



Republic of the Philippines
Department of Labor and Employment
NATIONAL LABOR RELATIONS COMMISSION
Quezon City



ANNUAL PROCUREMENT PLAN FOR FY 2026

INDICATIVE FINAL UPDATED [Version No. _____]

PROCUREMENT PROJECT 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	General Description of the Procurement Project (RRC of RA 10905-Section 7.7.5.6)	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 11	Column 12		
Column 1	Column 2	Column 3	Column 4	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12		
General Requirements														
A. Central Office National Capital Region Arbitration Branch (NCRAB)														
Travel														
Local travels	Commission Proper and NCRAB			Small Value Procurement	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution Fund	10,215,000.00		Plane tickets for local travels for out-of-town activities (e.g. En Banc Sessions, Executive Sessions, Trainings and Seminars, Mid-Year Performance Assessment, Year-End Performance Assessments and Coplaning, and other related activities)		
Trainings, Seminars, and Conferences														
Procurement in relation to First En Banc Session	Commission Proper and NCRAB			Small Value Procurement	No		01/2026	06/2026	GAA 2026 - Current Appropriation and Execution	850,000.00				
Procurement in relation to Second En Banc Session	Commission Proper and NCRAB			Small Value Procurement	No		07/2026	12/2026	GAA 2026 - Current Appropriation and Execution	850,000.00				
Procurement in relation to Team Building Activities	Commission Proper and NCRAB			Small Value Procurement	No		04/2026	04/2026	GAA 2026 - Current Appropriation and Execution	1,200,000.00				
Procurement in relation to Labor Relations Week Celebration	Commission Proper and NCRAB			Small Value Procurement	No		11/2026	11/2026	GAA 2026 - Current Appropriation and Execution	500,000.00				
Procurement in relation to General Assembly cum Christmas Party	Commission Proper and NCRAB			Small Value Procurement	No		11/2026	11/2026	GAA 2026 - Current Appropriation and Execution	700,000.00				
Procurement in relation to Capability Trainings and Seminars	Commission Proper and NCRAB			Small Value Procurement	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	1,800,000.00				
Procurement in relation to Trainings on ICT Requirements	Commission Proper and NCRAB			Small Value Procurement	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	1,350,000.00				
Procurement in relation to Year-End Performance Assessment and Coplaning	Commission Proper and NCRAB			Small Value Procurement	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	500,000.00				
Procurement in relation to Mid-Year Performance Assessment	Commission Proper and NCRAB			Small Value Procurement	No		01/2026	06/2026	GAA 2026 - Current Appropriation and Execution	350,000.00				
Procurement in relation to First Executive Session	Commission Proper and NCRAB			Small Value Procurement	No		01/2026	06/2026	GAA 2026 - Current Appropriation and Execution	500,000.00				
Procurement in relation to Second Executive Session	Commission Proper and NCRAB			Small Value Procurement	No		07/2026	12/2026	GAA 2026 - Current Appropriation and Execution	350,000.00				
Procurement in relation to Capability Trainings on Executions	Commission Proper and NCRAB			Small Value Procurement	No		03/2026	03/2026	GAA 2026 - Current Appropriation and Execution	1,500,000.00				
Office Supplies														
Supply of Toner with Free Use of Computer Printers	Commission Proper and NCRAB			Competitive Bidding	Yes	LCRB	12/2026	12/2026	GAA 2026 - Current Appropriation and Execution	6,100,000.00				
Purchase of Gasoline, Oil, and Lubricants for GASS Service Vehicles	Commission Proper and NCRAB			Small Value Procurement	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	724,000.00				
Accountable Forms	Commission Proper and NCRAB			Agency-to-Agency	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution Fund	350,000.00		Accountable Forms for General Funds (checkbooks from Landbank of the Philippines) and Trust Fund (checkbooks and official receipts for Trust Fund)		
Purchase of Textbooks and Instructional Materials	Commission Proper and NCRAB			Small Value Procurement	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	259,000.00				
Rental of 10-Units of Heavy-Duty Copier Machines	Commission Proper and NCRAB	Rental of 10-Units of Heavy-Duty Copier Machines, inclusive of supply of toner/ink, maintenance, repairs, and replacement of units		Small Value Procurement	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution Fund	650,000.00		Rental of 10-Units Heavy-Duty Copier Machines, inclusive of supply of toner/ink, maintenance, repairs, and replacement of units, used by the following offices: Commission Proper (9 units), GASS (2 units), NCRAB (2 units), Office of the Executive Clerk of Court IV (1 unit, portable), and Commission on Audit (1 unit, portable)		
Utility														
Water (Maynilad) Expenses	Commission Proper and NCRAB			Direct Contracting	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	5,996,000.00				
