



Republic of the Philippines  
House of Representatives Electoral Tribunal  
Electoral Tribunal Building  
Commonwealth Avenue, Quezon City

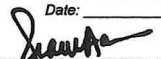
ANNUAL PROCUREMENT PLAN FOR FY 2026


INDICATIVE  FINAL  UPDATED [Version No. 3]


PROCUREMENT PROJECT DETAILS						PROJECTED TIMELINE (MM/YYYY)		FUNDING DETAILS		PROCUREMENT STRATEGY OR TOOLS	REMARKS
Project Title	End-User or Implementing Unit	General Description of the Project	Mode of Procurement	To be covered by an Early Procurement	Criteria for Bid Evaluation (Including Sustainability)	Start of Procurement Activity	End of Procurement Activity	Source of Fund	Estimated Budget / Approved Budget for		(Other relevant descriptions of the procurement project, if applicable)
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>											
Provision of Security Services for FY 2026	GS	Provision of 5 Security Personnel: (2) 12 hour duty, (2) 8 hour day time duty and (1) 12 hour duty Mon-Fri excluding Holidays	Public Bidding	Yes	LCRB	Oct-25	Dec-25	GAA 2026	2,684,279.58		
Provision of Janitorial Services for FY 2026	GS	1 lot composed of 6 Janitors and 2 gardeners	Public Bidding	Yes	LCRB	Oct-25	Dec-25	GAA 2026	2,670,720.42		
Supply and Delivery of Purified Drinking Water	GS	Supply and Delivery of Purified drinking water at 25 containers per week (5gals/container) of purified drinking water for 52 weeks or a total of 1,040 containers	Small Value Procurement	No	LCRB	Dec-25	Jan-26	GAA 2026	49,920.00		
Petroleum Fuel, Oil and Lubricant Products	GS	HRET's official Motor Vehicles shall be given a credit limit amounting to Eighty Thousand Pesos (Php80,000.00) only per month at pump price per liter	Negotiated Procurement - Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant Products, Electronic Charging Devices, and Online Subscriptions	No	MEARB	Dec-25	Jan-26	GAA 2026	960,000.00		
Repair and Maintenance of Various Motor Vehicles	GS	Repair and Maintenance of HRET Motor Vehicles	Small Value Procurement	No	LCRB	as the need arises	as the need arises	GAA 2026	446,500.00		
Repair and Maintenance of Building, Office Equipment, ICT and Furniture and fixtures	GS	Repair and Maintenance of Building, Office Equipment, ICT and Furniture and fixtures	Small Value Procurement	No	LCRB	as the need arises	as the need arises	GAA 2026	446,500.00		
Venue rental for tribunal meetings with provision for catering services	OSEC	Venue rental for tribunal meetings with provision for catering services	Negotiated Procurement - Lease of Real Property and Venue; Small Value Procurement	No	LCRB	monthly	monthly	GAA 2026	1,200,000.00		
Website Maintenance	ISJRMS	Website Maintenance including Security, Cloud Storage, Codeguard and SiteLock	Small Value Procurement	No	MEARB	Jan-26	Feb-26	GAA 2026	41,714.00		
Photo session of Tribunal Members and Management Committee	OSEC	Photo session of Tribunal Members and Management Committee	Small Value Procurement	No	LCRB	Feb-26	Feb-26	GAA 2026	300,000.00		
Management Committee planning (domestic)	OSEC	Management Committee planning (domestic) including airfare, accomodation, meals and other misc items	Negotiated procurement	No	LCRB	Apr-26	Apr-26	GAA 2026	500,000.00		
Election process benchmarking of the Tribunal Members (international)	OSEC	Election process benchmarking of the Tribunal Members (international) including airfare, accomodation, meals and other misc items	Negotiated procurement	No	LCRB	Oct-26	Oct-26	GAA 2026	5,130,000.00		
Provision of Internet Connection	GS	Provision of Internet Connection (13 units wifi)	Small Value Procurement	No	LCRB	Sep-26	Oct-26	GAA 2026	580,000.00		
Various semi-expendable ICT equipment	All Services	Various semi-expendable ICT equipment	Small Value Procurement	No	LCRB	as the need arises	as the need arises	GAA 2026	295,500.00		
Various semi-expendable Office equipment	All Services	Various semi-expendable Office equipment	Small Value Procurement	No	LCRB	as the need arises	as the need arises	GAA 2026	138,250.00		
Various semi-expendable Furniture and Fixtures	All Services	Various semi-expendable Furniture and Fixtures	Small Value Procurement	No	LCRB	as the need arises	as the need arises	GAA 2026	107,100.00		
Various online and software subscriptions	All Services	Various online and software subscriptions	Negotiated Procurement - Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant Products, Electronic Charging Devices, and Online Subscriptions	No	LCRB	as the need arises	as the need arises	GAA 2026	122,980.00		
E-SCRA Subscription	All Services	E-SCRA subscription for 10 users	Negotiated Procurement - Online Subscriptions	No	MEARB	Jan-26	Feb-26	GAA 2026	64,680.00		
Supply and Delivery of HRET Metal Seal	CBS	Supply and Delivery of HRET Metal Seal as per approved sample (5,000 pcs)	Small Value Procurement	No	LCRB	Jan-26	Jan-26	GAA 2026	750,000.00		
GAD Planning and Budgeting Workshop (HRET GAD-TWG)	HRMS	Rental for Venue with accomodation and Meals	Small Value Procurement	No	MEARB	Jan-26	Feb-26	GAA 2026	272,000.00		
		Transportation Services		No		Jan-26	Feb-26	GAA 2026	11,000.00		
		Supplies/Documentation		No		Jan-26	Feb-26	GAA 2026	5,500.00		
International Women's Month Celebration	HRMS	Token for Facilitators/Speakers	Small Value Procurement	No	MEARB	Feb-26	Mar-26	GAA 2026	17,600.00		
		Meal/Catering Services		No		Feb-26	Mar-26	GAA 2026	93,000.00		
		Uniform for Participants		No		Feb-26	Mar-26	GAA 2026	15,000.00		
		Supplies/Documentation		No		Feb-26	Mar-26	GAA 2026	5,500.00		
ANNUAL STAFF FELLOWSHIP AND TEAM BUILDING	HRMS	Rental for Venue with accomodation and Meals	Small Value Procurement	No	MEARB	Mar-26	May-26	GAA 2026	715,000.00		
		Transportation Services		No		Mar-26	May-26	GAA 2026	73,500.00		
		Team Building Facilitators/Training Packages		No		Mar-26	May-26	GAA 2026	17,600.00		
		Prizes/Supplies/Materials		No		Mar-26	May-26	GAA 2026	44,000.00		
		Uniform for Participants		No		Mar-26	May-26	GAA 2026	24,640.00		
		Socials/Culminating Activity		No		Mar-26	May-26	GAA 2026	11,000.00		
FLU VACCINE ADMINISTRATION	HRMS	Quadrivalent for 73 pax	Small Value Procurement	No	LCRB	May-26	Jun-26	GAA 2026	76,285.00		


