

**DEPARTMENT OF JUSTICE  
OFFICE OF THE SOLICITOR GENERAL  
INDICATIVE ANNUAL PROCUREMENT PLAN FY 2020**

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule of Each Procurement Activity				Source of Funds	MOOE		CO	Remarks (Brief Description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing					
<b>MAINTENANCE AND OTHER OPERATING EXPENSES</b>												
<b>UTILITY EXPENSES</b>												
	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.
<b>SUB-TOTAL</b>									<b>510,000</b>			
<b>TRAVELING EXPENSES</b>												
	Foreign Travel	Divisions & Services	NP-Small Value Procurement	As the need arises				GoP	1,394,400			Provision of airline tickets requirement for foreign and local travels needed for arbitration cases, conferences, trainings and other official business transactions.
	Local Travel								39,600			
<b>SUB-TOTAL</b>									<b>1,434,000</b>			
<b>TRAINING AND SCHOLARSHIP</b>												
	Training program for OSG officials and employees	HRMD / Committees / Administrative Division	NP-Lease of Real Property or Venue	Delegated to the training section of HRMD, Capacity Building Committee and Administrative Division				GoP	2,125,600			Various training programs for OSG officials and employees including committees, these amount shall cover food and venue expenses
<b>SUB-TOTAL</b>									<b>2,125,600</b>			
<b>COMMUNICATION SERVICES</b>												
	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.
			NP-Small Value Procurement						600,000			Outsourced annual expenses for postage stamps, telegram and other related expenses.
<b>SUB-TOTAL</b>									<b>2,600,000</b>			

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<b>REPAIRS AND MAINTENANCE</b>											
<b>Buildings and Structures</b>											
	Renovation and repair of OSG office space / rooms / common areas	Divisions & Services	Public Bidding	June 2020	July 2020	August 2020	GoP	13,270,203		Renovation / installation of walls, cubicles for the existing and additional divisions with repair of common areas of the OSG Building for good working condition.	
<b>Office Equipment</b>											
	Repair of various unserviceable 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.	
<b>Furniture &amp; Fixtures</b>											
	Repair of various furniture and fixtures	Divisions & Services	NP-Small Value Procurement	To procure as the need arises. Delegated to the Administrative Division			GoP	593,000		Replacement / installation of vertical / combi blinds, repair of doors, walls and other office furniture and fixtures.	
<b>IT Equipment</b>											
	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	
<b>Communication Equipment</b>											
	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.	
<b>Machineries and Equipment</b>											
	Preventive maintenance of two (2) units Schindler elevator	Divisions & Services	Direct Contracting	To procure as the need arises. Delegated to the Administrative Division			GoP	346,000		Preventive maintenance cost to maintain the good running condition of the two (2) Schindler elevators of the OSG Building.	

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<b>Other Machineries and Equipment</b>											
	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
<b>Motor Vehicles</b>											
	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	Divisions & Services	NP-Small Value Procurement	To procure as the need arises. Delegated to the Administrative Division				GoP	1,233,000		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
<b>Disaster Response</b>											
	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.
<b>SUB-TOTAL</b>								<b>17,521,203</b>			
<b>SUPPLIES AND MATERIALS</b>											
<b>Office Supplies</b>											
	Copy papers & other paper materials w/ OSG print at the back	Divisions & Services	Public Bidding	August 2020	September 2020	October 2020	GoP	3,865,500		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 (not available at PS store)	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 (not available at PS store)	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	Divisions & Services	Public Bidding	May 2020	June 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	NP-Small Value Procurement	To procure as the need arises. Delegated to the Administrative Division				GoP	130,000		Procurement of ICT equipment's (semi-expendable) for the use of the Legal Divisions and Services.
<b>SUB-TOTAL</b>									<b>10,829,350</b>		
<b>GENERAL SERVICES</b>											
	Security Services	Divisions & Services	Public Bidding	June 2020	July 2020	August 2020	GoP	7,905,000		Annual contract for the outsourcing of eighteen (18) security personnel for security purposes	
	Janitorial Services (including materials/ supplies)	Divisions & Services	Public Bidding	June 2020	July 2020	August 2020	GoP	4,876,000		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	June 2020	July 2020	August 2020	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)
<b>SUB-TOTAL</b>									<b>13,071,000</b>		

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<b>OTHER MAINTENANCE AND OPERATING EXPENSES:</b>											
	Printing and Publication Expense	Divisions & Services	NP-Small Value Procurement	To procure as the need arises. Delegated to the Administrative Division				GoP	50,000		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	100,000		Publication costs for invitation to bid/job vacancies/sponsorship to universities.
	Other Maintenance and Operating Expenses	Divisions & Services	NP-Small Value Procurement	To procure as the need arises. Delegated to the Administrative Division				GoP	2,600,000		Various expenses in relation with the agency's social activities, P/A/Ps of committees and other operating expenses.
<b>SUB-TOTAL</b>									<b>2,750,000</b>		
<b>RENT EXPENSES</b>											
	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	Direct Contracting	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	Divisions & Services	Public Bidding	November 2019	December 2019	January 2020	GoP	3,340,000		Annual rental of photocopying machines necessary for the reproduction of legal and non-legal documents.	
<b>SUB-TOTAL</b>									<b>43,892,000</b>		
<b>SUBSCRIPTION EXPENSE</b>											
	Magazines, Newspapers and Library Books (foreign & local)	Divisions & Services	NP-Small Value Procurement	Annual subscription. Delegated to the Administrative Division				GoP	329,988		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.
	Official Gazettes	Divisions & Services	Direct Contracting	Annual subscription. Delegated to the Administrative Division				GoP	12,012		Annual issuances of Official Gazettes

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	ICT Subscription (Anti-Virus, eSCRA Lex Libris, Lexis Nexis, My Legal Whiz, Others.)	Divisions & Services	Direct Contracting	June 2020		July 2020		GoP	1,673,000		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	June 2020		July 2020		GoP	5,150,000		
	ICT Subscription (Microsoft Office 365 E3, Microsoft Office 365 Pro Plus, Microsoft Exchange Online, Cloud Computing Service, Others.)	Divisions & Services	Agency to Agency	June 2020		July 2020		GoP	5,810,000		
	ICT Subscription ( 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	910,000		
<b>SUB-TOTAL</b>									<b>13,885,000</b>		
<b>CAPITAL OUTLAY</b>											
<b>PROPERTY, PLANT AND EQUIPMENT</b>											
<b>MACHINERY AND EQUIPMENT</b>											
	ICT Equipment's / Office Productivity	Divisions & Services	Public Bidding	December 2019				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
<b>SUB-TOTAL</b>									<b>108,618,153</b>	<b>9,540,000</b>	
<b>GRAND TOTAL (MOOE &amp; CO)</b>									<b>118,158,153</b>		