OFFICE OF THE SOLICITOR GENERAL

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	Source of Fund	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 9	Column 10	Column 11	Column 12
General Requirements											
Water - Drinking	Divisions & Services	Goods	Small Value Procurement	YES	LCRB	12/2025	01/2027	GAA	672,000.00		Annual contract for the supply and delivery of drinking water, including free use of hot and cold dispensers.
Local and Foreign Travel	Divisions & Services	Goods	Small Value Procurement	NO	LCRB	01/2026	01/2027	GAA	3,000,000.00		Provision of airline tickets for local and foreign travel required for hearings, arbitration cases, conferences, trainings, and other official business transactions not covered by PS-PhilGEPS-GFA-OSG. (Procurement will be conducted as the need arises and is delegated to the Administrative Division.)
Postage and Deliveries (Courier Services)	DMS & Divisions	Goods	Small Value Procurement	YES	LCRB	12/2025	02/2027	GAA	950,000.00		Contract for courier services, deliveries, and other related services.
Major Repair and refurbishment of OSG office space / leased office spaces / rooms / common areas including electrical wirings, structured cabling, and other works	Divisions & Services	Goods	Competitive Bidding	NO	LCRB	01/2026	12/2026	GAA	4,000,000.00		Repair and refurbishment of OSG offices and common areas including existing leased office spaces and newly leased spaces for relocated offices. The scope includes, but is not limited to, the installation of walls, cubicles, electrical wiring, flooring, and other works necessary to ensure good working conditions.
Repairs/refurbishment on OSG Office Space/ Rooms/ Common Areas including dismantling and hauling services	Divisions & Services	Goods	Small Value Procurement	NO	LCRB	01/2026	12/2026	GAA	10,652,000.00		Minor repairs, including repainting/refurnishing of walls and partitions; repair of flooring, walls, cubicles, and electrical wiring; and other necessary maintenance work in OSG's office spaces and common areas (including existing and newly leased spaces for relocated offices) to maintain good working conditions. The scope also includes dismantling of office spaces and hauling services. (Procurement will be conducted as the need arises and is delegated to the Admin Division.)
Repair of various office equipment	Divisions & Services	Goods	Small Value Procurement	NO	LCRB	01/2026	12/2026	GAA	104,000.00		Repair of air-conditioning units, Pitney Bowes machines, binding machines, firefighting equipment, and other office equipment, including the replacement of minor parts. (Procurement will be conducted as the need arises and is delegated to the Admin Division.)
Repair of various furniture and fixtures	Divisions & Services	Goods	Small Value Procurement	NO	LCRB	01/2026	12/2026	GAA	155,000.00		Replacement and installation of vertical and combi blinds, repair of doors, walls, and other office furniture and fixtures. (Procurement will be conducted as the need arises and is delegated to the Admin Division.)
Repair of various IT equipment	Divisions & Services	Goods	Small Value Procurement	NO	LCRB	01/2026	12/2026	GAA	197,000.00		Allocated cost for the repair of desktops, laptops, printers, scanners, UPS units, and other IT equipment. (Procurement will be conducted as the need arises and is delegated to the Admin Division.)
Repair of various communication equipment	Divisions & Services	Goods	Small Value Procurement	NO	LCRB	01/2026	12/2026	GAA	99,000.00		Allocated cost for the repair of fax machines, radios, telephones, and other communication equipment. (Procurement will be conducted as the need arises and is delegated to the Admin Division.)
Preventive maintenance and repairs of two (2) units Schindler elevator located at OSG Building, Pitney Bowes and other Printing Machines of OSG	Divisions & Services	Goods	Direct Contracting	NO	MEARB	01/2026	12/2026	GAA	700,000.00		Preventive maintenance and repair costs to maintain the good running condition of Pitney Bowes, Rapid Print, and other printing machines, as well as two (2) Schindler elevators in the OSG Building. (Procurement will be conducted as the need arises and is delegated to the Admin Division.)

