

OFFICE OF THE SOLICITOR GENERAL
PROPOSED ANNUAL PROCUREMENT PLAN FY 2022

FINANCIAL MGT. SERVICE

2021 JUL -2 PM 3:49

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					
MAINTENANCE AND OTHER OPERATING EXPENSES												
UTILITY EXPENSES												
	Water - Drinking	Divisions & Services	NP-Small Value Procurement	Delegated to the Administrative Division				GoP	550,000			Annual contract of supply and delivery of drinking water with free usage of hot and cold dispensers.
SUB-TOTAL									550,000			
TRAVELING EXPENSES												
	Foreign Travel	Divisions & Services	Agency to Agency	As the need arises				GoP	2,000,000			PS-Philgeps-GFA-OSG for the provision of airline tickets requirement for foreign and local travels needed for arbitration cases, conferences, trainings and other official business transactions.
	Local Travel								300,000			
SUB-TOTAL									2,300,000			
TRAINING AND SCHOLARSHIP												
	Local Travel	Divisions & Services	Agency to Agency	As the need arises				GoP	200,000			PS-Philgeps-GFA-OSG for the provision of of airline tickets requirement for local travels needed for attending hearings, conferences, trainings and other official business transactions.
SUB-TOTAL									200,000			
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.
			NP-Small Value Procurement						850,000	Outsourced annual expenses for postage stamps, telegram and other related expenses.		
	Internet Bandwidth (UPGRADE)	Divisions & Services	Direct Contracting	Delegated to the Administrative Division				GoP	2,400,000			Allocated budget usefor the upgrading of the OSG existing internet bandwidth with our existing PLDT internet provider.
SUB-TOTAL									5,250,000			

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MAINTENANCE AND OTHER OPERATING EXPENSES											
REPAIRS AND MAINTENANCE											
Building and Structures											
	Renovation and repair of OSG office space / rooms / common areas	Divisions & Services	Public Bidding					GoP	11,000,000		Renovation / installation of walls, cubicles for the existing divisions with repair of common areas of the OSG Building for good working condition.
	Renovation and repair of OSG office space / rooms	Divisions & Services	Public Bidding					GoP	3,161,000		Renovation / installation of walls, cubicles for the existing and additional divisions with repair of common areas of the extension offices at adjacent Buildings 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	500,000		Replacement / installation of vertical / combi blinds, repair of doors, walls and other office furniture and fixtures.
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	200,000		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	100,000		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	Monthly / Quarterly Maintenance, 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.
Other Machineries and Equipment											
	Repair of water motor pumps, Genset, roll-up shutters and other machineries	Divisions & Services	NP-Small Value Procurement	To procure as the need arises, Delegated to the Administrative Division				GoP	100,000		Allocated cost for the repair of two (2) units vertical water motor pumps, cistern motor pumps, submersible pumps, router, aluminum shutters and other machineries