

DEPARTMENT OF JUSTICE
OFFICE OF THE SOLICITOR GENERAL
INDICATIVE ANNUAL PROCUREMENT PLAN 2021 based on National Expenditure Program (NEP)

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)	
				Advs/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												
	Local Travel		Divisions & Services	NP-Small Value Procurement			To procure as the need arises. Delegated to the Administrative Division	Gop	200,000		Provision for airline tickets requirement for local travels needed for attending conferences and other business transactions.	
									SUB-TOTAL	200,000		
COMMUNICATION SERVICES												
	Postage and Deliveries		Docket Management Service / Administrative Division	Agency to NP-Small Value Procurement			Delegated to the Administrative Division	Gop	2,000,000		Philpost annual expenses for postage stamps, telegram and other related expenses.	
							Delegated to the Administrative Division	Gop	950,000		Outsourced annual expenses for postage stamps, telegram and other related expenses.	
									SUB-TOTAL	2,950,000		
REPAIRS AND MAINTENANCE												
Building and Structures												
	Renovation and repair of OSG office space / rooms / common areas		Divisions & Services	Public Bidding	March 2021	April 2021	May 2021	Gop	11,400,000		Renovation / installation of walls, cubicles for the existing and additional divisions with repair of common areas of the OSG Building for good working condition.	
	Repair of driveway ramp and installation of SC/PWD ramp and Other offices		Divisions & Services	NP-Small Value Procurement			To procure as the need arises. Delegated to the Administrative Division	Gop	850,000		Replacement of brick paver driveway ramp (exit/entrance) at the basement parking area and installation of SC/PWD ramp at the Amoroso entrance and other offices.	
	Automation of cistern pump pit		Divisions & Services	NP-Small Value Procurement			To procure as the need arises. Delegated to the Administrative Division	Gop	600,000		Installation of piping and electrical works for submersible pumps at the cistern pump pit located at the OSG basement parking area.	
	Modification and repair of automatic aluminum roller shutter		Divisions & Services	NP-Small Value Procurement			To procure as the need arises. Delegated to the Administrative Division	Gop	950,000		Modification and repair of existing automatic aluminum roller shutter located at the Amoroso side of the OSG Building.	

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MAINTENANCE AND OTHER OPERATING EXPENSES										
	Renovation of toilet in the Docket Management Division (DMD)	Divisions & Services	NP-Small Value Procurement	To procure as the need arises. Delegated to the Administrative Division			Gop	361,000		Physical renovation with replacement of toilet fixtures including tiles, lighting fixtures, ceiling and exhaust fan in the DMD comfort room located at Ground flr., OSG Building.
	Office Equipment									
	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, freighting 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 and automatic printing machines.	Divisions & Services	Direct Contracting	To procure as the need arises. Delegated to the Administrative Division			Gop	300,000		Preventive maintenance cost to maintain the good running condition of the two (2) Schindler elevators and automatic printing machines of the OSG Building.
	Repairs of Automatic Printing Machines	Divisions & Services	Direct Contracting	To procure as the need arises. Delegated to the Administrative Division			Gop	46,000		Allocated cost for the repair of automatic printing machine used by the Legal Division and Services.
	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