

DEPARTMENT OF JUSTICE  
OFFICE OF THE SOLICITOR GENERAL  
**ANNUAL PROCUREMENT PLAN FY 2024**

Code (PAP)	Procurement Project	Is this an Early Procurement	Mode of Procurement	Schedule for Each Procurement Activity				Estimated Budget (PhP)			Remarks (brief description of Project)
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing	Total	MOOE	CO	
	Water - Drinking	YES	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2024	Jan 2024	Jan 2024	Jan 2024	550,000.00	550,000.00		- Annual contract for supply and delivery of drinking water with free usage of hot and cold dispensers.
	Local and Foreign Travel	NO	Negotiated Procurement - Agency to Agency (Sec. 53.5)	N/A	N/A	Feb to Nov 2024	Feb to Nov 2024	2,500,000.00	2,500,000.00		- PS-Philgeps-GFA-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)
	Local and Foreign Travel	NO	Competitive Bidding	Feb 2024	Mar 2024	Apr 2024	Apr 2024	3,000,000.00	3,000,000.00		- Provision of airline tickets requirement for local and foreign travels needed for hearings, arbitration cases, conferences, trainings and other official business transactions not catered by PS-PhilGEPs-GFA-OSG.
	Postage and Deliveries	YES	Negotiated Procurement - Agency to Agency (Sec. 53.5)	N/A	N/A	Jan 2024	Jan 2024	1,900,000.00	1,900,000.00		- Contract with Philippine Postal Corporation for the annual supply of postage stamps, telegram and other related items.
	Postage and Deliveries (Courier Services)	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2024	Jan 2024	Jan 2024	Jan 2024	950,000.00	950,000.00		- Contract for courier services, deliveries, and other related items
	Major Repair and refurbishment of OSG leased office spaces / rooms / common areas including electrical wirings, structured cabling, and other works for relocated divisions	YES	Public Bidding	Apr 2024	May 2024 - Jun 2024	Jun 2024	Jun 2024	30,000,000.00	30,000,000.00		- Repair and refurbishment of newly leased office space for relocated office including but not limited to installation of walls, cubicles, electrical wirings, flooring, and other works for good working condition. (Phase 3-5)
	Supply of Labor and Materials for Installation and Relocation of Fire Protection and Fire Protection and Detection Alarm System	NO	Public Bidding	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024	Jan 2024	2,640,000.00	2,640,000.00		- Repair and refurbishment of newly leased office space for relocated offices, including but not limited to fire detection alarm system, sprinklers and other fire protection equipment.
	Major Repair and refurbishment of OSG office space / leased office spaces / rooms / common areas including electrical wirings, structured cabling, and other works to OSG Main Building, existing leased offices spaces and newly leased existing office space.	NO	Public Bidding	Feb 2024 - Oct 2024	Feb 2024 - Oct 2024	Feb 2024 - Oct 2024	Feb 2024 - Oct 2024	17,000,000.00	17,000,000.00		- Repair, refurbishment and improvements of all OSG Premises including but not limited to installation of walls, cubicles, electrical wirings, flooring, and other works for good working condition.
	Repairs/refurbishment on OSG Office Space/ Rooms/ Common Areas including dismantling and hauling services to OSG Main Building, existing leased offices spaces and newly leased existing office space.	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	7,161,000.00	7,161,000.00		- Minor repairs such as repainting/refurbishing of walls, partitions, repair of flooring or wall/cubicles, repair of electrical wiring and other works/services in OSG's office spaces/common areas (including existing leased office spaces and newly leased office spaces for relocated offices) for good working condition, dismantling of office spaces, and efficiency of services. (Procurement upon the need arises, delegated to Admin Division)
	Repair of various office equipment's	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	102,000.00	102,000.00		- Repair of air-conditioning units, pitney bowes, binding machine, firefighting and other office equipment, including replacement of minor parts. (Procurement as the need arises, delegated to Admin Division)

