

DEPARTMENT OF JUSTICE
OFFICE OF THE SOLICITOR GENERAL
ANNUAL PROCUREMENT PLAN FY 2019



OFFICE OF THE
SOLICITOR GENERAL
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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	Pre Bid Conference	Opening of Bids	Notice of Award	Contract Signing				
MAINTENANCE AND OTHER OPERATING EXPENSES												
UTILITY EXPENSES												
	Water - Drinking	Divisions & Services	NP-Small Value Procurement	October 2019	November 2019	December 2019	GoP	450,000			Annual contract for the supply and delivery of drinking water with free usage of hot and cold dispensers.	
SUB-TOTAL								450,000				
TRAVELING EXPENSES												
	Foreign Travel	Divisions & Services	NP-Small Value Procurement	To procure as the need arises, delegated to the Administrative Division					GoP	5,150,218		Provision of airline tickets (outside PS) requirement for foreign travels for attending arbitration cases, conferences, trainings and other official business transactions.
			Agency to Agency							230,274		PS-Philgeps-GFA-OSG for the provision of airline tickets requirement for foreign travels needed for attending arbitration cases, conferences, trainings and other official business transactions.
	Local Travel	Divisions & Services	NP-Small Value Procurement	To procure as the need arises, delegated to the Administrative Division					GoP	1,200		Provision of airline tickets (outside PS) requirement for local travels for attending conferences, trainings and other official business transactions.
			Agency to Agency							405,000		PS-Philgeps-GFA-OSG for the provision of airline tickets requirement for local travels needed for attending conferences, trainings and other official business transactions.
SUB-TOTAL								5,786,692				
TRAINING AND SCHOLARSHIP												
	Training program for OSG officials and employees	HRMD / Committees / Administrative Division	NP-Lease of Real Property or Venue	to procure as the need arises, delegated to the Administrative Division					GoP	1,184,600		Various training programs for OSG officials and employees including committees, these amount shall cover food and venue expenses
			Shopping	to procure as the need arises, delegated to the Administrative Division					GoP	59,200		Various training programs for OSG officials and employees including committees, these amount shall cover miscellaneous and contingency fund expenses
SUB-TOTAL								1,243,800				

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COMMUNICATION SERVICES												
	Postage and Deliveries	DMS / Administrative Division	Agency to Agency NP-Small Value Procurement	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.
										500,000		Outsourced annual expenses for postage stamps, telegram and other related expenses.
SUB-TOTAL									2,500,000			
REPAIRS AND MAINTENANCE												
Buildings and Structures												
	Renovation and repair of OSG office space / rooms / common areas	Divisions & Services	Public Bidding	August 2019	September 2019	October 2019		GoP	12,525,500		Renovation / installation of walls, cubicles for the existing and additional divisions with repair of common areas of the OSG Building for good working condition and additional works at the Alexander Reyes Division.	
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	83,000		Repair of air-conditioning units, 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	593,000		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	198,000		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	248,206		Allocated cost for the repair of fax machines, radios, telephones and other communication equipment's.

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Machineries and Equipment												
	Preventive Maintenance Service of Pitney Bowes receiving machines and Schindler Elevators	Divisions & Services	Direct Contracting	To procure as the need arises, delegated to the Administrative Division					GoP	854,994		Preventive maintenance cost to maintain the good running condition pitney bowes receiving machines and two (2) Schindler elevators of the OSG Building.
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, five (5) submersible cistern motor pumps, clean-out router, four (4) aluminum shutters and other machineries
Motor Vehicles												
	Preventive maintenance service and repairs of OSG vehicles	Divisions & Services	NP-Small Value Procurement	To procure as the need arises, delegated to the Administrative Division					GoP	1,460,000		Preventive maintenance service, kilometer check-up and other repairs of nine (9) motorcycles, fourteen (14) wagons, four (4) vans, eleven (11) mid SUVs and ten (10) sedans including repainting of OSG Hino service bus.
	Preventive maintenance service and repairs of OSG vehicles	Divisions & Services	Direct Contracting	To procure as the need arises, delegated to the Administrative Division					GoP	1,000,000		Preventive maintenance service, kilometer check-up and other repairs of five (5) Hino service 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									17,309,700			
SUPPLIES AND MATERIALS												
Office Supplies												
	Copy papers & other paper materials w/ OSG print at the back	Divisions & Services	Public Bidding	July 2019	August 2019	September 2019	GoP	3,991,900			One year contract for supply and delivery of bond papers with OSG print at the back	

