



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						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	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 10	Column 11	Column 12
<b>General Requirements</b>										
<b>A. Central Office National Capital Region Arbitration Branch (NCRAB)</b>										
<b>Travel</b>										
Local travels	Commission Proper and NCRAB			No				10,215,000.00		Plane tickets for local travels for out-of-town activities (i.e. En Banc Sessions, Executive Sessions, Trainings and Seminars, Mid-Year Performance Assessment, Year-End Performance Assessments and Corplanning, and other related activities).
<b>Trainings, Seminars, and Conferences</b>										
Procurement in relation to First En Banc Session	Commission Proper and NCRAB		Small Value Procurement	No				850,000.00		
Procurement in relation to Second En Banc Session	Commission Proper and NCRAB		Small Value Procurement	No				850,000.00		
Procurement in relation to Team Building Activities	Commission Proper and NCRAB		Small Value Procurement	No		04/2026	04/2026	1,200,000.00		
Procurement in relation to Labor Relations Week Celebration	Commission Proper and NCRAB		Small Value Procurement	No		11/2026	11/2026	500,000.00		
Procurement in relation to General Assembly cum Christmas Party	Commission Proper and NCRAB		Small Value Procurement	No		12/2026	12/2026	700,000.00		
Procurement in relation to Capability Trainings and Seminars	Commission Proper and NCRAB		Small Value Procurement	No				1,800,000.00		
Procurement in relation to Trainings on ICT Requirements	Commission Proper and NCRAB		Small Value Procurement	No				1,350,000.00		
Procurement in relation to Year-End Performance Assessment and Corplanning	Commission Proper and NCRAB		Small Value Procurement	No				500,000.00		
Procurement in relation to Mid-Year Performance Assessment	Commission Proper and NCRAB		Small Value Procurement	No				500,000.00		
Procurement in relation to First Executive Session	Commission Proper and NCRAB		Small Value Procurement	No				350,000.00		
Procurement in relation to Second Executive Session	Commission Proper and NCRAB		Small Value Procurement	No				350,000.00		
Procurement in relation to Capability Trainings on Executions	Commission Proper and NCRAB		Small Value Procurement	No		03/2026	03/2026	1,500,000.00		
<b>Office Supplies</b>										
Supply of Ink/Toner with Free Use of Computer Printers	Commission Proper and NCRAB		Competitive Bidding	Yes	MEARB	10/2025	12/2025	2,500,000.00		
Purchase of Gasoline, Oil, and Lubricants for GASS Service Vehicles	Commission Proper and NCRAB		Small Value Procurement	No				724,000.00		
Accountable Forms	Commission Proper and NCRAB		Agency-to-Agency	No				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				253,000.00		
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				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 (3 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)
<b>Utility</b>										
Water (Maynilad) Expenses	Commission Proper and NCRAB		Direct Contracting	No				5,996,000.00		
Supply and Delivery of Drinking Water	Commission Proper and NCRAB		Small Value Procurement	No				250,000.00		For: 1) SEa Unit, 2) Complaint Unit, 3) Holding Area, 4) GASS, 5) Office of the Chairperson, and 6) Conference Room
Electricity Expenses	Commission Proper and NCRAB		Direct Contracting	No				19,400,000.00		