Repair, General Cleaning and General Maintenance of water motor pumps, Genset, roll-up shutters, and other machineries	Divisions & Services	Goods	Small Value Procurement	NO	LCRB	01/2026	12/2026	GAA	1,059,000.00		Allocated cost for the repair and cleaning of two (2) units of vertical water motor pumps, cistern motor pumps, submersible pumps, routers, aluminum shutters, and other machinery. (Procurement will be conducted as the need arises and is delegated to the Admin Division.)
Preventive maintenance and repairs of OSG shuttle buses	Divisions & Services	Goods	Direct Contracting	NO	MEARB	01/2026	12/2026	GAA	500,000.00		Preventive maintenance, kilometer check-ups, and other repairs of OSG buses. (Procurement will be conducted as the need arises and is delegated to the Admin Division.)
Preventive maintenance and repairs of OSG motor vehicles	Divisions & Services	Goods	Small Value Procurement	NO	LCRB	01/2026	12/2026	GAA	2,041,000.00		Preventive maintenance, kilometer check-ups, and other repairs of buses, motorcycles, wagons, vans, mid-sized SUVs, and sedans listed as OSG service vehicles. (Procurement will be conducted as the need arises and is delegated to the Admin Division.)
Repair and replacement of fire fighting equipment and other disaster response equipment	Divisions & Services	Goods	Small Value Procurement	NO	LCRB	01/2026	12/2026	GAA	102,000.00		Allocated cost for the repair and replacement of firefighting equipment and building location signage, including the refilling of fire extinguishers. (Procurement will be conducted as the need arises and is delegated to the Admin Division.)
Copy papers & other paper materials w/ OSG print at the back	Divisions & Services	Goods	Competitive Bidding	YES	LCRB	10/2025	12/2026	GAA	5,093,000.00		Contract for the supply and delivery of copy paper with the OSG logo printed on the back.
Common-use office supplies & equipment (not available at PS store)	Divisions & Services	Goods	Small Value Procurement	NO	LCRB	01/2026	12/2026	GAA	1,952,192.00		Procurement of signages, rubber stamps, calling cards, and other office supplies and equipment not available from PS-DBM. (Procurement will be conducted as the need arises and is delegated to the Admin Division.)
Common-use office supplies & equipment (not available at PS store)	Divisions & Services	Goods	Direct Contracting	NO	LCRB	01/2026	12/2026	GAA	103,400.00		Procurement of additional photocopying toners, ink supplies/toners, drum kits, and consumables for Pitney Bowes, Rapid Print, and other office supplies and/or equipment not available from PS-DBM. (Procurement will be conducted as the need arises and is delegated to the Admin Division.)
Supply and Delivery of Toners with Free Use of Printers	Divisions & Services	Goods	Competitive Bidding	YES	LCRB	10/2025	12/2026	GAA	6,211,468.00		Contract for the supply and delivery of toners with the free use of printers.
Books - Regular (semi-expendable)	Divisions & Services	Goods	Direct Contracting	NO	MEARB	01/2026	12/2026	GAA	163,500.00		Procurement of various law books for use by OSG lawyers at the Library Office.
Machinery (semi-expendable) for relocated offices - Original proposed of Admin	Divisions & Services	Goods	Small Value Procurement	NO	LCRB	01/2026	12/2026	GAA	159,000.00		Contract for the supply of various semi-expendable machinery and equipment for OSG offices, including the Main Building, existing leased office spaces, and newly leased office spaces.
Office Equipment (semi-expendable) for relocated offices - Original proposed of Admin	Divisions & Services	Goods	Small Value Procurement	NO	LCRB	01/2026	12/2026	GAA	103,000.00		Contract for the supply of various semi-expendable office equipment for OSG offices, including the Main Building, existing leased office spaces, and newly leased office spaces.
Information and Communication Equipment (semi-expendable): 12TB NAS Grade 7200RPM SATA HDD	Divisions & Services	Goods	Small Value Procurement	NO	LCRB	01/2026	12/2026	GAA	600,000.00		Contract for the supply of various semi-expendable ICT equipment for OSG Offices including the Main Building, existing leased office spaces, and new leased office spaces.
Information and Communication Equipment (semi-expendable): Barcode/QR Code Scanner	Divisions & Services	Goods	Small Value Procurement	NO	LCRB	01/2026	12/2026	GAA	625,000.00		Contract for the supply of various semi-expendable ICT equipment for OSG offices, including the Main Building, existing leased office spaces, and newly leased office spaces.
Information and Communication Equipment (semi-expendable): Barcode/QR Code Printer (with Wireless capability)	Divisions & Services	Goods	Small Value Procurement	NO	LCRB	01/2026	12/2026	GAA	805,000.00		Contract for the supply of various semi-expendable ICT equipment for OSG offices, including the Main Building, existing leased office spaces, and newly leased office spaces.
Information and Communication Equipment (semi-expendable): Extended Display Monitor for Lawyers (24 inch)	Divisions & Services	Goods	Small Value Procurement	NO	LCRB	01/2026	12/2026	GAA	1,120,000.00		Contract for the supply of various semi-expendable ICT equipment for OSG offices, including the Main Building, existing leased office spaces, and newly leased office spaces.
Disaster Recovery and Rescue Equipment (semi-expendable) Original proposed of Admin	Divisions & Services	Goods	Small Value Procurement	NO	LCRB	01/2026	12/2026	GAA	21,000.00		Contract for the supply of various semi-expendable disaster recovery and rescue equipment for OSG offices, including the Main Building, existing leased office spaces, and newly leased office spaces.
Other Machinery and Equipment (semi-expendable) - Original proposed of Admin	Divisions & Services	Goods	Small Value Procurement	NO	LCRB	01/2026	12/2026	GAA	103,000.00		Contract for the supply of various other semi-expendable machinery and equipment for OSG offices, including the Main Building, existing leased office spaces, and newly leased office spaces.

