

DEPARTMENT OF JUSTICE
OFFICE OF THE SOLICITOR GENERAL
INDICATIVE ANNUAL PROCUREMENT PLAN FY 2023

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity						Estimated Budget (PHP)			Remarks (brief description of Project)
					Advertisement/Posting of IBREI	Submission/Opening of Bids	Notice of Award	Contract Signing	Source of Funds	Total	MOOE	CO		
	Water - Drinking	Divisions & Services	YES	NP-53.9 - Small Value Procurement	Nov-22	Dec 2022 to Jan 2023	Jan 2023	Jan 2023	GOP	550,000	550,000	0	0 Annual contract of supply and delivery of drinking water with free usage of hot and cold dispensers.	
	Local and Foreign Travel	Divisions & Services	YES	NP-53.9 Agency-to-Agency	N/A	Nov 2022 to Dec 2022	Jan 2023	Jan 2023	GOP	2,500,000	2,500,000	0	0 PS-Philleges-GF-A-OSG for the provision of airline tickets requirement for local and foreign travels needed for hearings, arbitration cases, conferences, trainings and other official business transactions. (Procurement as the need arises. delegated to Admin Division)	
	Foreign Travel and Local Travel thru Travel Agency	Divisions & Services	YES	NP-Direct Retail Purchase of Airline Tickets	Nov 2022 to Dec 2022	Nov 2022 to Dec 2022	Jan 2023	Jan 2023	GOP	1,500,000	1,500,000	0	0 Provision of airline tickets requirement for foreign and local travels not catered by the GFA with PSDBM needed for arbitration cases, conferences, trainings and other official business transactions.	
	Postage and Deliveries	DMS / Administrative Division	YES	NP-53.5 Agency-to-Agency	N/A	Nov 2022 to Dec 2022	Jan 2023	Jan 2023	GOP	2,000,000	2,000,000	0	0 Contracting with Philippine Postal Corporation for the annual expenses of postage stamps, telegram and other related expenses	
	Postage and Deliveries (Courier Services)	DMS / Administrative Division	YES	NP-53.9 - Small Value Procurement	Nov 2022 to Dec 2022	Nov 2022 to Dec 2022	Jan 2023	Jan 2023	GOP	850,000	850,000	0	0 Outsourced annual expenses for postage stamps, telegram, courier services, deliveries, and other related expenses.	
	Repair and refurbishment of OSG leased office space / rooms / common areas including electrical wirings, structured cabling, and other works for the good working condition of offices	Divisions & Services	NO	Competitive Bidding	Mar 2022	Apr 2022	Jun 2022	Jun 2022	GOP	11,000,000	11,000,000	0	0 Repair and refurbishment of OSG offices and common areas including existing leased office spaces and newly leased office space for relocated offices including but not limited to installation of walls, cubicles, electrical wirings, structured cabling, flooring, and other works for good working condition of OSG Offices.	
	Minor repairs/refurbishment on OSG Office Spaces/ Rooms/ Common Areas	Divisions & Services	NO	NP-53.9 - Small Value Procurement	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GOP	3,161,000	3,161,000	0	0 Minor repairs such as repainting/refurbishing of walls, partitions, repair of flooring or wall/cubicles, repair of electrical wiring and structured cabling, and other repairs in OSG's office spaces/common areas (including existing leased office spaces and newly leased office spaces for relocated offices) for good working condition (Procurement upon the need arises. delegated to Admin Division)	
	Repair of various office equipments	Divisions & Services	NO	NP-53.9 - Small Value Procurement	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GOP	102,000	102,000	0	0 Repair of air-conditioning units, pinkey bows, binding machine, fire/lighting and other office equipment, including replacement of minor parts. (Procurement as the need arises. delegated to Admin Division)	
	Repair of various furniture and fixtures	Divisions & Services	NO	NP-53.9 - Small Value Procurement	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GOP	500,000	500,000	0	0 Replacement / installation of vertical / comb blinds, repair of doors, walls and other office furniture and fixtures. (Procurement as the need arises. delegated to Admin Division)	
	Repair of various IT equipment	Divisions & Services	NO	NP-53.9 - Small Value Procurement	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GOP	200,000	200,000	0	0 Allocated cost for the repair of desktops, laptops, printers, scanners, UPS, and other IT equipment. (Procurement as the need arises. delegated to Admin Division)	
	Repair of various communication equipment	Divisions & Services	NO	NP-53.9 - Small Value Procurement	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GOP	100,000	100,000	0	0 Allocated cost for the repair of fax machine, radio, telephone and other communication equipment. (Procurement as the need arises. delegated to Admin Division)	