Supply and Delivery of Drinking Water	Commission Proper and NCRAB			Small Value Procurement	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution Fund	250,000.00		For: 1) SENL Unit, 2) Complaint Unit, 3) Hearing Area, 4) GASS, 5) Office of the Chairperson, and 6) Conference Room		
Electricity Expenses	Commission Proper and NCRAB			Direct Contracting	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	19,400,000.00				
Communication														
Postage and Deliveries for Ordinary and Registered Mails	Commission Proper and NCRAB			Agency-to-Agency	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	2,800,000.00		Via PhilPost		
Courier Services	Commission Proper and NCRAB			Competitive Bidding	Yes	MEARB	10/2025	12/2025	GAA 2026 - Current Appropriation and Execution	20,500,000.00				
Telephone (Landline) Expenses	Commission Proper and NCRAB			Direct Contracting	No		10/2025	12/2025	GAA 2026 - Current Appropriation and Execution	1,800,000.00				
Procurement of Internet Services Lot 1 - Primary	Commission Proper and NCRAB			Competitive Bidding	Yes	MEARB	10/2025	12/2025	GAA 2026 - Current Appropriation and Execution Fund	1,200,000.00		Primary internet services - 1000 MBPS / 1 GBPS internet connectivity for Central Office and NCRAB		
Procurement of Internet Services Lot 2 - Secondary	Commission Proper and NCRAB			Competitive Bidding	Yes	MEARB	10/2025	12/2025	GAA 2026 - Current Appropriation and Execution Fund	1,200,000.00		Secondary internet services - 1000 MBPS / 1 GBPS internet connectivity for Central Office and NCRAB - Failed bidding during the Early Procurement Activity		
Procurement of Internet Services Lot 3 - Tertiary	Commission Proper and NCRAB			Competitive Bidding	Yes	MEARB	10/2025	12/2025	GAA 2026 - Current Appropriation and Execution Fund	650,000.00		Internet connectivity for public - At least 500 MBPS internet connectivity for public areas		
Advertising														
Advertising Expenses	Commission Proper and NCRAB			Small Value Procurement	No		06/2026	12/2026	GAA 2026 - Current Appropriation and Execution Fund	96,000.00		Publication of First En Banc Session Resolutions and amendments to the NLRC Rules of Procedure, Boosting of NLRC official Facebook posts, announcements, and advisories		
Advertising Expenses	Commission Proper and NCRAB			Small Value Procurement	No		10/2026	12/2026	GAA 2026 - Current Appropriation and Execution Fund	96,000.00		Publication of Second En Banc Session Resolutions and amendments to the NLRC Rules of Procedure, Boosting of NLRC official Facebook posts, announcements, and advisories		
Printing and Binding														
Printing and Binding Expenses	Commission Proper and NCRAB			Small Value Procurement	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution Fund	900,000.00		Printing and binding of NLRC Rules of Procedure, as amended, Sheriff's Manual, and Annual Reports		
Rent														
Office Rental	Commission Proper and NCRAB			Lease of Real Property and Venue	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	68,805,798.00		Office rental at Ben-Lui Building		
Storage Rental	Commission Proper and NCRAB			Lease of Real Property and Venue	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	4,085,982.00		Storage rental for storage of NCRAB, Admin, and Accounting records, and PPE		
Transportation and Delivery														
Transportation and Delivery Expenses	Commission Proper and NCRAB			Small Value Procurement	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	706,000.00		Freight charges for PPE shipment to RABs		
Subscription and Cloud Services														
Purchase of Cloud and Web Hosting Service with Backup and Maintenance	Commission Proper and NCRAB			Competitive Bidding	Yes	MEARB	10/2025	12/2025	GAA 2026 - Current Appropriation and Execution	2,000,000.00				
Subscription of Periodicals and Newspaper	Commission Proper and NCRAB			Small Value Procurement	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	100,000.00				
Procurement of Next-Generation Firewall (3 years)	Commission Proper and NCRAB			Competitive Bidding	Yes	MEARB	10/2025	12/2025	GAA 2026 - Current Appropriation and Execution	5,000,000.00				
Other ICT subscriptions	Commission Proper and NCRAB			Negotiated Procurement	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	123,000.00		Carla, Adobe programs, and other related subscriptions		
General Services														
Procurement of Janitorial Services	Commission Proper and NCRAB			Competitive Bidding	Yes	LCRB	10/2025	12/2026	GAA 2026 - Current Appropriation and Execution	6,107,000.00				
Procurement of Security Services	Commission Proper and NCRAB			Competitive Bidding	Yes	LCRB	10/2025	12/2026	GAA 2026 - Current Appropriation and Execution	11,238,512.00				
Repairs and Maintenance														
Office Building	Commission Proper and NCRAB			Small Value Procurement	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	4,374,000.00				
Office Equipment	Commission Proper and NCRAB			Small Value Procurement	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	25,000.00				
ICT Equipment	Commission Proper and NCRAB			Small Value Procurement	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	4,240,000.00				

