

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

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule of Each Procurement Activity				Source of Funds			Remarks (Brief Description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		MOOE	CO	
MAINTENANCE AND OTHER OPERATING EXPENSES											
UTILITY EXPENSES											
	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.
SUB-TOTAL								510,000			
COMMUNICATION SERVICES											
	Postage and Deliveries	DMS / Administrative Division	Agency to Agency	December 2019 (EPA)			GoP	2,000,000			Philpost annual expenses for postage stamps, telegram and other related expenses, (EPA).
			NP-Small Value Procurement					800,053			Outsourced annual expenses for postage stamps, telegram and other related expenses.
SUB-TOTAL								2,800,053			
REPAIRS AND MAINTENANCE											
Buildings and Structures											
	Renovation and repair of OSG office space / rooms / common areas	Divisions & Services	Public Bidding	November 2020	December 2020		Gop	11,859,203			Renovation / installation of walls, cubicles for the existing and additional divisions with repair of common areas of the OSG Building for good working condition.
Office Equipment											
	Repair of various equipment	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 equipment and other office equipment's.
Furniture and 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	900,000			Replacement / installation of vertical / combi blinds, repair of doors, walls, acrylic signage's, counter, stand and other office furniture & fixture