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Project Title Column 1	End-User or Implementing Unit Column 2	General Description of the Project Column 3	Mode of Procurement Column 4	To be covered by an Early Procurement Column 5	Criteria for Bid Evaluation (Including Sustainability) Column 6	Start of Procurement Activity Column 7	End of Procurement Activity Column 8	Source of Fund Column 9	Estimated Budget / Approved Budget for Column 10		
Various Medicines for first aid, headache, fever, colds, stomach ache, allergy, cough, diarrhea	HRMS	band aid; gauze bandage; gauze tape; ice/cold compress; examination gloves, Medical scissors Tweezers, Alcohol pads, hydrogen peroxide; betadine Antiseptic towelettes	Small Value Procurement	No	LCRB	May-26	Jun-26	GAA 2026	13,200.00		
Climate Change Training	HRMS	Token for Facilitators/Speakers	Small Value Procurement	No	MEARB	Apr-26	Jun-26	GAA 2026	17,600.00		
		Meal/Catering Services		No		Apr-26	Jun-26	GAA 2026	85,800.00		
		Supplies/Documentation		No		Apr-26	Jun-26	GAA 2026	5,500.00		
GAD Training	HRMS	Token for Facilitators/Speakers	Small Value Procurement	No	MEARB	Jun-26	Jul-26	GAA 2026	17,600.00		
		Meal/Catering Services		No		Jun-26	Jul-26	GAA 2026	85,800.00		
		Supplies/Documentation		No		Jun-26	Jul-26	GAA 2026	5,500.00		
Retirement Program	HRMS	Meal/Catering Services	Small Value Procurement	No	MEARB	Jun-26	Jul-26	GAA 2026	85,800.00		
		Plaque		No		Jun-26	Jul-26	GAA 2026	5,000.00		
Retirement Program	HRMS	Meal/Catering Services	Small Value Procurement	No	MEARB	Jul-26	Aug-26	GAA 2026	85,800.00		
		Plaque		No		Jul-26	Aug-26	GAA 2026	5,000.00		
Retirement Program	HRMS	Meal/Catering Services	Small Value Procurement	No	MEARB	Aug-26	Sep-26	GAA 2026	85,800.00		
		Plaque		No		Aug-26	Sep-26	GAA 2026	5,000.00		
CSC Training	HRMS	Token for Facilitators/Speakers	Small Value Procurement	No	MEARB	Jul-26	Aug-26	GAA 2026	17,600.00		
		Meal/Catering Services		No		Jul-26	Aug-26	GAA 2026	85,800.00		
		Supplies/Documentation		No		Jul-26	Aug-26	GAA 2026	5,500.00		
CSC ANNIVERSARY CELEBRATION	HRMS	Meals/Catering Services	Small Value Procurement	No	MEARB	Aug-26	Sep-26	GAA 2026	44,000.00		
		Uniform for Participants		No		Aug-26	Sep-26	GAA 2026	28,800.00		
		Transportation Services		No		Aug-26	Sep-26	GAA 2026	5,500.00		
		Registration Fee		No		Aug-26	Sep-26	GAA 2026	12,500.00		
GAD Training	HRMS	Token for Facilitators/Speakers	Small Value Procurement	No	MEARB	Sep-26	Oct-26	GAA 2026	17,600.00		
		Meal/Catering Services		No		Sep-26	Oct-26	GAA 2026	85,800.00		
		Supplies/Documentation		No		Sep-26	Oct-26	GAA 2026	5,500.00		
TRIBUNAL ANNIVERSARY CELEBRATION	HRMS	Rental for Venue	Small Value Procurement	No	MEARB	Sep-26	Nov-26	GAA 2026	330,000.00		
		Meals/Catering Services		No		Sep-26	Nov-26	GAA 2026	275,000.00		
		Uniform for Participants		No		Sep-26	Nov-26	GAA 2026	55,000.00		
		Mass/Priest Stipend/Flowers		No		Sep-26	Nov-26	GAA 2026	16,500.00		
		Supplies/Documentation		No		Sep-26	Nov-26	GAA 2026	5,500.00		
18 Day Campaign against VAWC	HRMS	Meal/Catering Services	Small Value Procurement	No	MEARB	Sep-26	Nov-26	GAA 2026	85,800.00		
		Supplies/Documentation		No		Sep-26	Nov-26	GAA 2026	5,500.00		
THANKSGIVING AND YEAR-END CELEBRATION	HRMS	Rental for Venue	Small Value Procurement	No	MEARB	Oct-26	Dec-26	GAA 2026	330,000.00		
		Meals/Catering Services		No		Oct-26	Dec-26	GAA 2026	330,000.00		
		Prizes/Supplies/Materials		No		Oct-26	Dec-26	GAA 2026	110,000.00		
<b>Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009</b>											
Miscellaneous Items	All Services	Miscellaneous Items	Direct Acquisition						1,339,600.00		
<b>Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)</b>											
Supplies available at PS-DBM	All Services	various office supplies and office equipment	Agency to Agency	No	N/A	as the need arises	as the need arises	GAA 2026	3,258,666.14		
Supplies not available at PS-DBM but are regularly purchased from other sources	All Services	various office supplies and office equipment	Small Value Procurement	No	N/A	as the need arises	as the need arises	GAA 2026	1,235,212.00		
CSE Other Items	All Services	various office supplies and office equipment	Small Value Procurement	No	N/A	as the need arises	as the need arises	GAA 2026	8,561,102.40		

