

**COMMISSION ON HUMAN RIGHTS
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 Repair and Maintenance Services for CHR Vehicles to ensure roadworthiness, safety, and reliability in support of official travels and operational functions	ADMIN	Repairs & Maintenance (Goods)	Small Value Procurement	NO	LCRB	Feb-25	Dec-25	GAA	170,000.00		
Procurement of Repair and Maintenance Services for Office Equipment to ensure continuous functionality, efficiency, and reliability of devices essential to daily operations	ADMIN	Repairs & Maintenance (Goods)	Small Value Procurement	NO	LCRB	Feb-25	Dec-25	GAA	110,000.00		
Lease of real Property	ADMIN	Rent-Building and structure	Small Value Procurement	YES	LCRB	Jan-25	Dec-25	GAA	518,160.00	Early Procurement Activity	
Procurement of Security Services to safeguard office premises, personnel, assets, and documents, thereby ensuring a safe and secure working environment for the efficient delivery of public service	ADMIN	Security Services (Goods)	Small Value Procurement	YES	LCRB	Jan-25	Dec-25	GAA	913,314.72	Early Procurement Activity	
Procurement of Postage and Courier Services to facilitate the timely, secure, and efficient transmission of official documents and communications in support of the agency's operations and mandates.	ADMIN	Communication (Goods)	Small Value Procurement	NO	LCRB	Jan-25	Dec-25	GAA	30,000.00		
Procurement of Postage and Courier Services to PhilPost	ADMIN	Communication (Goods)	Agency-to-Agency	NO		Jan-25	Dec-25	GAA	24,000.00		Directly paid to PhilPost
Procurement of Landline and Mobile Telephone Services to ensure reliable communication channels for official transactions, coordination, and delivery of public service	ADMIN	Communication (Goods)		NO		Jan-25	Dec-25	GAA	152,400.00		WETI
Procurement of Internet Services with bandwidth of up to 20 Mbps to provide stable and efficient connectivity in support of official communications, online transactions, and delivery of public service	ADMIN	Communication (Goods)		NO		Jan-25	Dec-25	GAA	129,200.00		WETI
Water	ADMIN	Goods	Direct Contracting	NO		Jan-25	Dec-25	GAA	33,800.00		WETI
Electricity	ADMIN	Goods	Direct Contracting	NO		Jan-25	Dec-25	GAA	582,400.00		WETI
Procurement of Meals and Catering Services	ALL DIVISION	Meals and Catering Services (Goods)	Small Value Procurement	NO	LCRB	Jan-25	Dec-25	GAA	796,710.80		
Procurement of Non-common Used Supplies (not in PS-DBM)	ADMIN	Supplies and Materials (Goods)	Direct Acquisition	NO		Feb-25	Oct-25	GAA	58,880.00		CHARGE TO OPERATING CASH ADVANCE
Procurement of Venue and Accommodation for Lakaran	ALL DIVISION	Meals and Catering Services (Goods)	Small Value Procurement	NO	LCRB	Aug-25	Sep-25	GAA	335,000.00		
Procurement of ICT Equipment and Devices and Accessories	ALL DIVISION	ICT Equipment (Goods)	Small Value Procurement	NO	LCRB	Jan-25	Dec-25	GAA	537,525.00		
Procurement of Tarpaulin, Training Kits and Production of IEC Materials to be used in the conduct of trainings and lectures organized by the Promotion and Advocacy Division	PROMOTION	Supplies and Materials (Goods)	Small Value Procurement	NO	LCRB	Feb-25	Dec-25	GAA	169,255.00		
Procurement of Furniture and Fixtures	ADMIN	Supplies and Materials (Goods)	Small Value Procurement	NO	LCRB	Feb-25	Dec-25	GAA	239,900.00		
Supply and delivery of fuel, oil and lubricant	PROTECTION & PROMOTION	Fuel (Goods)	Direct ReTail Purchases of Petroleum, Fuel, Oil and Lubricants	YES	LCRB	Jan-25	Dec-25	GAA	368,400.00	Early Procurement Activity	
LTO vehicles registration	ADMIN	Goods	Agency to Agency	NO		Feb-25	Mar-25	GAA	10,000.00		Directly paid to LTO
Insurance for office vehicles & properties	ADMIN	Goods	Agency to Agency	NO		Jan-25	Mar-25	GAA	64,000.00		Directly paid to GSIS
Fidelity Bond Premiums	ADMIN	Goods	Agency to Agency	NO		Feb-25	Feb-25	GAA	8,500.00		Directly paid to Bureau of Treasury
Procurement of ISO 9001:2015 External Audit	ALL DIVISION	Consulting services	Small Value Procurement	NO	LCRB	Sep-25	Oct-25	GAA	150,000.00		
Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009											
Procurement of Pantry Supplies for walk-in clients	ADMIN	Supplies and Materials (Goods)	Direct Acquisition	NO		Jan-25	Dec-25	GAA	12,000.00		CHARGE TO OPERATING CASH ADVANCE
Procurement of Handheld Radio	ADMIN	ICT Equipment (Goods)	Direct Acquisition	NO		Sep-25	Sep-25	GAA	8,400.00		CHARGE TO OPERATING CASH ADVANCE
Procurement of Meals and catering services	ADMIN	Meals and Catering Services (Goods)	Direct Acquisition	NO		Jul-25	Dec-25	GAA	69,139.72		CHARGE TO OPERATING CASH ADVANCE
Procurement of 2-way handheld radio for Security and communication	ADMIN	Office Equipment, Furniture and Fixtures (Goods)	Direct Acquisition	NO		Mar-25	Aug-25	GAA	8,400.00		CHARGE TO OPERATING CASH ADVANCE
Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)											
Procurement of Common Used Supplies (PS-DBM)	ADMIN	Supplies and Materials (Goods)	Agency-to-Agency	NO		Jan-25	Dec-25	GAA	297,811.72		
									5,797,196.96		

Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects: 1,799,874.72
Total Amount of CSEs to be purchased from PS-DBM: 297,811.72
Total Amount of Estimated Budget: 5,797,196.96

Prepared by:



FELINA A. TIMOGAN

Signature over Printed Name
Position/Designation

Bids and Awards Committee Secretariat

Date : 15 January 2026

Recommended by:

By the Authority of the Bids and Awards Committ




ATTY. ROSHELLE B. DAGARAGA-BAGAS

Signature over Printed Name
Position/Designation

Bids and Awards Committee Chairperson

Date : 15 January 2026

Approved by:



ATTY. JEANNE IVY F. ABRINA

Signature over Printed Name
Position/Designation

Head of the Procuring Entity

Date : 15 January 2026