	Preventive maintenance of two (2) units Schindler elevator located at OSG Building	Divisions & Services	YES	Direct Contracting	Nov 2022 to Dec 2022	Nov 2022 to Dec 2022	Jan 2023	Jan 2023	GOP	323,000	323,000	0	0 Preventive maintenance cost to maintain the good running condition and repair of the two (2) Schindler elevators of the OSG Building	
	Preventive maintenance and repair of Pinkey Bows and other Printing Machines and repair of two (2) units of Schindler Elevator at OSG Building	Divisions & Services	NO	Direct Contracting	N/A	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GOP	23,000	23,000	0	0 Preventive maintenance cost and repair to maintain the good running condition of Pinkey Bows, Rapid Print and other Printing Machines, and repair of the two (2) Schindler elevators of the OSG Building (Procurement as the need arises. delegated to Admin Division)	
	Repair of water motor pumps, Genset, roll-up shutters and other machineries	Divisions & Services	NO	NP-53.9 - Small Value Procurement	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GOP	100,000	100,000	0	0 Allocated cost for the repair of two (2) units vertical water motor pumps, system motor pumps, submersible pumps, router, aluminum shutters and other machineries. (Procurement as the need arises. delegated to Admin Division)	
	Preventive maintenance and repairs of OSG shuttle buses	Divisions & Services	NO	Direct Contracting	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GOP	1,000,000	1,000,000	0	0 Preventive maintenance, kilometer check-up, and other repairs of OSG buses. (Procurement as the need arises. delegated to Admin Division)	
	Preventive maintenance and repairs of OSG shuttle buses	Divisions & Services	NO	NP-53.9 - Small Value Procurement	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GOP	500,000	500,000	0	0 Other expenses for repairs of OSG buses. (Procurement as the need arises. delegated to Admin Division)	
	Preventive maintenance and repairs of OSG motor vehicles	Divisions & Services	NO	NP-53.9 - Small Value Procurement	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GOP	1,000,000	1,000,000	0	0 Preventive maintenance, kilometer check-up, and other repairs of motorcycles, wagons, vans, and SUVs sedans listed as OSG Service Vehicles. (Procurement as the need arises. delegated to Admin Division)	

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	Repair of fire fighting equipment's etc	Divisions & Services	NO	NP-53.9 - Small Value Procurement	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GoP	100 000	100 000	0	Allocated cost for the repair and replacement of fire fighting equipment's and building location signage's including refill of fire extinguishers. (Procurement as the need arises. delegated to Admin Division)
	Copy papers & other paper materials w/ OSG print at the back	Divisions & Services	NO	Competitive Bidding	Nov 2022 to Dec 2023	Nov 2022 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GoP	3 000 000	3 000 000	0	Annual contract for supply and delivery of bond papers with OSG print at the back.
	Common-use office supplies & equipment (available at PS store)	Divisions & Services	NO	NP-53.5 Agency-to-Agency	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GoP	1 085 934	1 085 934	0	Procurement of office supplies, equipment and anti-covid supplies expenses from PS-DBM. (Procurement as the need arises. delegated to Admin Division)
	Common-use office supplies & equipment (not available at PS store)	Divisions & Services	NO	Shopping	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GoP	3 740 195	3 740 195	0	Procurement of ballpen, sign pen, wind bind covers, anti-covid supplies and other office supplies/ equipment (not available at PS-DBM). (Procurement as the need arises. delegated to Admin Division)
	Common-use office supplies & equipment (not available at PS store)	Divisions & Services	NO	NP-53.9 - Small Value Procurement	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GoP	2 002 921	2 002 921	0	Procurement of signage's, rubber stamp, calling cards and other office supplies, equipment not available at PS-DBM. (Procurement as the need arises. delegated to Admin Division)
	Common-use office supplies & equipment (not available at PS store)	Divisions & Services	NO	Direct Contracting	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GoP	354 950	354 950	0	Procurement of additional photocopying toners, ink, suppliers/toners and drum kit, c of pinkey bowers, rapid print and other office supplies and/or equipment not available at PS-DBM. (Procurement as the need arises. delegated to Admin Division)
	Furniture & Fixtures (semi-expendable)	Divisions & Services	NO	NP-53.9 - Small Value Procurement	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GoP	400 000	400 000	0	Procurement of various furniture & fixtures for the use of the Legal Division and Services.
