

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

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity			Source of Funds	Estimated Budget (PhP)		Remarks (brief description of Project)
					Advertisement / Posting of Bids (IBREI)	Submission / Opening of Bids	Notice of Award		Contract Signing	Total	
	Water - Drinking	Divisions & Services	YES	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Nov 2023 to Dec 2023	Nov 2023 to Dec 2023	Jan 2024	Regular Agency Fund (010000000)	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	Divisions & Services	NO	Negotiated Procurement - Agency to Agency (Sec 53.5)	N/A	Nov 2023 to Dec 2023	Jan to Feb 2024	Regular Agency Fund (010000000)	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)
	Postage and Deliveries	DMS / Administrative Division	YES	Negotiated Procurement - Agency to Agency (Sec. 53.5)	N/A	Nov 2023 to Dec 2023	Jan to Feb 2024	Regular Agency Fund (010000000)	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
	Courier Services	DMS / Administrative Division	YES	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Nov 2023 to Dec 2023	Nov 2023 to Dec 2023	Jan 2024	Regular Agency Fund (010000000)	950,000.00	950,000.00	- Contract for courier services, deliveries, and other related items
	Major Repair and refurbishment of OSG office space / leased office spaces / rooms / common areas including electrical wirings, structured cabling, and other works	Divisions & Services	YES	Public Bidding	Nov 2023 to Dec 2023	Nov 2023 to Dec 2023	Jan 2024 to Dec 2024	Regular Agency Fund (010000000)	32,500,000.00	32,500,000.00	- 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, flooring, and other works for good working condition
	Major Repair and refurbishment of OSG office space / leased office spaces / rooms / common areas including electrical wirings, structured cabling, and other works	Divisions & Services	NO	Public Bidding	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Regular Agency Fund (010000000)	10,000,000.00	10,000,000.00	- 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, flooring, and other works for good working condition of OSG Offices
	Repairs/refurbishment on OSG Office Spaces/ Rooms/ Common Areas including dismantling and hauling services	Divisions & 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	Regular Agency Fund (010000000)	10,425,000.00	10,425,000.00	- Minor repairs such as repainting/returning of walls, partitions, repair of flooring or wall/cubicles, repair of electrical wiring 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, dismantling of office spaces, and hauling services (Procurement upon the need arises, delegated to Admin Division)
	Repair of various office equipments	Divisions & 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	Regular Agency Fund (010000000)	102,000.00	102,000.00	- Repair of air-conditioning units, pinkey bowes, binding machine, firefighting 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	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Regular Agency Fund (010000000)	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	Divisions & 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	Regular Agency Fund (010000000)	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	Divisions & 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	Regular Agency Fund (010000000)	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, Pinkey Bowes and other Printing Machines of OSG	Divisions & Services	NO	Direct Contracting (Sec 50)	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Regular Agency Fund (010000000)	331,000.00	331,000.00	- Preventive maintenance cost and repair to maintain the good running condition of Pinkey 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)