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	Common-use office supplies & equipment (available at PS store)	Divisions & Services	Agency to Agency	To procure as the need arises, delegated to the Administrative Division					GoP	1,000,000		Procurement of office supplies, equipment and semi-expendable expenses from PS-DBM.
	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	1,849,700		Procurement of law books, ballpen, 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	Direct Contracting	To procure as the need arises, delegated to the Administrative Division					GoP	520,000		Procurement of law books, 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	341,400		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.
	Managed Printing	Divisions & Services	Public Bidding	July 2019	July 2019	July 2019	August 2019 -	GoP	3,500,000		Procurement for the supply and delivery of toners with brand new Printers for the use of Legal Divisions and Services.	
SUB-TOTAL									11,203,000			
GENERAL SERVICES												
	Security Services	Divisions & Services	Public Bidding	August 2019	August 2019	August 2019	September 2019	GoP	9,483,000		Annual contract for the outsourcing of twenty (20) security personnel for security purposes	
	Janitorial Services (including materials/supplies)	Divisions & Services	Public Bidding	August 2019	August 2019	August 2019	September 2019	GoP	6,000,000		Annual contract for the outsourcing of janitorial services for the 36 divisions including equipment and material supplies	

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	Environmental and Sanitary Services	Divisions & Services	NP - Small Value Procurement	July 2019			August 2019		GoP	161,448		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	35,000		Other general services such as carpet cleaning and laundry services (curtains of OSG buses and Padilla Hall)
SUB-TOTAL									15,679,448			
PROFESSIONAL AND OTHER PROFESSIONAL SERVICES												
Professional Services												
	Consultancy Services	SG	NP - Highly technical, primarily confidential consultant	To procure as the need arises, delegated to the Administrative Division					GoP	760,000		Professional fee for ISO consultant, fire sprinkler consultant and other highly-technical professional requiring expertise in a specific field of work.
SUB-TOTAL									760,000			
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	50,000		Printing and Publication: cost of printing and binding of documents, forms, manuals and the like.
	Advertising Expense	BAC / HRMAS	NP-Scientific Sec.53.6	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	Agency to Agency	To procure as the need arises, delegated to the Administrative Division					GoP	92,500		Various expenses in relation with the agency's social activities, PIA/Ps of committees and other operating expenses.
		Divisions & Services	Shopping	To procure as the need arises, delegated to the Administrative Division					GoP	782,160		Various expenses in relation with the agency's social activities, PIA/Ps of committees and other operating expenses.
		Divisions & Services	Direct Contracting	To procure as the need arises, delegated to the Administrative Division					GoP	110,400		Various expenses in relation with the agency's social activities, PIA/Ps of committees and other operating expenses.
		Divisions & Services	NP-Small Value Procurement	To procure as the need arises, delegated to the Administrative Division					GoP	5,071,960		Various expenses in relation with the agency's social activities, PIA/Ps of committees and other operating expenses.
SUB-TOTAL									6,207,020			

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RENT EXPENSES												
	Office Space and Parking Rental	Divisions & Services	NP-Lease of Real Property or Venue	To procure as the need arises, delegated to the Administrative Division					GoP	14,707,121		Provision for office space and parking 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.
	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	August 2019	August 2019	August 2019	October 2019	GoP	4,500,000		Annual rental of photocopying machines necessary for the reproduction of legal and non-legal documents.	
SUB-TOTAL									19,209,121			
SUBSCRIPTION EXPENSE												
	Magazines and Newspapers	Divisions & Services	NP-Scientific Sec.53.6	Annual Subscription. Delegated to the Administrative Division					GoP	328,000		Annual subscription of newspapers, magazines
	Official Gazettes	Divisions & Services	Agency to Agency	Annual Subscription. Delegated to the Administrative Division					GoP	11,000		Annual issuances of Official Gazettes
	Library Books	Library / Administrative Division	NP-Scientific Sec.53.6	To procure as the need arises, delegated to the Administrative Division					GoP	43,000		Various books and other printed legal resources for cybercrime, arbitration, international & constitutional law among others for OSG lawyers/employees.
	Various ICT software and legal information licenses	Divisions & Services	Direct Contracting	July 2019			August 2019		GoP	1,319,290		Continuing ICT licenses needed for Server Consolidation and Virtualization, Case Management Information System, Legal Information Resources, Office Productivity and Disaster Management and Risk Reduction. (Lex Libris on premise, Lexis Nexis, My Legal Whiz, Secure Socket plus Zimbra)
	Various ICT software and legal information licenses	Divisions & Services	Public Bidding	July 2019	July 2019	July 2019	August 2019	GoP	3,150,000		Continuing ICT licenses needed for Server Consolidation and Virtualization, Case Management Information System, Legal Information Resources, Office Productivity and Disaster Management and Risk Reduction. (Virtual Machine Software including V-center)	