Code (PAP)	Procurement Project	Is this an Early Procurement	Mode of Procurement	Schedule for Each Procurement Activity				Estimated Budget (PhP)			Remarks (brief description of Project)
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing	Total	MOOE	CO	
	Repair of various furniture and fixtures	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	500,000.00	500,000.00		- Replacement / installation of vertical / combi 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	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	200,000.00	200,000.00		- 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	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	100,000.00	100,000.00		- 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 and repairs of two (2) units Schindler elevator located at OSG Building, Pitney Bowes and other Printing Machines of OSG.	NO	Direct Contracting (Sec. 50)	Jan 2024	Feb 2024	Feb 2024	Feb 2024	566,000.00	566,000.00		- Preventive maintenance cost and repair to maintain the good running condition of Pitney Bowes, Rapid Print and other Printing Machines, and two (2) Schindler elevators of the OSG Building. (Procurement as the need arises, delegated to Admin Division)
	Repair, General Cleaning and General Maintenance of water motor pumps, Genset, roll-up shutters and other machineries.	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	100,000.00	100,000.00		- Allocated cost for the repair and cleaning of two (2) units vertical water motor pumps, cistern 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	NO	Direct Contracting (Sec. 50)	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	1,000,000.00	1,000,000.00		- 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 motor vehicles	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	1,500,000.00	1,500,000.00		- Preventive maintenance, kilometer check-up and other repairs of buses, motorcycles, wagons, vans, mid SUVs, sedans listed as OSG Service Vehicles. (Procurement as the need arises, delegated to Admin Division)
	Procurement & Repair of fire fighting equipment's, etc.	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	100,000.00	100,000.00		- Allocated cost for the repair, and replacement of fire fighting equipment's and building location signage's including new and refill of fire extinguishers. (Procurement as the need arises, delegated to Admin Division)
	Copy papers & other paper materials w/ OSG print at the back	YES	Public Bidding	Nov 2023 to Dec 2023	Nov 2023 to Dec 2023	Jan 2024	Jan 2024	6,000,000.00	6,000,000.00		- Contract for supply and delivery of Copy Papers with OSG logo printed at the back
	Common-use office supplies & equipment (available at PS store)	NO	Negotiated Procurement - Agency to Agency (Sec. 53.5)	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	800,000.00	800,000.00		- Procurement of office supplies, equipment and other supplies expenses from PS-DBM. (Procurement as the need arises, delegated to Admin Division)
	Common-use office supplies & equipment (not available at PS store)	NO	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	1,500,000.00	1,500,000.00		- 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)	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	684,000.00	684,000.00		- 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)

Code (PAP)	Procurement Project	Is this an Early Procurement	Mode of Procurement	Schedule for Each Procurement Activity				Estimated Budget (PhP)			Remarks (brief description of Project)
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing	Total	MOOE	CO	
	Common-use office supplies & equipment (not available at PS store)	NO	Direct Contracting (Sec. 50)	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	100,000.00	100,000.00		- Procurement of additional photocopying toners, ink supplies/toners, and drum kit, consumables of pitney bowes, rapid print and other office supplies and/or equipment not available at PS-DBM. (Procurement as the need arises, delegated to Admin Division)
	Supply and Delivery of Toners with Free Use of Printers	YES	Public Bidding	Nov 2023 to Dec 2023	Nov 2023 to Dec 2023	Jan 2024	Jan 2024	4,400,000.00	4,400,000.00		- Contract for the supply and delivery of toners with free use of printers.
	Furniture & Fixtures (semi-expendable)	YES	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan to Sept 2024	Jan to Sept 2024	Jan to Sept 2024	Jan to Sept 2024	412,000.00	412,000.00		- Contract for the supply of various furniture & fixtures. (Procurement as the need arises.)
	Books - Regular (semi-expendable)	NO	Direct Contracting (Sec. 50)	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	206,000.00	206,000.00		Procurement of various law books for the use of the OSG Lawyers at the Library office.
	Security Services	YES	Public Bidding	Nov 2023 to Dec 2023	Nov 2023 to Dec 2023	Jan 2024	Jan 2024	12,596,000.00	12,596,000.00		- Contract for the security personnel for OSG offices including OSG Main Building, existing leased office spaces, and new office spaces for relocated offices, including necessary equipment.
	Janitorial Services (including materials/ supplies)	YES	Public Bidding	Nov 2023 to Dec 2023	Nov 2023 to Dec 2023	Jan 2024	Jan 2024	8,210,000.00	8,210,000.00		- Annual contract for janitorial services for for OSG offices including OSG Main Building, existing leased office spaces, and new office spaces for relocated offices, including equipment and materials supplies.
	Environmental and Sanitary Services	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	180,000.00	180,000.00		- 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	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	2,657,000.00	2,657,000.00		- Other general services such as but not limited to carpet cleaning and laundry services (curtains of OSG Buses and Padilla hall), hauling services, and other services needed. (Procurement as the need arises, delegated to Admin Division)
	Printing and Publication Expense	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	30,000.00	30,000.00		- 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.)
	Advertising Expense	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	30,000.00	30,000.00		- Publication costs for invitation to bid/job vacancies/sponsorship to universities. (Procurement as the need arises.)
	Drug Testing for OSG Employees	NO	Negotiated Procurement - Agency to Agency (Sec. 53.5)	N/A	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	566,582.00	566,582.00		- Procurement of a service provider to conduct drug testing to OSG employees. (Procurement as the need arises.)
	OSG Committees	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	2,500,000.00	2,500,000.00		- Food and other expenses including jacket, tshirt, kits, journal and others for committee's planning and programs of the Bids & Awards Committee (BAC), GAD, CODI, PADC, QMS, Solo Parent, Internal Audit, Praise, Senior Citizen & PWD Committee, Legal Internship Program, and other OSG Committees. (Procurement as the need arises.)
	OSG Committees	YES	Public Bidding	Jan 2024 to Feb 2024	Jan 2024 to Feb 2024	Mar 2024	Mar 2024 to May 2024	1,800,000.00	1,800,000.00		- Procurement of Go-Bag or Emergency Bag as Emergency/Disaster Preparedness of OSG Employees. (Procurement as the need arises.)