Motor Vehicles	Commission Proper and NCRAB		Small Value Procurement	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	705,000.00	
Licensed Assets/Building	Commission Proper and NCRAB		Small Value Procurement	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	10,000.00	
Taxes, Insurance Premiums, and Other Fees										
Payment of Taxes, Insurance Premiums, and Other Fees	Commission Proper and NCRAB		Agency-to-Agency	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution Fund	559,000.00	General Insurance of NLRC PPE, Fidelity Bond for accountable officers, and insurance and registration of NLRC vehicles
Capital Outlay - Transportation Equipment Outlay (Motor Vehicles)										
Capital Outlay - Machinery and Equipment Outlay (Office Productivity)										
Procurement of ICT Equipment Lot 1 - 70-Units Laptop Computers with Operating System and Productivity Suites	Commission Proper and NCRAB		Competitive Bidding	Yes	MEARB	10/2025	12/2025	GAA 2026 - Current Appropriation and Execution Fund	5,000,000.00	
Procurement of ICT Equipment Lot 2 - 285-Units Mid-Range Desktop Computers with Operating System and Productivity Suites	Commission Proper and NCRAB		Competitive Bidding	Yes	MEARB	10/2025	12/2025	GAA 2026 - Current Appropriation and Execution Fund	20,000,000.00	
Procurement of Field Assistance Information System with 115-Units of Mobile Phones for Sheriffs and Bailiffs	Commission Proper and NCRAB	Development/Enhancement of Mission Critical Information System (Mobile Phone Tracking of Status of Writ Summaries, and Other Processes) for Sheriffs and Bailiffs	Competitive Bidding	No	MEARB	3/2026	5/2026	GAA 2026 - Current Appropriation and Execution Fund	5,750,000.00	
Procurement of 36-Units of Heavy-Duty Continuous-Feed Scanners	Commission Proper and NCRAB	Development of General Administrative Service Information System (Heavy-Duty Scanners)	Small Value Procurement	No		01/2026	06/2026	GAA 2026 - Current Appropriation and Execution Fund	1,800,000.00	
B. 7th Division, 8th Division, and Regional Arbitration Branches (RABs)										
Travel										
Local travel	7th Division, 8th Division, and RABs		Small Value Procurement	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	8,187,000.00	
Trainings, Seminars, and Conferences										
Procurement in Relation to Trainings, Seminars, and Conferences	7th Division, 8th Division, and RABs		Small Value Procurement	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	850,000.00	
Office Supplies										
Purchase of Gasoline, Oil, and Lubricants for GASS Service Vehicles	7th Division, 8th Division, and RABs		Small Value Procurement	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	894,000.00	
Accountable Forms	7th Division, 8th Division, and RABs		Agency-to-Agency	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution Fund	325,000.00	Accountable Forms for General Funds (checkbooks from Landbank of the Philippines) and Trust Fund (checkbooks and official receipts for Trust Fund)
Purchase of Other Office Supplies	7th Division, 8th Division, and RABs		Small Value Procurement	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution Fund	325,000.00	
Utility										
Water Expenses	7th Division, 8th Division, and RABs		Direct Contracting	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	940,000.00	
Electricity Expenses	7th Division, 8th Division, and RABs		Direct Contracting	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	8,280,000.00	
Communication										
Postage and Deliveries for Ordinary and Registered Mails	7th Division, 8th Division, and RABs		Agency-to-Agency	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	12,270,000.00	
Telephone (Landline) Expenses	7th Division, 8th Division, and RABs		Direct Contracting	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	315,000.00	
Internet Expenses	7th Division, 8th Division, and RABs		Direct Contracting	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	3,693,000.00	
Rent										
