OFFICE OF THE SOLICITOR GENERAL
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DEPARTMENT OF JUSTICE
OFFICE OF THE SOLICITOR GENERAL
ANNUAL PRROCUREMENT PLAN FY 2020

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule of Each Procurement Activity				Source of Funds			Remarks
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		MOOE	CO	(Brief Description of Program/Project)
MAINTENANCE AND OTHER OPERATING EXPENSES											
UTILITY EXPENSES											
	Water - Drinking	Divisions & Services	NP-Small Value Procurement	Delegated to the Administrative Division				GoP	510,000		Annual contract of supply and delivery of drinking water with free usage of hot and cold dispensers.
							SUB-TOTAL		**510,000**		
TRAVELING EXPENSES											
	Foreign Travel	Divisions & Services	Agency to Agency	As the need arises				GoP	800,000		Provision of airline tickets requirement for foreign travels needed for arbitration cases, conferences and other official business transactions.
	Local Travel	Divisions & Services	Agency to Agency	As the need arises				GoP	200,000		Provision of airline tickets requirement for local travels needed for conferences and other official business transactions.
							SUB-TOTAL		**1,000,000**		
TRAINING AND SCHOLARSHIP											
	Training program for OSG officials and employees	HRMD / Committees / Administrative Division	Public Bidding	Delegated to the training section of HRMD, Capacity Building Committee and Administrative Division				GoP	5,364,050		Various training and seminars including competency program for OSG employees, the amount shall cover food, venue expenses and other training related expenses.
	Foreign Travel	HRMD / Committees / Administrative Division	Public Bidding	Delegated to the training section of HRMD, Capacity Building Committee and Administrative Division				GoP	3,020,000		Provisions of airline tickets requirement for foreign travels needed for training, seminars, conferences and other official business transactions.
	Foreign Travel	HRMD / Committees / Administrative Division	Agency to Agency	Delegated to the training section of HRMD, Capacity Building Committee and Administrative Division				GoP	2,000,000		Provisions of airline tickets requirement for foreign travels needed for training, seminars, conferences and other official business transactions.
							SUB-TOTAL		**10,384,050**		
COMMUNICATION SERVICES											
	Postage and Deliveries	DMS / Administrative Division	Agency to Agency	Not Applicable (Guidelines on Procurement of Water, Electricity, Telecommunication & Internet Service Providers)				GoP	2,000,000		Philpost annual expenses for postage stamps, telegram and other related expenses, (EPA).
			NP-Small Value Procurement						800,053		Outsourced annual expenses for postage stamps, telegram and other related expenses.
							SUB-TOTAL		**2,800,053**		

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REPAIRS AND MAINTENANCE											
	Buildings and Structures										
	Renovation and repair of OSG office space / rooms / common areas	Divisions & Services	Public Bidding					GoP	11,859,203		Renovation / installation of walls, cubicles for the existing and additional divisions with repair of common areas of the OSG Building for good working condition.
	Office Equipment										
	Repair of various office equipment's	Divisions & Services	NP-Small Value Procurement	To procure as the need arises. Delegated to the Administrative Division				GoP	102,000		Repair of air-conditioning units, pitney bowes, binding machine, firefighting and other office equipment.
	Furniture & Fixtures										
	Repair of various furniture and fixtures	Divisions & Services	NP-Small Value Procurement	To procure as the need arises. Delegated to the Administrative Division				GoP	900,000		Replacement / installation of vertical / combi blinds, repair of doors, walls, acrylic signage's, counter, stand and other office furniture & fixture
	IT Equipment										
	Repair of various IT equipment	Divisions & Services	NP-Small Value Procurement	To procure as the need arises. Delegated to the Administrative Division				GoP	528,000		Allocated cost for the repair of desktops, laptops, printers, UPS and other IT equipment
	Communication Equipment										
	Repair of various communication equipment	Divisions & Services	NP-Small Value Procurement	To procure as the need arises. Delegated to the Administrative Division				GoP	102,000		Allocated cost for the repair of fax machine, radio, telephone and other communication equipment.
	Machineries and Equipment										
	Preventive maintenance of two (2) units Schindler elevator	Divisions & Services	Direct Contracting	To procure as the need arises. Delegated to the Administrative Division				GoP	850,000		Preventive maintenance cost to maintain the good running condition of the two (2) Schindler elevators of the OSG Building.