Code (PAP)	Procurement Project	Is this an Early Procurement	Mode of Procurement	Schedule for Each Procurement Activity				Estimated Budget (PhP)			Remarks (brief description of Project)
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing	Total	MOOE	CO	
	Lease of Venue	NO	NP-53.10 Lease of Real Property and Venue	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	3,500,000.00	3,500,000.00	-	Provision of lease of venue with or without catering services (and other expenses) of various OSG committees including MYAA/OSG Anniversary Committee, Sportsfest Committee, YEAA Committee, and other committees
	Lease of Venue (with Catering Services, if applicable)	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Feb 2024	Feb 2024	300,000.00	300,000.00	-	Provision of lease of venue with or without catering services (and other expenses) of various OSG committees including Praise Committee, MYAA/OSG Anniversary Committee, Sportsfest Committee, YEAA Committee, and other committees
	P.O. Box Rental	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Jan 2024 to Feb 2024	Jan 2024 to Feb 2024	2,000.00	2,000.00	-	PhilPost Mailbox Rental. (Procurement as the need arises.)
	Lease of Digital Multifunction Copier	YES	Competitive Bidding	Nov 2023 to Dec 2023	Nov 2023 to Dec 2023	Jan 2024	Jan 2024	6,500,000.00	6,500,000.00	-	Annual rental of photocopying machines necessary for the reproduction of legal and non-legal documents.
	Magazines and Newspaper	NO	NP - Scientific, Scholarly/Artistic Work, Exclusive Tech. & Media Service (Sec. 53.6)	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	424,000.00	424,000.00	-	Annual subscription of newspapers, magazines and other reading materials
	Official Gazettes	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Mar 2024	Mar 2024	12,000.00	12,000.00	-	Annual issuances of Official Gazettes.
	Cable Subscriptions	NO	NP-53.9 - Small Value Procurement	Jan 2024	Jan 2024 - Feb 2024	Jan 2024 - Feb 2024	Jan 2024 - Feb 2024	35,000.00	35,000.00	-	Annual cable subscription for Secretariat.
	Library Books (expendable local books)	NO	NP-53.9 - Small Value Procurement	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	150,000.00	150,000.00	-	Various books and other printed legal resources for cybercrime, arbitration, international & constitutional law among others for OSG lawyers/employees. (expendable)
	Library Books (expendable Foreign Books)	NO	Direct Contracting	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	Jan 2024 to Nov 2024	56,000.00	56,000.00	-	Various books and other printed legal resources for cybercrime, arbitration, international & constitutional law among others for OSG lawyers/employees. (expendable)
	Procurement of the Services of a Certification Body for the ISO 9001:2015 Certification of the Office of the Solicitor General's Receipt and Processing of New Cases, and Its Frontline Service of Issuing Certifications Stated in the Citizen's Charter and an Internal Service	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	200,000.00	200,000.00	-	Multi-year contract (2023 - Php260,000; 2024 - Php120,000; 2025 - Php120,000) for expanded consultancy services for expanded ISO intended for the legal divisions. (New Item)
	ICT Subscription - Office Productivity: Network Management System	YES	Public Bidding	N/A	Nov 2023 to Dec 2023	Jan 2024	Jan 2024	6,500,000.00	6,500,000.00	-	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 2024.
	ICT Subscription - Office Productivity:MS Exchange Plan 1	YES	NP-53.5 Agency-to-Agency	N/A	Nov 2023 to Dec 2023	Jan 2024	Jan 2024	241,656.00	241,656.00	-	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 2024.

