

COMMISSION ON HUMAN RIGHTS - Regional Office Caraga
ANNUAL PROCUREMENT PLAN for FY 2018

Code (PAP)	Procurement Program / Project	PMO / User	End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Project)
					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
I. GOODS AND SERVICES													
A. GOODS													
Supplies and Materials													
	Fuel, Oil, Lubricants	Admin		Direct Contracting	January - December	January - December	January - December	January - December	GoP	118,400.00	118,400.00		
Reference Materials													
	Codals	Legal		NP 53.9 - SVP	January - December	January - December	January - December	January - December	GoP				
	-Revised Penal Code	Legal		NP 53.9 - SVP	January - December	January - December	January - December	January - December	GoP	620.00	620.00		
	-Civil Code	Legal		NP 53.9 - SVP	January - December	January - December	January - December	January - December	GoP	620.00	620.00		
	-Rules of Court	Legal		NP 53.9 - SVP	January - December	January - December	January - December	January - December	GoP	620.00	620.00		
	Family Law- Volume 1-3	Legal		NP 53.9 - SVP	January - December	January - December	January - December	January - December	GoP	2,100.00	2,100.00		
	Human Rights Law, Human Rights Culture	Legal		NP 53.9 - SVP	January - December	January - December	January - December	January - December	GoP	375.00	375.00		
	Constitutional Law: 1 and 2	Legal		NP 53.9 - SVP	January - December	January - December	January - December	January - December	GoP	5,000.00	5,000.00		
	Comments and Cases on RA 9165	Legal		NP 53.9 - SVP	January - December	January - December	January - December	January - December	GoP	1,111.00	1,111.00		
	Correct Choice of Words	Legal		NP 53.9 - SVP	January - December	January - December	January - December	January - December	GoP	259.00	259.00		
	Legal Research and Legal Citation	Legal		NP 53.9 - SVP	January - December	January - December	January - December	January - December	GoP	483.00	483.00		
	Special Penal Law- Volume 1 and 2	Legal		NP 53.9 - SVP	January - December	January - December	January - December	January - December	GoP	1,705.00	1,705.00		
Computer Supplies													
	Toner-HP P1006 Black	Admin		Shopping	January - December	January - December	January - December	January - December	GoP	6,000.00	6,000.00		
	Toner-Fuji Docu S2011	Admin		Direct Contracting	January - December	January - December	January - December	January - December	GoP	10,800.00	10,800.00		
	Ink Cart, Epson L120	Admin		Shopping	January - December	January - December	January - December	January - December	GoP	4,200.00	4,200.00		
	Ink Cart, Epson L360	Admin		Shopping	January - December	January - December	January - December	January - December	GoP	2,800.00	2,800.00		
	Ink Cart, Canon IP 2770	Admin		Direct Contracting	January - December	January - December	January - December	January - December	GoP	24,000.00	24,000.00		
Repairs and Maintenance													
	Vehicle	Admin		NP 53.9 - SVP	February - December	February - December	February - December	February - December	GoP	30,000.00	30,000.00		
Lease of Property													
	Building	Admin		NP 53.10 - Lease of Property	January - December	January - December	January - December	January - December	GoP	719,540.00	719,540.00		on-going contract subject to renewal
Meals and Catering Services													
	Meals during meetings, Fora and Celebratory Events	Inv. Div. / Legal Div.		NP 53.9 - SVP	November	November	November	November	GoP				
	Capacity Building of Lawyers & Investigators @ Php 15,000.00												
	Orientation on Safety & Security Protocol @ Php 30,000.00	PLD		NP 53.9 - SVP	February	February	February	February	GoP				
	Seminars/ Training	PLD		NP 53.9 - SVP	March	March	March	March	GoP	100,000.00	100,000.00		
	Lectures	PLD		NP 53.9 - SVP	January - December	January - December	January - December	January - December	GoP	6,000.00	6,000.00		
	Orientation @ Php 3,125.00	PLD		NP 53.9 - SVP	May	May	May	May	GoP				
	Celebratory/Milestones activities	PLD		NP 53.9 - SVP	June	June	June	June	GoP	21,000.00	21,000.00		
	Community-Based Dialogue Sessions	PLD		NP 53.9 - SVP	August	August	August	August	GoP	17,500.00	17,500.00		
	Kapihan sa Caraga	PLD		NP 53.9 - SVP	September	September	September	September	GoP	15,000.00	15,000.00		
B. SERVICES													
Communication													
	Postage & Courier Services	Admin		Direct Contracting	January - December	January - December	January - December	January - December	GoP	18,000.00	18,000.00		
	Telephone (Landline)	Admin		Direct Contracting	January - December	January - December	January - December	January - December	GoP	60,000.00	60,000.00		
	Telephone (Mobile)	Investigation Div.		Direct Contracting	January - December	January - December	January - December	January - December	GoP	24,000.00	24,000.00		
	Internet	Admin		Direct Contracting	January - December	January - December	January - December	January - December	GoP	24,000.00	24,000.00		
Utilities													
	Water	Admin		Direct Contracting	January - December	January - December	January - December	January - December	GoP	5,400.00	5,400.00		
	Electricity	Admin		Direct Contracting	January - December	January - December	January - December	January - December	GoP	84,000.00	84,000.00		
II. INFRASTRUCTURE													
III. INFRASTRUCTURE AND IMPROVEMENT MAINTENANCE													
IV. CONSULTANCY SERVICES													
V. OTHERS													
TOTAL:										1,303,533.00	1,303,533.00		

ENDORSED BY:

ATTY. GERLYN V. GAMOLO
 Chairperson, Bids and Awards Committee for the Alternative Methods of Procurement

APPROVED BY:

ATTY. JEREFÉ D. TUBIGON-BACANG
 Regional HR Director