Office Rental	7th Division, 8th Division, and RABs		Lease of Real Property and Vessel	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	27,055,000.00	
General Services										
Laborial Services	7th Division, 8th Division, and RABs		Direct Contracting	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	360,000.00	
Security Services	7th Division, 8th Division, and RABs		Direct Contracting	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	3,177,000.00	
Other General Services	7th Division, 8th Division, and RABs		Direct Contracting	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	2,074,000.00	
Repairs and Maintenance										
Office Equipment	7th Division, 8th Division, and RABs		Small Value Procurement	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	450,000.00	
Motor Vehicles	7th Division, 8th Division, and RABs		Small Value Procurement	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	755,000.00	
ICT Equipment	7th Division, 8th Division, and RABs		Small Value Procurement	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	25,000.00	
Taxes, Insurance Premiums, and Other Fees										
Payment of Taxes, Insurance Premiums, and Other Fees	7th Division, 8th Division, and RABs		Agency-to-Agency	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution Fund	1,588,000.00	General Insurance of NLRC PPE, Fidelity Bond for accountable officers, insurance, and registration of NLRC vehicles
Capital Outlay										
Completion of Construction of 2nd Floor and Rooftop of RAB II Office Building	RAB II		Agency-to-Agency	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	10,820,000.00	
Major Rehabilitation/Renovation of RAB VIII Office Building	RAB VIII		Agency-to-Agency	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	15,000,000.00	
Capital Outlay - Transportation Equipment Outlay (Motor Vehicles)										
Procurement of 1-Unit Multi-Purpose Vehicle (MPV) for NLRC RAB II	RAB II		Small Value Procurement	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	1,800,000.00	
Procurement of 1-Unit Multi-Purpose Vehicle (MPV) for NLRC RAB XII	RAB XII		Small Value Procurement	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	1,800,000.00	
Procurement of 1-Unit Passenger Van for NLRC 7th Division	7th Division		Competitive Bidding	Yes		10/2025	12/2025	GAA 2026 - Current Appropriation and Execution	3,700,000.00	
Miscellaneous Items (for Direct Acquisition only) See 32.2 of RA No. 12009										
Purchase of First Aid Medicines and Others	Commission Proper and NCRAB		Direct Acquisition	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	91,000.00	
Purchase of Emergency Supplies	Commission Proper and NCRAB		Direct Acquisition	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	200,000.00	
Repair and Maintenance of Furnitures and Fixtures	Commission Proper and NCRAB		Direct Acquisition	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	240,000.00	As the need arises
Common Use Supplies and Equipment (CSE) to be purchased from PS-OBM (kindly indicate the summary total amounts only)										
APP-CSE for Commission Proper and NCRAB	Commission Proper and NCRAB		Agency-to-Agency	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	18,984,285.00	
APP-CSE for 7th Division, 8th Division, and RABs	7th Division, 8th Division, and RABs		Agency-to-Agency	No		01/2026	12/2026	GAA 2026 - Current Appropriation and Execution	10,600,000.00	

Total Amount of Estimated Budget for BFA Projects: 88,435,512.00
Total Amount of CSEs to be purchased from PS-OBM: 29,584,285.00
Total Amount of Estimated Budget: 118,019,797

Prepared by:

Ma. Dominique M. Venus
Attorney IV
Bids and Awards Committee Secretariat
NLRC
Date: January 28, 2026

Ma. Dominique M. Venus
Attorney IV
General Administrative Services
NLRC
Date: January 28, 2026

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

Ma. Mary S. Pili-Barrera
Labor Aide
Bids and Awards Committee Chairperson

Date: January 28, 2026

Approved by:

Gracia E. Manriquez-Tan
Chairperson
Head of the Procuring Entity

Date: January 28, 2026