Code (PAP)	Procurement Project	Is this an Early Procurement	Mode of Procurement	Schedule for Each Procurement Activity				Estimated Budget (PhP)			Remarks (brief description of Project)
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing	Total	MOOE	CO	
	ICT Subscription - Office Productivity:MS Exchange Plan 2	YES	NP-53.5 Agency-to-Agency	N/A	Nov 2023 to Dec 2023	Jan 2024	Jan 2024	72,495.00	72,495.00		- 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 2024.
	ICT Subscription - Office Productivity:MS Office 365 E1	YES	NP-53.5 Agency-to-Agency	N/A	Nov 2023 to Dec 2023	Jan 2024	Jan 2024	2,062,924.80	2,062,924.80		- 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 2024.
	ICT Subscription - Office Productivity:MS E3	YES	NP-53.5 Agency-to-Agency	N/A	Nov 2023 to Dec 2023	Jan 2024	Jan 2024	5,295,062.88	5,295,062.88		- 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 2024.
	ICT Subscription - Office Productivity: Defender for O365 Plan 1	YES	NP-53.5 Agency-to-Agency	Jan 2024	Jan 2024	Jan 2024	Jan 2024	522,914.40	522,914.40		- 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 2024.
	ICT Subscription - Office Productivity: Defender for O365 Plan 1	NO	NP-53.5 Agency-to-Agency	N/A	Feb 2024	Feb 2024	Feb 2024	539,585.60	539,585.60		- (Additional) 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 2024.
	ICT Subscription - Office Productivity: Microsoft Enterprise Mobility	NO	NP-53.5 Agency-to-Agency	N/A	Jan 2024	Feb 2024	Feb 2024	6,403,900.00	6,403,900.00		- 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 2024.
	ICT Subscription - Office Productivity: Cloud Computing Services	NO	Competitive Bidding	Mar 2024	Mar 2024	Apr 2024	Apr 2024	2,750,000.00	2,750,000.00		- 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 2024.
	ICT Subscription: Legal Libraries - eSCRA	NO	Direct Contracting	Apr 2024	Apr 2024	May 2024	May 2024	600,000.00	600,000.00		- 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 2024.

Code (PAP)	Procurement Project	Is this an Early Procurement	Mode of Procurement	Schedule for Each Procurement Activity				Estimated Budget (PhP)			Remarks (brief description of Project)
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing	Total	MOOE	CO	
	ICT Subscription: Legal Libraries - International Legal Database	NO	NP-53.9 - Small Value Procurement	Feb 2024	Feb 2024	Feb 2024	Feb 2024	600,000.00	600,000.00		- 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 2024.
	ICT Subscription: Legal Libraries: Philippine Legal Database Research Tool	NO	Competitive Bidding	Mar 2024	Mar 2024	Apr 2024	Apr 2024	1,300,000.00	1,300,000.00		- 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 2024.
	ICT Subscription: Legal Libraries: Jus Mundi	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	Apr 2024	Apr 2024	May 2024	May 2024	600,000.00	600,000.00		- 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 2024.
	ICT Subscription: Virtual Machine Software (Virtualization Software)	NO	Competitive Bidding	Jul 2024	Jul 2024	Aug 2024	Aug 2024	4,300,000.00	4,300,000.00		- 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 2024.
	ICT Subscription: VEEAM Maintenance	NO	NP-53.9 - Small Value Procurement	Jul 2024	Jul 2024	Aug 2024	Aug 2024	850,000.00	850,000.00		- 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 2024.
	Other ICT Subscriptions - CMIS Maintenance Agreement	NO	Competitive Bidding	Apr 2024	Apr 2024	May 2024	May 2024	2,500,000.00	2,500,000.00		- 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 2024.
	Other ICT Subscriptions - VOIP Software Maintenance Agreement	NO	NP-53.9 - Small Value Procurement	Apr 2024	Apr 2024	May 2024	May 2024	504,461.32	504,461.32		- 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 2024.
	Other ICT Subscriptions: Database Monitoring and Development Tool	NO	Competitive Bidding	Apr 2024	Apr 2024	May 2024	May 2024	2,000,000.00	2,000,000.00		- 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 2024.
	ICT Intangible Assets: Procurement and Inventory System	NO	Competitive Bidding	Apr 2024	Apr 2024	May 2024	May 2024	5,000,000.00	5,000,000.00		- Procurement of system related to procurement and inventory for the use of Office