Communication											
Postage and Deliveries for Ordinary and Registered Mails	Commission Proper and NCRAB		Agency-to-Agency	No					2,800,000.00		Via PhilPost
Courier Services	Commission Proper and NCRAB		Competitive Bidding	Yes	MEARB	10/2025	12/2025		15,000,000.00		
Telephone (Landline) Expenses	Commission Proper and NCRAB		Direct Contracting	No					1,500,000.00		
Procurement of Internet Services Lot 1 - Primary	Commission Proper and NCRAB		Competitive Bidding	Yes	MEARB	10/2025	12/2025		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		1,200,000.00		Secondary internet services - 1000 MBPS / 1 GBPS internet connectivity for Central Office and NCRAB
Procurement of Internet Services Lot 3 - Tertiary	Commission Proper and NCRAB		Competitive Bidding	Yes	MEARB	10/2025	12/2025		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			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			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					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					68,805,798.00		Office rental at Ben-Lor Building
Storage Rental	Commission Proper and NCRAB		Lease of Real Property and Venue	No					4,055,952.00		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					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		2,000,000.00		
Subscription of Periodicals and Newspaper	Commission Proper and NCRAB		Small Value Procurement	No					100,000.00		
Procurement of Next-Generation Firewall (3 years)	Commission Proper and NCRAB		Competitive Bidding	Yes	MEARB	10/2025	12/2025		5,000,000.00		
Other ICT subscriptions	Commission Proper and NCRAB		Negotiated Procurement	No					123,000.00		Canva, Adobe programs, and other related subscriptions
General Services											
Procurement of Janitorial Services	Commission Proper and NCRAB		Competitive Bidding	Yes	MEARB	10/2025	12/2025		5,485,000.00		
Procurement of Security Services	Commission Proper and NCRAB		Competitive Bidding	Yes	MEARB	10/2025	12/2025		11,553,776.00		
Repairs and Maintenance											
Office Building	Commission Proper and NCRAB		Small Value Procurement	No					4,374,000.00		
Office Equipment	Commission Proper and NCRAB		Small Value Procurement	No					26,000.00		
ICT Equipment	Commission Proper and NCRAB		Small Value Procurement	No					4,240,000.00		
Motor Vehicles	Commission Proper and NCRAB		Small Value Procurement	No					705,000.00		
Leased Assets/Building	Commission Proper and NCRAB		Small Value Procurement	No					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					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)											
Procurement of 2-Units Passenger Van for NLRC Central Office	Commission Proper and NCRAB		Competitive Bidding	Yes		10/2025	12/2025		7,400,000.00		
Procurement of 1-Unit Passenger Van for NLRC NCRAB	NCRAB		Competitive Bidding	Yes		10/2025	12/2025		3,700,000.00		
Procurement of 1-Unit Sports Utility Vehicle (SUV)	Commission Proper and NCRAB		Competitive Bidding	Yes		10/2025	12/2025		3,000,000.00		
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		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		20,000,000.00		
Procurement of 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, Summonses, and Other Processes) for Sheriffs and Bailiffs	Competitive Bidding	Yes	MEARB	10/2025	12/2025		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					1,800,000.00		