Security Services Original proposed of Admin	Divisions & Services	Goods	Competitive Bidding	YES	LCRB	10/2025	1/2027	GAA	16,591,000.00		Contract for security personnel for OSG offices, including the OSG Main Building, existing leased office spaces, and newly leased office spaces for relocated offices, including necessary equipment.
Janitorial Services Original proposed of Admin	Divisions & Services	Goods	Competitive Bidding	YES	LCRB	10/2025	1/2027	GAA	9,001,000.00		Annual contract for janitorial services for OSG offices, including the OSG Main Building, existing leased office spaces, and newly leased office spaces for relocated offices, including equipment and supplies.
Environmental and Sanitary Services (Pest Control) - Original proposed of Admin	Divisions & Services	Goods	Small Value Procurement	NO	MEARB	01/2026	12/2026	GAA	207,000.00		Annual pest control services, other related pest control services for the OSG Building and extension offices, and disinfection services. (Procurement will be conducted as the need arises and is delegated to the Admin Division.)
Printing and Publication Expense	Divisions & Services	Goods	Small Value Procurement	NO	LCRB	01/2026	12/2026	GAA	30,000.00		Printing and publication expenses, including the cost of printing and binding of documents, forms, manuals, advocacy materials of committees, and similar documents. (Procurement will be conducted as the need arises.)
Advertising Expense	Divisions & Services	Goods	Small Value Procurement	NO	LCRB	01/2026	12/2026	GAA	30,000.00		Publication costs for invitations to bid, job vacancies, and sponsorships to universities. (Procurement will be conducted as the need arises.)
OSG Committees	Divisions & Services	Goods	Small Value Procurement	NO	LCRB	01/2026	12/2026	GAA	2,500,000.00		Food and related expenses—including jackets, T-shirts, kits, journals, and other items—for committee planning and programs of the Bids & Awards Committee (BAC), GAD, CODI, PADC, QMS, Solo Parent, Internal Audit, Praise, Senior Citizen & PWD Committee, Legal Internship Program, and other OSG committees. (Procurement will be conducted as the need arises.)
Lease of Venue (with Catering Services, if applicable)	Divisions & Services	Goods	Lease of Real Property and Venue	NO	MEARB	01/2026	12/2026	GAA	3,500,000.00		Provision for the lease of a venue—with or without catering services (and other related expenses)—for various OSG committees, including the MYAA/OSG Anniversary Committee, Sportsfest Committee, YEAA Committee, and others.
Lease of Digital Multifunction Copier - Original proposed of Admin	Divisions & Services	Goods	Competitive Bidding	YES	LCRB	10/2026	12/2026	GAA	6,500,000.00		Annual rental of photocopying machines necessary for producing legal and non-legal documents.
Magazines and Newspaper Original proposed of Admin	Divisions & Services	Goods	Small Value Procurement	NO	LCRB	01/2026	12/2026	GAA	454,000.00		Annual subscription to newspapers, magazines, and other reading materials.
Cable Subscriptions - Original proposed of Admin	Divisions & Services	Goods	Small Value Procurement	NO	LCRB	01/2026	12/2026	GAA	35,000.00		Annual cable subscription for the Secretariat.
ICT Subscription - Office Productivity: AI Cyber Security Solution	CMS, Divisions & Services	Goods	Competitive Bidding	YES	LCRB	10/2026	12/2026	GAA	15,000,000.00		Procurement for the subscription, upgrade, and acquisition of new ICT licenses for server consolidation and virtualization, office productivity, disaster management and risk reduction, case management information systems, and other purposes as listed in the Case Management Service PPMP for FY 2027.
ICT Subscription - Office Productivity: Cloud Computing Services	CMS, Divisions & Services	Goods	Competitive Bidding	YES	LCRB	10/2026	12/2026	GAA	4,950,000.00		Procurement for the subscription, upgrade, and acquisition of new ICT licenses for server consolidation and virtualization, office productivity, disaster management and risk reduction, case management information systems, and other purposes as listed in the Case Management Service PPMP for FY 2026.
ICT Subscription - Office Productivity: Microsoft Enterprise Mobility + Security + Anti-Phishing (Identity Access Management with Multi Factor Authentication), Microsoft Exchange Online (Plan 1), Microsoft Exchange Online (Plan 2), Microsoft Office 365 E1, and Microsoft Office 365 E3, Defender for 0365 Plan 1 Power Automate Process Sub, Visio	CMS, Divisions & Services	Goods	Competitive Bidding	YES	LCRB	10/2026	12/2026	GAA	19,469,386.08		Procurement for the subscription, upgrade, and acquisition of new ICT licenses for server consolidation and virtualization, office productivity, disaster management and risk reduction, case management information systems, and other purposes as listed in the Case Management Service PPMP for FY 2026.
ICT Subscription - Office Productivity: File and Data Backup Solution	CMS, Divisions & Services	Goods	Competitive Bidding	YES	LCRB	10/2026	12/2026	GAA	4,000,000.00		Procurement for the subscription, upgrade, and acquisition of new ICT licenses for server consolidation and virtualization, office productivity, disaster management and risk reduction, case management information systems, and other purposes as listed in the Case Management Service PPMP for FY 2026.
Procurement of ICT Equipment - Office Productivity: Corporate Laptops	CMS, Divisions & Services	Goods	Competitive Bidding	YES	LCRB	10/2026	12/2026		7,650,000.00		Procurement of various ICT Equipment for usage of OSG Officials and Employees.