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	Other Machineries and Equipment										
	Repair of water motor pumps and other machineries	Divisions & Services	NP-Small Value Procurement	To procure as the need arises. Delegated to the Administrative Division				GoP	297,000		Allocated cost for the repair of two (2) units vertical water motor pumps, cistern motor pumps, submersible pumps, router, aluminum shutters and other machineries
	Motor Vehicles										
	Preventive maintenance and repairs of five (5) OSG shuttle bus	Divisions & Services	Direct Contracting	To procure as the need arises. Delegated to the Administrative Division				GoP	1,000,000		Preventive maintenance, kilometer check-up and other repairs of five (5) OSG buses.
	Preventive maintenance and repairs of forty eight (48) OSG motor vehicles and shuttle bus	Divisions & Services	NP-Small Value Procurement	To procure as the need arises. Delegated to the Administrative Division				GoP	1,833,000		Preventive maintenance, kilometer check-up and other repairs of nine (9) motorcycles, fourteen (14) wagons, four (4) vans, eleven (11) mid SUVs, ten (10) sedans including body painting of OSG shuttle bus.
	Disaster Response										
	Repair of fire fighting equipment's, etc.	Divisions & Services	NP-Small Value Procurement	To procure as the need arises. Delegated to the Administrative Division				GoP	50,000		Allocated cost for the repair of fire fighting equipment's and building location signage's.
	SUB-TOTAL								**17,521,203**		
SUPPLIES AND MATERIALS											
	Office Supplies										
	Copy papers & other paper materials w/ OSG print at the back	Divisions & Services	Public Bidding	December 2019 (EPA)				GoP	3,694,530		One year contract for supply and delivery of bond papers with OSG print a the back.

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	Common-use office supplies & equipment (not available at PS store)	Divisions & Services	Shopping	To procure as the need arises. Delegated to the Administrative Division				GoP	1,255,900		Procurement of law books, ball pen, sign pen, wind bind covers and other office supplies, equipment and semi-expendable expenses not available at PS-DBM.
	Common-use office supplies & equipment	Divisions & Services	NP-Small Value Procurement	To procure as the need arises. Delegated to the Administrative Division				GoP	1,456,000		Procurement of signage's, rubber stamp, filing cabinets, open type shelves and other office supplies, equipment and semi-expendable expenses not available at PS-DBM.
	Common-use office supplies & equipment	Divisions & Services	Direct Contracting	To procure as the need arises. Delegated to the Administrative Division				GoP	321,950		Procurement of Pitney Bowes, Rapid Print and other office supplies, equipment and semi-expendable expenses not available at PS-DBM.
	Managed Printing (Toners with free use of printers)	Divisions & Services	Public Bidding	May 14, 2020	May 21, 2020	July 3, 2020	July 2020	GoP	3,800,000		Annual contract for supply and delivery of toners with free use of printers for the use of Legal Divisions and Services .
	ICT Equipment's (semi-expendable)	Divisions & Services	Shopping	Delegated to the Administrative Division				GoP	130,000		Procurement of ICT equipment's (semi-expendable) for the use of the Legal Divisions and Services.
	Furniture & Fixtures and Office Equipment's (semi-expendable)	Divisions & Services	NP-Small Value Procurement	Delegated to the Administrative Division				GoP	216,329		Various furniture & fixtures requested by the different Legal Divisions and Services.
	Books, SCRA, others (semi-expendable)	Divisions & Services	Direct Contracting	Delegated to the Administrative Division				GoP	118,851		Various books and other printed Legal Resources for Cybercrime, Arbitration, International & Constitutional Law among others for OSG Lawyers and Employees.
	Other Supplies (semi-expendable)	Divisions & Services	NP-Small Value Procurement	Delegated to the Administrative Division				GoP	2,019,000		Purchase of various medical supplies (alcohol, face mask, surgical gloves, disinfectant solution, thermal scanners, etc.) for the OSG Legal Divisions and Services to combat COVID 19.
								SUB-TOTAL	**13,012,560**		
GENERAL SERVICES											
	Security Services	Divisions & Services	Public Bidding	June 15, 2020	July 3, 2020	August 7, 2020	August 2020	GoP	9,481,999		Annual contract for the outsourcing of twenty (20) security personnel for security purposes

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	Janitorial Services (including materials/ supplies)	Divisions & Services	Public Bidding	June 15, 2020	July 3, 2020	August 7, 2020	August 2020	GoP	5,591,944		Annual contract for the outsourcing of janitorial services for the 36 divisions including equipment and material supplies
	Environmental and Sanitary Services	Divisions & Services	NP - Small Value Procurement	Delegated to the Administrative Division				GoP	256,000		Annual pest control services for the OSG Building and extension offices.
	Other General Services	Divisions & Services	NP - Small Value Procurement	To procure as the need arises. Delegated to the Administrative Division				GoP	34,000		Other general services such as carpet cleaning and laundry services (curtains of OSG buses and Padilla Hall)
				SUB-TOTAL					**15,363,943**		
OTHER MAINTENANCE AND OPERATING EXPENSES:											
	Printing and Publication Expense	Divisions & Services	NP-Small Value Procurement	To procure as the need arises. Delegated to the Administrative Division				GoP	100,000		Printing and Publication: cost of printing and binding of documents, forms, manuals and the like.
	Advertising Expense	BAC / HRMAS	NP-Small Value Procurement	To procure as the need arises. Delegated to the Administrative Division				GoP	50,000		Publication costs for invitation to bid/job vacancies/sponsorship to universities.
	Other Maintenance and Operating Expenses	Divisions & Services	Shopping	To procure as the need arises. Delegated to the Administrative Division				GoP	700,000		Various expenses in relation with the agency's P/A/Ps of committees and other operating expenses.
	Other Maintenance and Operating Expenses	Divisions & Services	NP-Small Value Procurement	To procure as the need arises. Delegated to the Administrative Division				GoP	1,893,259		Various expenses in relation with the agency's P/A/Ps of committees and other operating expenses.
	RT-PCR Swab Test for OSG Employees	Divisions & Services	NP - Emergency Cases					GoP	1,000,000		Procurement of a service provider to conduct RT-PCR swab test to OSG employees.
				SUB-TOTAL					**3,743,259**		