Total Amount of Estimated Budget for EPA Projects: 5,355,000.00  
Total Amount of CSEs to be purchased from PS-DBM: 3,258,666.14  
Total Amount of Estimated Budget: 34,620,449.54  
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Prepared by:  
Bids and Awards Committee Secretariat  
Date: \_\_\_\_\_  
  
Atty. CHARMEL TONI E. ACUAVERA  
Signature over Printed Name  
SLSO-II

  
ZANDRA CORAZON P. ARELLANO  
Signature over Printed Name  
LSO-IV

  
CHRISSEL T. GALLARDO  
Signature over Printed Name  
LSA-III


Reviewed by:  
  
DOMINICO G. SALANG  
Signature over Printed Name  
Director II, ABS

Date: \_\_\_\_\_

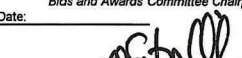
  
CHRISTOPHER M. CAHAYON  
Signature over Printed Name  
Director II, AS

Date: \_\_\_\_\_

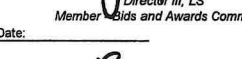
Recommended by:  
Bids and Awards Committee:

  
Atty. GIRLIE I. SALARDA  
Secretary of the Tribunal  
Bids and Awards Committee Chairperson

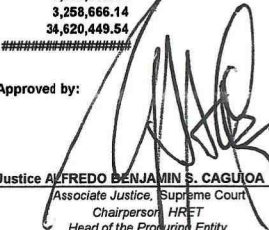
Date: \_\_\_\_\_

  
Atty. JOSEHINA S. OLAIS  
Director III, LS  
Member - Bids and Awards Committee

Date: \_\_\_\_\_

  
RICO T. UMAGAP, DPA  
Director II, HRMS, OIC-GS  
Member - Bids and Awards Committee

Date: \_\_\_\_\_

Approved by:  
  
Justice ALFREDO BENJAMIN S. CAGUIOA  
Associate Justice, Supreme Court  
Chairperson - HRET  
Head of the Procuring Entity  
Date: \_\_\_\_\_