Code (PAP)	Procurement Project	Is this an Early Procurement	Mode of Procurement	Schedule for Each Procurement Activity				Estimated Budget (PhP)			Remarks (brief description of Project)
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing	Total	MOOE	CO	
	Procurement of Internet Access for Relocated Offices	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2024 to Jun 2024	Jan 2024 to Jun 2024	Jan 2024 to Jun 2024	Jan 2024 to Jun 2024	612,000.00	612,000.00	-	- Allocated budget use for the internet bandwidth of relocated offices.
	Procurement of Corporate Laptops	NO	Competitive Bidding	Mar 2024 - Aug 2024	Mar 2024 - Aug 2024	Mar 2024 - Aug 2024	Mar 2024 - Aug 2024	10,985,000.00		10,985,000.00	Procurement of Corporate Laptops and other ICT Equipments
	Procurement of Barcode Printer	NO	NP-53.9 - Small Value Procurement	Mar 2024 - Aug 2024	Mar 2024 - Aug 2024	Mar 2024 - Aug 2024	Mar 2024 - Aug 2024	802,000.00		802,000.00	Procurement of Corporate Laptops and other ICT Equipments
	Other Expenses Incurred by the Agency	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	N/A	N/A	Jan 2024 - Dec 2024	Jan 2024 - Dec 2024	128,000.00	128,000.00	-	- 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	NO	Shopping - Others	N/A	N/A	Jan 2024 - Dec 2024	Jan 2024 - Dec 2024	128,000.00	128,000.00	-	- Provision for other expenses needed by the agency including purchases from Petty Cash Fund. (Procurement is as the need arises)
	Procurement of Communication Equipment	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2024 to Apr 2024	Jan 2024 to Apr 2024	Jan 2024 to Jun 2024	Jan 2024 to Jun 2024	800,000.00		800,000.00	Procurement of CCTV Cameras, Server, and other communication equipment
	Procurement of Office Equipment	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2024 to Jun 2024	Jan 2024 to Jun 2024	Jan 2024 to Jun 2024	Jan 2024 to Jun 2024	500,000.00		500,000.00	Procurement of various office equipments requested for use of OSG employees and officials.
	Procurement of Office Equipment for relocated offices	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2024 to Jun 2024	Jan 2024 to Jun 2024	Jan 2024 to Jun 2024	Jan 2024 to Jun 2024	900,000.00		900,000.00	Procurement of various office equipments for relocated offices requested for use of OSG employees and officials.
	Procurement of various furniture and fixtures	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2024 to Jun 2024	Jan 2024 to Jun 2024	Jan 2024 to Jun 2024	Jan 2024 to Jun 2024	1,000,000.00		1,000,000.00	Procurement of various office furniture and fixtures for requested for use of OSG employees and officials.
	Procurement of Air conditioned bus	YES	Public Bidding	Nov 2023 to Dec 2023	Nov 2023 to Dec 2023	Jan 2024	Jan 2024	8,500,000.00		8,500,000.00	Procurement of one full size (at least 47 passengers) air conditioned bus for usage of OSG employees and officials including dispatched and serviced vehicles.
	Procurement of Vehicle for ASGs	YES	Public Bidding	Nov 2023 to Dec 2023	Nov 2023 to Dec 2023	Jan 2024	Jan 2024	6,000,000.00		6,000,000.00	Procurement of four vehicles for usage of OSG employees and officials including dispatched and serviced vehicles.
	Procurement of Replacement Vehicle for ASGs	NO	Public Bidding	Jan 2024 to Jun 2024	Jan 2024 to Jun 2024	Jan 2024 to Jun 2024	Jan 2024 to Jun 2024	4,500,000.00		4,500,000.00	Procurement of three vehicles for usage of OSG employees and officials including dispatched and serviced vehicles.

DEPARTMENT OF JUSTICE  
OFFICE OF THE SOLICITOR GENERAL  
ANNUAL PROCUREMENT PLAN FY 2024

Prepared/Submitted by:

Recommending Approval:

Approved by:



**EDITHA R. BUENDIA**  
Director IV  
Human Resource Management and Administrative Service



**AILEEN E. DALWATAN**  
Senior State Solicitor  
Vice Chairperson, Bids and Awards Committee



**SHARON E. MILLAN-DECANO**  
Assistant Solicitor General  
Chairperson, Bids and Awards Committee



**MENARDO T. GUEVARRA**  
Solicitor General

Checked by:

BAC Members:



**SSS JOHN DALE A. BALLINAN**  
Head, BAC Secretariat



**SSS CHERYL ANGELINE M. ROQUE-JAVIER**



**SSII LEANNE MAUREEN S. APOLINAR**



**ASIII ALANNA GAYLE ASHLEY B. KHIO**



**DIR. BERNADETTE M. LIM**