Enterprise Mobile Tablet with Pen and Keyboard for Management	CMS, Divisions & Services	Goods	Competitive Bidding	YES	LCRB	10/2026	12/2026		5,000,000.00		Procurement of various ICT Equipment for usage of OSG Officials and Employees.
Procurement of ICT Equipment - Office Productivity: High Resolution Document Scanner (110 ppm)	CMS, Divisions & Services	Goods	Competitive Bidding	YES	LCRB	10/2026	12/2026		1,520,000.00		Procurement of various ICT equipment for the use of OSG officials and employees.
Procurement of ICT Equipment - Office Productivity: Mini PC with Unified Memory and Display	CMS, Divisions & Services	Goods	Small Value Procurement	NO	LCRB	01/2026	12/2026		230,000.00		Procurement of various ICT equipment for the use of OSG officials and employees.
Procurement of ICT Equipment - Office Productivity: Network Cabling for Additional Office Space	CMS, Divisions & Services	Goods	Small Value Procurement	NO	LCRB	01/2026	12/2026		340,000.00		Procurement of various ICT equipment for the use of OSG officials and employees.
Network and Wireless Local Area Network Upgrade + Equipment	CMS, Divisions & Services	Goods	Competitive Bidding	NO	LCRB	01/2026	12/2026		10,000,000.00		Upgrading of Local Area Network connectivity for the Main and Annex offices including the necessary tools and equipment
Load Balancing Bandwidth Manager (with Appliance)	CMS, Divisions & Services	Goods	Competitive Bidding	YES	LCRB	10/2025	12/2026		3,000,000.00		To optimize and manage OSG's internet and network resources by intelligently distributing bandwidth across users, systems, and applications. This solution aims to ensure consistent network performance, prevent congestion, prioritize critical services, and enhance the overall reliability and efficiency of OSG's digital operations.
HCI with GPU for Artificial Intelligence	CMS, Divisions & Services	Goods	Competitive Bidding	NO	LCRB	01/2026	12/2026		12,000,000.00		To equip the office with a high-performance, scalable, and unified computing platform capable of supporting advanced AI and data analytics workloads. This infrastructure will enhance the OSG's capacity for intelligent document analysis, case data processing, and other AI-driven initiatives, thereby improving operational efficiency, decision-making, and digital transformation efforts.
Other Expenses Incurred by the Agency	Divisions & Services	Goods	Small Value Procurement	NO	LCRB	01/2026	12/2026	GAA	1,000,000.00		Provision for other expenses needed by the agency, including purchases from the Petty Cash Fund. (Procurement
Procurement of various furniture and fixtures	Divisions & Services	Goods	Small Value Procurement	NO	LCRB	01/2026	12/2026	GAA	65,000.00		Procurement of various furniture and fixtures for OSG offices.
Procurement of vehicles: One Airconditioned Bus for OSG Employees	Divisions & Services	Goods	Competitive Bidding	YES	LCRB	10/2026	12/2026	GAA	10,000,000.00		Procurement of one full-size air-conditioned bus for the use of OSG employees and officials, including dispatched and serviced vehicles.
Procurement of vehicles: Motor Vehicles for OSG Officials	Divisions & Services	Goods	Competitive Bidding	YES	LCRB	10/2026	12/2026	GAA	8,300,000.00		Procurement of four vehicles for the use of OSG employees and officials, including dispatched and serviced vehicles.
Procurement of vehicles: Motorcycles	Divisions & Services	Goods	Competitive Bidding	YES	LCRB	10/2026	12/2026	GAA	925,000.00		Procurement of four vehicles for the use of OSG employees and officials, including dispatched and serviced vehicles.
Various Furniture & Fixtures (semi-expendable) for existing offices	Divisions & Services	Goods	Small Value Procurement	NO	LCRB	01/2026	12/2026	GAA	207,000.00		Provision for semi-expendable furniture and fixtures for existing OSG offices, including procurement through the Petty Cash Fund (PCF) and cash advances. (Procurement as the need arises.)
Postage and Deliveries	DMS & Divisions	Goods	Agency-to-Agency	YES	LCRB	12/2025	12/2026	GAA	2,000,000.00		Contract with the Philippine Postal Corporation for the annual supply of postage stamps, telegrams, and other related items.
Books - Regular (semi-expendable)	Divisions & Services	Goods	Agency-to-Agency	NO	LCRB	01/2026	12/2026	GAA	54,500.00		Procurement of various law books for use by OSG lawyers at the Library Office.
Drug Testing for OSG Employees	Divisions & Services	Goods	Agency-to-Agency	NO	LCRB	01/2026	12/2026	GAA	663,000.00		Procurement of a service provider to conduct drug testing for OSG employees. (Procurement will be conducted as the need arises.)
P.O. Box Rental	Divisions & Services	Goods	Agency-to-Agency	NO	LCRB	01/2026	12/2026	GAA	2,000.00		PhilPost mailbox rental. (Procurement will be conducted as the need arises.)
Official Gazettes	Divisions & Services	Goods	Agency-to-Agency	NO	LCRB	01/2026	12/2026	GAA	12,000.00		Annual issuances of Official Gazettes.
									186,526,446.08		

Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009											
Common-use office supplies & equipment (not available at PS store)	Divisions & Services	Goods		NO	LCRB	01/2026	12/2026	GAA	2,066,540.00		Procurement of ballpens, sign pens, wind bind covers, anti-COVID supplies, and other office supplies and equipment not available from PS-DBM. (Procurement will be conducted as the need arises and is delegated to the Admin Division.)
Other Expenses Incurred by the Agency	Divisions & Services	Goods		NO	LCRB	01/2026	12/2026	GAA	1,000,000.00		Provision for other expenses needed by the agency, including purchases from the Petty Cash Fund. (Procurement is as needed.)
									3,066,540.00		
Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)											
Local and Foreign Travel	Divisions & Services	Goods	Agency-to-Agency	NO	MEARB	01/2026	12/2026	GAA	2,000,000.00		Replenishment of funds for the PS-PhilGEPS-GFA-OSG for the provision of airline tickets required for local and foreign travel related to hearings, arbitration cases, conferences, trainings, and other official business transactions. (Procurement will be conducted as the need arises and is delegated to the Admin Division.)
Common-use office supplies & equipment (available at PS store)	Divisions & Services	Goods	Agency-to-Agency	NO	MEARB	01/2026	12/2026	GAA	103,400.00		Procurement of office supplies, equipment, and other supply-related expenses from PS-DBM. (Procurement will be conducted as the need arises and is delegated to the Admin Division.)
									2,103,400.00		

Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects: **125,210,854.08**
Total Amount of CSEs to be purchased from PS-DBM: **2,103,400.00**
Total Amount of Estimated Budget: **191,696,386.08**

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Bids and Awards Committee Secretariat
Date : January 29, 2026

Recommended by:

By the Authority of the Bids and Awards Committee:

SHARON E. MILLAN-DECANO
Assistant Solicitor General/ Chairperson, OSG-BAC

Bids and Awards Committee Chairperson
Date : January 29, 2026

Approved by:

DARLENE MARIE B. BERBERABE
Solicitor General

Head of the Procuring Entity
Date : January 29, 2026