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RENT EXPENSES											
	Office Space Rental	Divisions & Services	NP-Lease of Real Property or Venue	To procure as the need arises. Delegated to the Administrative Division				GoP	39,050,000		Provision for office space rentals for the creation two (2) Legal Divisions and temporary offices for the existing Legal Divisions affected by the retrofitting project of the OSG Building and rental of storage facilities.
	Parking Space Rental	Divisions & Services	NP-Lease of Real Property or Venue	To procure as the need arises. Delegated to the Administrative Division				GoP	1,500,000		Provision for additional parking space rentals for the OSG officials, employees and two (2) legal divisions.
	P.O. Box Rental	Divisions & Services	Agency to Agency	To procure as the need arises. Delegated to the Administrative Division				GoP	2,000		Publication costs for invitation to bid/job vacancies/sponsorship to universities.
	Printing Equipment (Photocopier)	Divisions & Services	Public Bidding					GoP	6,984,000		Annual rental of photocopying machines necessary for the reproduction of legal and non-legal documents.
				SUB-TOTAL					**47,536,000**		
SUBSCRIPTION EXPENSE											
	Magazines, Newspapers, Library Books and Cable Subscriptions	Divisions & Services	NP-Small Value Procurement	Annual subscription. Delegated to the Administrative Division				GoP	364,988		Annual subscription of newspapers, magazines and Various foreign and local law books and other printed legal resources for cybercrime, arbitration, international & constitutional law among others for OSG lawyers/employees and cable subscriptions.
	Official Gazettes	Divisions & Services	Agency to Agency	Annual subscription. Delegated to the Administrative Division				GoP	12,012		Annual issuances of Official Gazettes
	ICT Subscription (eSCRA Lex Libris, Lexis Nexis, My Legal Whiz, Others.)	Divisions & Services	Direct Contracting	June 2020			July 2020	GoP	1,173,000		Continuing ICT licenses needed for Server Consolidation and Virtualization, Case Management Information System, Legal Information Resources, Office Productivity and Disaster Management and Risk Reduction.
	ICT Subscription (Desktop Management, Virtual Machine License, Others.)	Divisions & Services	Public Bidding	August 14, 2020	September 7, 2020	October 5, 2020	October 2020	GoP	5,150,000		
	ICT Subscription (Microsoft Office 365 E3, E1 with teams subscription, Microsoft Office 365 Pro Plus, Microsoft Exchange Online, Cloud Computing Service, Others.)	Divisions & Services	Agency to Agency	June 2020			July 2020	GoP	7,445,741		Continuing ICT licenses needed for Server Consolidation and Virtualization, Case Management Information System, Legal Information Resources, Office Productivity and Disaster Management and Risk Reduction.

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	ICT Subscription (Anti-Virus, Secured Socket Layer Certification for Website, Unified Threat Management License, VEEAM Back-up and Replication Software w/ VM Monitoring Software License and Other Maintenance Agreements, Others.)	Divisions & Services	NP-Small Value Procurement	June 2020		July 2020		GoP	1,410,000		Continuing ICT licenses needed for Server Consolidation and Virtualization, Case Management Information System, Legal Information Resources, Office Productivity and Disaster Management and Risk Reduction.
						SUB-TOTAL			**15,555,741**		
CAPITAL OUTLAY											
PROPERTY, PLANT AND EQUIPMENT											
	MACHINERY AND EQUIPMENT										
	ICT Equipment's / Office Productivity	Divisions & Services	Public Bidding	December 2019 (EPA)				GoP		9,540,000	Procurement of ICT equipment's - Blade Server, Laptop/Desktop, Scanner (Hi-Res 75ppm), Storage Area Network (HD Upgrades including Chassis, Barcode Scanner, Barcode Printer consistent with the Information Strategic System Plan for 2020.
	BUILDINGS AND OTHER STRUCTURES										
	Retrofitting of the OSG Building	Divisions & Services	Public Bidding					GoP		19,200,000	Initial funds to cover the detailed engineering design for the repair and retrofitting of the Office of the Solicitor General (OSG) Building and other necessary requirements needed.
							SUB-TOTAL		**127,426,809**	**28,740,000**	
							TOTAL AMOUNT (MOOE & CO)		**156,166,809**		

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OTHER MISCELLANEOUS EXPENSE											
	Health Maintenance Organization (HMO)	Divisions & Services	Public Bidding	August 2020	August 2020	August 2020	September 2020	GoP	6,000,000		Procurement of HMO program for OSG officials and employees
TOTAL AMOUNT									**6,000,000**		
GRAND TOTAL (Fund 101 MOOE & CO)									**162,166,809**		

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