	Books - Regular (semi-expendable)	Divisions & Services	NO	Direct Contracting	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GoP	200 000	200 000	0	Procurement of various law books for the use of the OSG Lawyers at the Library office.
	Managed Printing	Divisions & Services	YES	Competitive Bidding	Nov 2022 to Dec 2022	Nov 2022 to Dec 2022	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GoP	4 000 000	4 000 000	0	Annual contract for supply and delivery of toners, with free use of printers for the use of Legal Divisions and Services.
	Procurement of Fuel for OSG Vehicles	Divisions & Services	NO	Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (DPL) Products	Nov 2022 to Dec 2022	Nov 2022 to Dec 2022	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GoP	3 500 000	3 500 000	0	Procurement of Fuel for OSG Buses and Admin Dispatched Vehicles
	Security Services	Divisions & Services	YES	Competitive Bidding	Nov 2022 to Dec 2022	Nov 2022 to Dec 2022	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GoP	11 506 000	11 506 000	0	Annual contract for the outsourcing of security personnel for security purposes including relocated offices.
	Janitorial Services (including materials/ supplies)	Divisions & Services	YES	Competitive Bidding	Nov 2022 to Dec 2022	Nov 2022 to Dec 2022	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GoP	6 600 000	6 600 000	0	Annual contract for the outsourcing of janitorial services including equipments and materials supplies for the thirty (30) legal divisions and four (4) Services.
	Environmental and Sanitary Services	Divisions & Services	NO	NP-53.9 - Small Value Procurement	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GoP	180 000	180 000	0	Annual pest control services and other pest control services for the OSG Building and extension offices and disinfection services. (Procurement as the need arises. delegated to Admin Division)
	Other/General Services	Divisions & Services	NO	NP-53.9 - Small Value Procurement	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GoP	235 000	235 000	0	Other general services such as carpet cleaning and laundry services (counains of OSG Buses and Padilla Hall). (Procurement as the need arises. delegated to Admin Division)
	Printing and Publication Expense	Divisions & Services	NO	NP-53.9 - Small Value Procurement	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GoP	50 000	50 000	0	Printing and Publication expenses including cost of printing and binding of documents, forms, manuals, Advocacy materials of committees and similar documents. (Procurement as the need arises. delegated to Admin Division)
	Advertising Expense	BAC/HRMAS	NO	NP-53.9 - Small Value Procurement	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GoP	50 000	50 000	0	Publication costs for invitation to bid/job vacancies/sponsorship to universities. (Procurement as the need arises.)
	Covid Testing for OSG Employees	Divisions & Services	NO	NP-53.9 - Small Value Procurement	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GoP	900 000	900 000	0	Procurement of a service provider to conduct covid testing to OSG employees and contracted outsourced personnel. (Procurement as the need arises)
	Drug Testing for OSG Employees	Divisions & Services	NO	NP-53.5 Agency-to-Agency	N/A	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GoP	574 000	574 000	0	Procurement of a service provider to conduct drug testing to OSG employees. (Procurement as the need arises)
	OSG Committees	Divisions & Services	NO	NP-53.9 - Small Value Procurement	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GoP	2 500 000	2 500 000	0	Food and other expenses including jacket, shirt, kits, Journal and others for committees's planning and programs of the Bids & Awards Committee (BAC), GAD CODI, PADC, OMS, Solo Parent, Internal Audit, Praise Senior Citizens & PWD Committee, Legal Internship Program and other OSG Committees. (Procurement as the need arises)
	Lease of Venue (with Catering Services if applicable)	Divisions & Services	NO	NP - Lease of Real Property and Venue	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GoP	3 500 000	3 500 000	0	Provision of lease of venue with or without catering services (and other expenses) of various OSG committees including MYAA/OSG Anniversary Committee, Sportsteat Committee, YEAA Committee and other committees.
	P.O. Box Rental	Divisions & Services	NO	NP-53.5 Agency-to-Agency Competitive Bidding	N/A	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GoP	2 000	2 000	0	PhilPost Mailbox Rental. (Procurement as the need arises.)