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	Various ICT software and legal information licenses	Divisions & Services	Public Bidding	July 2019	July 2019	July 2019	August 2019		GoP	2,000,000		Continuing ICT licenses needed for Server Consolidation and Virtualization, Case Management Information System, Legal Information Resources, Office Productivity and Disaster Management and Risk Reduction. (Endpoint -Desktop Management)	
		Divisions & Services	Agency to Agency	July 2019			August 2019		GoP	5,667,660		Continuing ICT licenses needed for Server Consolidation and Virtualization, Case Management Information System, Legal Information Resources, Office Productivity and Disaster Management and Risk Reduction. (Microsoft office 365 E3, 365 Pro Plus, Cloud computing for disaster recovery (Azure) and Exchange online (email))	
		Divisions & Services	NP-Small Value Procurement	July 2019			August 2019		GoP	980,000		Continuing ICT licenses needed for Server Consolidation and Virtualization, Case Management Information System, Legal Information Resources, Office Productivity and Disaster Management and Risk Reduction. (VEEAM back-up maintenance w/ VM maintenance and Anti-Virus Licenses)	
SUB-TOTAL										13,498,950			
CAPITAL OUTLAY													
PROPERTY, PLANT AND EQUIPMENT													
MACHINERY AND EQUIPMENT													
	ICT Equipment	Divisions & Services	Public Bidding	July 2019	August 2019		September 2019		GoP		12,887,000	Procurement of ICT software consistent with the Information Strategic System Plan for 2019	
	Communication Equipment	Divisions & Services	Public Bidding	July 2019	August 2019		September 2019		GoP		1,090,000		
	Office Equipment	Divisions & Services	Public Bidding						GoP		1,144,139		Procurement of various office equipment for the use of different legal divisions and services under FY 2018 continuing appropriation.
	ICT Equipment	Divisions & Services	NP-Small Value Procurement						GoP		251,425		Procurement of various ICT equipment for the use of different legal divisions and services under FY 2018 continuing appropriation.
	Communication Equipment	Divisions & Services	NP-Small Value Procurement						GoP		270,830		Procurement of other machineries and equipment for the use of different legal divisions and services under FY 2018 continuing appropriation.

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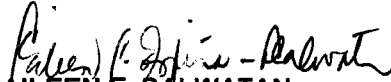
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BUILDINGS AND STRUCTURES												
	Retrofitting of the OSG Building and Selection of Construction Management Consultant	Divisions & Services	NP-Emergency Cases (Section 53.2)						GoP		9,200,000	Initial funds to cover the consulting services for the structural re-assessment and detailed engineering design for the repair and retrofitting of the Office of the Solicitor General (OSG) Building.
FURNITURE, FIXTURES & BOOKS OUTLAY												
	Furniture & Fixtures	Divisions & Services	Public Bidding						GoP		1,424,332	Procurement of various furnitures and fixtures for the use of different legal divisions and services under FY 2018 continuing appropriation.
INTANGIBLE ASSETS												
ICT Software (2019)	Divisions & Services	Public Bidding		Jul-19	Jul-19	Jul-19	August 2019	GoP		3,000,000	Procurement of Network Policy Maker (Clear Pass)	
				September 2019	September 2019	September 2019	October 2019	GoP		2,200,000	Procurement of Case Archiving System with Scanning Services	
				July 2019	July 2019		August 2019	GoP		1,433,000	Procurement of System Development (SCNIS), SafeNet e-Token with document Signing Certificate, Data-Wipe Software	
ICT Software (2018)	Divisions & Services	NP-Small Value Procurement						GoP		250,000	Procurement of ICT Software for the use of different legal divisions and services under FY 2018 continuing appropriation.	
Computer Software	Divisions & Services	NP-Small Value Procurement						GoP		12,000	Procurement of computer software for the use of different legal divisions and services under FY 2018 continuing appropriation.	
TRANSPORTATION EQUIPMENT OUTLAY												
	Motor Vehicle	Divisions & Services	Agency to Agency						GoP		151,700	2018 continuing appropriation
SUB-TOTAL										93,847,731	33,314,426	
GRAND TOTAL (MOOE & CO)										127,162,157		

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Prepared/Submitted by:

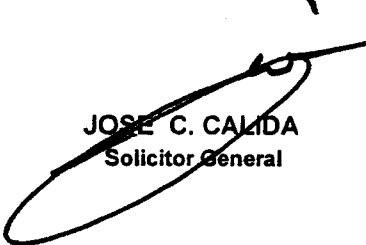

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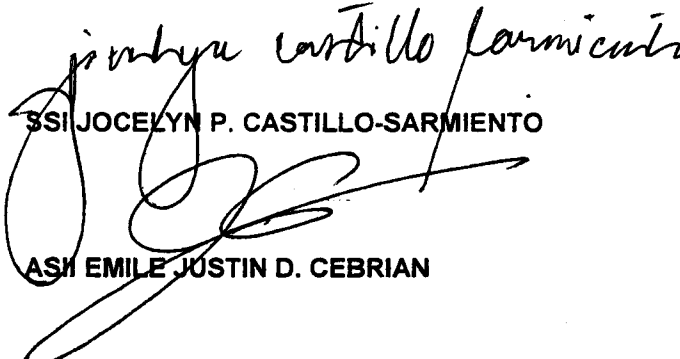

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