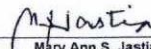
B. 7th Division, 8th Division, and Regional Arbitration Branches (RABs)										
<b>Travel</b>										
Local travels	7th Division, 8th Division, and RABs		Small Value Procurement	No					8,187,000.00	
<b>Trainings, Seminars, and Conferences</b>										
Procurement in Relation to Trainings, Seminars, and Conferences	7th Division, 8th Division, and RABs		Small Value Procurement	No					850,000.00	
<b>Office Supplies</b>										
Purchase of Gasoline, Oil, and Lubricants for GASS Service Vehicles	7th Division, 8th Division, and RABs		Small Value Procurement	No					894,000.00	
Accountable Forms	7th Division, 8th Division, and RABs		Agency-to-Agency	No					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					325,000.00	
<b>Utility</b>										
Water Expenses	7th Division, 8th Division, and RABs		Direct Contracting	No					940,000.00	
Electricity Expenses	7th Division, 8th Division, and RABs		Direct Contracting	No					8,280,000.00	
<b>Communication</b>										
Postage and Deliveries for Ordinary and Registered Mails	7th Division, 8th Division, and RABs		Agency-to-Agency	No					12,270,000.00	
Telephone (Landline) Expenses	7th Division, 8th Division, and RABs		Direct Contracting	No					915,000.00	
Internet Expenses	7th Division, 8th Division, and RABs		Direct Contracting	No					3,593,000.00	
<b>Rent</b>										
Office Rental	7th Division, 8th Division, and RABs		Lease of Real Property and Venue	No					27,055,000.00	
<b>General Services</b>										
Janitorial Services	7th Division, 8th Division, and RABs		Direct Contracting	No					360,000.00	
Security Services	7th Division, 8th Division, and RABs		Direct Contracting	No					3,177,000.00	
Other General Services	7th Division, 8th Division, and RABs		Direct Contracting	No					2,074,000.00	
<b>Repairs and Maintenance</b>										
Office Equipment	7th Division, 8th Division, and RABs		Small Value Procurement	No					450,000.00	
Motor Vehicles	7th Division, 8th Division, and RABs		Small Value Procurement	No					755,000.00	
ICT Equipment	7th Division, 8th Division, and RABs		Small Value Procurement	No					25,000.00	
<b>Taxes, Insurance Premiums, and Other Fees</b>										
Payment of Taxes, Insurance Premiums, and Other Fees	7th Division, 8th Division, and RABs		Agency-to-Agency	No					1,588,000.00	General Insurance of NLRC PPE, Fidelity Bond for accountable officers, insurance, and registration of NLRC vehicles.
<b>Capital Outlay</b>										
Completion of Construction of 2nd Floor and Rooftop of RAB II Office Building	RAB II		Agency-to-Agency	No					10,820,000.00	
Major Rehabilitation/Renovation of RAB VIII Office Building	RAB VIII		Agency-to-Agency	No					15,000,000.00	
<b>Capital Outlay - Transportation Equipment Outlay (Motor Vehicles)</b>										
Procurement of 1-Unit Multi-Purpose Vehicle (MPV) for NLRC RAB II	RAB II		Small Value Procurement	No					1,800,000.00	
Procurement of 1-Unit Multi-Purpose Vehicle (MPV) for NLRC RAB XII	RAB XII		Small Value Procurement	No					1,800,000.00	
Procurement of 1-Unit Passenger Van for NLRC 7th Division	7th Division		Competitive Bidding	Yes		10/2025	12/2025		3,700,000.00	
Procurement of 1-Unit Sports Utility Vehicle (SUV) for NLRC 8th Division	8th Division		Competitive Bidding	Yes		10/2025	12/2025		3,000,000.00	
<b>Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009</b>										
Purchase of First Aid Medicines and Others	Commission Proper and NCRAB		Direct Acquisition	No					91,000.00	
Purchase of Emergency Supplies	Commission Proper and NCRAB		Direct Acquisition	No					200,000.00	
Repair and Maintenance of Furnitures and Fixtures	Commission Proper and NCRAB		Direct Acquisition	No					240,000.00	As the need arises
<b>Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)</b>										
APP-CSE for Commission Proper and NCRAB	Commission Proper and NCRAB		Agency-to-Agency	No					4,884,235.00	
APP-CSE for 7th Division, 8th Division, and RABs	7th Division, 8th Division, and RABs		Agency-to-Agency	No					7,600,000.00	

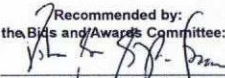
Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects: 82,038,776.00  
Total Amount of CSEs to be purchased from PS-DBM: 12,484,235.00  
Total Amount of Estimated Budget: 349,821,761.00


Prepared by:

  
Ma. Dominique M. Venus  
Attorney IV  
Bids and Awards Committee Secretariat  
(NON-CSE)  
Date : September 25, 2025

  
Mary Ann S. Jastia  
Administrative Officer V  
General Administrative Support Services  
(CSE)  
Date : September 25, 2025

Recommended by:  
By the Authority of the Bids and Awards Committee:  
  
Vilma Maria S. Plan-Barrera  
Labor Arbiter  
Bids and Awards Committee Chairperson  
Date : September 29, 2025

Approved by:

  
Hon. Grace E. Maniquiz-Tan  
Chairperson  
Head of the Procuring Entity  
Date : September 30, 2025