	Lease of Digital Multifunction Copier	Divisions & Services	YES	Competitive Bidding	Nov 2022 to Dec 2022	Nov 2022 to Dec 2022	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GoP	6 500 000	6 500 000	0	Annual rental of photocopying machines necessary for the reproduction of legal and non-legal documents

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	Magazines	Divisions & Services	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GoP	30,000	30,000	0	Annual subscription of magazines and other reading materials
	Newspapers	Divisions & Services	YES	NP-53.9 - Small Value Procurement	Nov 2022 to Dec 2022	Nov 2022 to Dec 2022	Jan 2023	Jan 2023	GoP	394,000	394,000	0	Annual subscription of newspapers
	Official Gazettes	Divisions & Services	NO	NP-53.5 Agency-to-Agency	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GoP	12,000	12,000	0	Annual issuances of Official Gazettes
	Cable Subscriptions	Divisions & Services	NO	Direct Contracting	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GoP	35,000	35,000	0	Annual cable subscription for Secretariat
	Library Books (expendable local and foreign books)	Library / Administrative Division	NO	NP-53.9 - Small Value Procurement	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GoP	158,000	158,000	0	Various books and other printed legal resources for cybercrime, arbitration, international & constitutional law among others for OSG lawyers/employees. (expendable)
	Procurement of Internet Access for Relocated Offices	Divisions & Services	YES	NP-53.9 - Small Value Procurement	Nov 2022 to Dec 2022	Nov 2022 to Dec 2022	Jan 2023	Jan 2023	GoP	864,000	864,000	0	Allocated budget use for the internet bandwidth of relocated offices
	ICT Subscription - Office Productivity, Network Monitoring System + Desktop Management, Cloud Computing Service	Divisions & Services	YES	Competitive Bidding	Nov 2022 to Dec 2022	Nov 2022 to Dec 2022	Jan 2023	Jan 2023	GoP	9,250,000	9,250,000	0	Continuing subscription, Upgrade, and Procurement of new ICT licenses for Server Consolidation and Virtualization, Office Productivity, Disaster Management and Risk Reduction, Case Management Information System, and other purposes as listed in the Case Management Service PPMP for FY 2022
	ICT Subscription - Office Productivity, Microsoft Enterprise Mobility + Security + Anti-Phishing (Identity Access Management with Multi Factor Authentication), Microsoft Exchange Online (Plan 1), Microsoft Office Exchange Online (Plan 2), Microsoft Office 365 E1, and Microsoft Office 365 E3	Divisions & Services	YES	NP-53.5 Agency-to-Agency	N/A	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GoP	11,973,000	11,973,000	0	Continuing subscription, Upgrade, and Procurement of new ICT licenses for Server Consolidation and Virtualization, Office Productivity, Disaster Management and Risk Reduction, Case Management Information System, and other purposes as listed in the Case Management Service PPMP for FY 2022
	ICT Subscription - Office Productivity, Lexis Nexis, Sonicwall Analyzer for NSA4600/4500, Unified Threat Management License, VEEAM Backup and Replication, and Project Management Software, Video Conferencing Application	Divisions & Services	NO	NP-53.9 - Small Value Procurement	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GoP	1,420,000	1,420,000	0	Continuing subscription, Upgrade, and Procurement of new ICT licenses for Server Consolidation and Virtualization, Office Productivity, Disaster Management and Risk Reduction, Case Management Information System, and other purposes as listed in the Case Management Service PPMP for FY 2022
	Other Expenses Incurred by the Agency	Divisions & Services	NO	NP-53.9 - Small Value Procurement	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GoP	1,000,000	1,000,000	0	Provision for other expenses needed by the agency including purchases from Petty Cash Fund. (Procurement is as the need arises)
	Other Expenses Incurred by the Agency	Divisions & Services	NO	Shopping	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	GoP	1,000,000	1,000,000	0	Provision for other expenses needed by the agency including purchases from Petty Cash Fund. (Procurement is as the need arises)

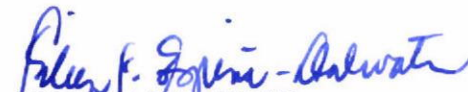
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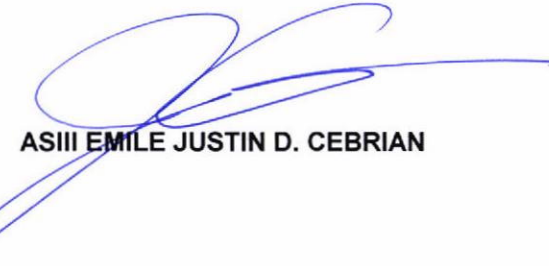


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