to Operating Cash Advance
Redundance Internet Services- Converge	Admin	Services	Direct Acquisition	No	N/A	N/A	N/A	N/A	GAA 2025	120,000.00	WETI (Downloaded Funds from CO)
GAFMIS Training	Admin	Services	Direct Acquisition	No	N/A	N/A	N/A	N/A	GAA 2025	51,657.36	Downloaded Funds from CO (Charged to Operating Cash Advance)
Meals for the Right to Suffrage	Promotion	Goods	Direct Acquisition	No	N/A	N/A	N/A	N/A	GAA 2025	15,000.00	Downloaded Funds from CO (Charged to Operating Cash Advance)
Supplies for Migrant Workers Day	Promotion	Goods	Direct Acquisition	No	N/A	N/A	N/A	N/A	GAA 2025	5,000.00	Downloaded from CO Revision of SVP to CA with a supplemental in April due to a failed bidding.
Meals for CHR Anniversary 2025	Admin	Goods	Direct Acquisition	No	N/A	N/A	N/A	N/A	GAA 2025	15,200.00	Charged to Operating Cash Advance (CA)
Meals for the International Day in Support of Victims of Torture	Investigation	Goods	Direct Acquisition	No	N/A	N/A	N/A	N/A	GAA 2025	6,000.00	Downloaded from CO Charged to Operating Cash Advance (CA)
Prepaid Cellular Phone Load Cards	Admin	Services	Direct Acquisition	No	N/A	N/A	N/A	N/A	GAA 2025	3,600.00	Charged to Operating Cash Advance
CHAD Activities (Printing and Binding)	Admin	Goods	Direct Acquisition	No	N/A	N/A	N/A	N/A	GAA 2025	5,000.00	Operating Cash Advance
TRANSPORT OF PICK-UP MITSUBISHI AIRFARE	Admin	Services	Direct Acquisition	No	N/A	N/A	N/A	N/A	GAA 2025	12,000.00	Downloaded Funds from CO (Charged to Operating Cash Advance)
TRANSPORT OF PICK-UP MITSUBISHI FUEL	Admin	Goods	Direct Acquisition	No	N/A	N/A	N/A	N/A	GAA 2025	6,000.00	Downloaded Funds from CO (Charged to Operating Cash Advance)
International Humanitarian Law Meals	Promotion	Goods	Direct Acquisition	No	N/A	N/A	N/A	N/A	GAA 2025	15,000.00	Downloaded Funds from CO (Charged to Operating Cash Advance)
International Youth Day Meals	Promotion	Goods	Direct Acquisition	No	N/A	N/A	N/A	N/A	GAA 2025	15,000.00	Downloaded Funds from CO (Charged to Operating Cash Advance)
Legal Clinic Caravan 1 Meals	Legal	Goods	Direct Acquisition	No	N/A	N/A	N/A	N/A	GAA 2025	142.00	Downloaded Funds from CO (Charged to Operating Cash Advance)
Legal Clinic Caravan 1 Snacks	Legal	Goods	Direct Acquisition	No	N/A	N/A	N/A	N/A	GAA 2025	8,500.00	Downloaded Funds from CO (Charged to Operating Cash Advance)
Legal Clinic Caravan 1 Fuel	Legal	Goods	Direct Acquisition	No	N/A	N/A	N/A	N/A	GAA 2025	4,978.34	Downloaded Funds from CO (Charged to Operating Cash Advance)
Legal Clinic Caravan 2 Tarpauline	Legal	Goods	Direct Acquisition	No	N/A	N/A	N/A	N/A	GAA 2025	188.16	-Augmentation from unutilized funds of Legal Clinic Caravan (Carlaon City) – ₱14,100 -Charged to Operating Cash Advance
Kabataan Karapatan Caravan Supplies	Promotion	Goods	Direct Acquisition	No	N/A	N/A	N/A	N/A	GAA 2025	7,500.00	Downloaded from CO Charged to Operating Cash Advance (CA)
Mental Health Month Meals	Promotion	Goods	Direct Acquisition	No	N/A	N/A	N/A	N/A	GAA 2025	15,000.00	Downloaded from CO Charged to Operating Cash Advance (CA)
Human Rights Week Celebration Meals	Promotion	Goods	Direct Acquisition	No	N/A	N/A	N/A	N/A	GAA 2025	15,000.00	Cash Advance (CA)
Karapatang Pantao: Kasama sa Araw Araw Meals	Promotion	Goods	Direct Acquisition	No	N/A	N/A	N/A	N/A	GAA 2025	15,000.00	Cash Advance (CA)
Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)											
Procurement of Office Supplies and Materials (CSE)	Admin	Goods – CSE Supplies	Agency to Agency	No	N/A	Jan-25	Dec-25	GAA 2025		114,467.00	
Accountable Forms	Admin	Goods – Forms	Agency to Agency	No	N/A	Feb-25	Dec-25	GAA 2025		6,900.00	


Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects: 2,042,550.00
Total Amount of CSEs to be purchased from PS-DBM: 121,367.00
Total Amount of Estimated Budget: 6,044,428.84

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PEEJAY NINO MANEJA

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


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Bids and Awards Committee Chairperson

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

Date : _____

Date : _____

Date : _____