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					Advertisement /Posting of (BIRE)	Submission/ opening of Bids	Notice of Award		Contract Signing	Total	
	Repair, General Cleaning and General Maintenance of water motor pumps, Genset, roll-up shutters and other machineries	Divisions & 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	Regular Agency Fund (010000000)	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, roller, 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 (Sec 50)	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Regular Agency Fund (010000000)	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	Divisions & 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	Regular Agency Fund (010000000)	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)
	Repair of fire fighting equipments, etc	Divisions & 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	Regular Agency Fund (010000000)	100,000.00	100,000.00	- Allocated cost for the repair and replacement of fire fighting equipments and building location signage's including refill of fire extinguishers (Procurement as the need arises, delegated to Admin Division)
	Uniform for Administrative Employees of OSG	Divisions & Services	YES	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Nov 2023 to Dec 2023	Nov 2023 to Dec 2023	Jan 2024	Regular Agency Fund (010000000)	650,000.00	650,000.00	- Contract for supply of uniform for administrative employees of OSG
	Copy papers & other paper materials w/ OSG print at the back	Divisions & Services	YES	Public Bidding	Nov 2023 to Dec 2023	Nov 2023 to Dec 2023	Jan 2024	Regular Agency Fund	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)	Divisions & Services	NO	Negotiated Procurement - Agency to Agency (Sec. 53.5)	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Regular Agency Fund (010000000)	100,000.00	100,000.00	- 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)	Divisions & Services	NO	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52 1 b)	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Regular Agency Fund (010000000)	1,500,000.00	1,500,000.00	- Procurement of balpen, 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	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Regular Agency Fund (010000000)	2,084,000.00	2,084,000.00	- 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)
	Common-use office supplies & equipment (not available at PS store)	Divisions & Services	NO	Direct Contracting (Sec 50)	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Regular Agency Fund (010000000)	100,000.00	100,000.00	- Procurement of additional photocopying toners, ink supplementers 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	Divisions & Services	YES	Public Bidding	Nov 2023 to Dec 2023	Nov 2023 to Dec 2023	Jan 2024	Regular Agency Fund (010000000)	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)	Divisions & Services	YES	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Nov 2023 to Dec 2023	Nov 2023 to Dec 2023	Jan 2024	Regular Agency Fund (010000000)	412,000.00	412,000.00	- Contract for the supply of various furniture & fixtures
	Books - Regular (semi-expendable)	Divisions & Services	NO	Direct Contracting (Sec 50)	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Regular Agency Fund	206,000.00	206,000.00	- Procurement of various law books for the use of the OSG Lawyers at the Library office
	Security Services	Divisions & Services	YES	Public Bidding	Nov 2023 to Dec 2023	Nov 2023 to Dec 2023	Jan 2024	Regular Agency Fund (010000000)	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)	Divisions & Services	YES	Public Bidding	Nov 2023 to Dec 2023	Nov 2023 to Dec 2023	Jan 2024	Regular Agency Fund (010000000)	8,210,000.00	8,210,000.00	- Annual contract for janitorial services 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	Divisions & 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	Regular Agency Fund (010000000)	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	Divisions & 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	Regular Agency Fund (010000000)	235,000.00	235,000.00	- Other general services such as carpet cleaning and laundry services (curtains of OSG Buses and Padilla Hall) (Procurement as the need arises, delegated to Admin Division)

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	Printing and Publication Expense	Divisions & 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	Regular Agency Fund (010000000)	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	BAC / HRMAS	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Regular Agency Fund (010000000)	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	Divisions & Services	NO	Negotiated Procurement - Agency to Agency (Sec 53.5)	N/A	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Regular Agency Fund (010000000)	589,360.00	589,360.00	Procurement of a service provider to conduct drug testing to OSG employees (Procurement as the need arises)
	OSG Committees	Divisions & 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	Regular Agency Fund (010000000)	2,500,000.00	2,500,000.00	Food and other expenses including jacket, t-shirt, kits, journal and others for committee's planning and programs of the Bids & Awards Committee (BAC), GAD, CODI, PADOC, QMS, Solo Parent, Internal Audit, Praise, Senior Citizen & PWD Committee, Legal Internship Program, and other OSG Committees (Procurement as the need arises)
	Procurement of Emergency Preparedness Kit	Divisions & Services	YES	Public Bidding	Nov 2023 to Dec 2023	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Regular Agency Fund (010000000)	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)
	Lease of Venue (with Catering Services, if applicable)	Divisions & Services	NO	Negotiated Procurement - Lease of Real Property and Venue (Sec. 53.10)	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Regular Agency Fund (010000000)	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
	P.O. Box Rental	Divisions & Services	NO	Negotiated Procurement - Agency to Agency (Sec 53.5)	N/A	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Regular Agency Fund (010000000)	2,000.00	2,000.00	PhilPost Mailbox Rental (Procurement as the need arises)
	Lease of Digital Multifunction Copier	Divisions & Services	YES	Public Bidding	Nov 2023 to Dec 2023	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Regular Agency Fund (010000000)	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	Divisions & Services	NO	NP - Scientific, Scholarly/Artistic Work, Exclusive Tech & Media Service (Sec. 53.6)	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Regular Agency Fund (010000000)	424,000.00	424,000.00	Annual subscription of newspapers, magazines and other reading materials
	Official Gazettes	Divisions & Services	NO	Negotiated Procurement - Agency to Agency (Sec 53.5)	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Regular Agency Fund (010000000)	12,000.00	12,000.00	Annual issuances of Official Gazettes
	Cable Subscriptions	Divisions & Services	NO	Direct Contracting (Sec 50)	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Regular Agency Fund (010000000)	35,000.00	35,000.00	Annual cable subscription for Secretariat
	Library Books (expendable local and foreign books)	Library / Administrative Division	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Regular Agency Fund (010000000)	100,000.00	100,000.00	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	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Regular Agency Fund (010000000)	612,000.00	612,000.00	Allocated budget use for the internet bandwidth of re-located offices
	ICT Subscription - Office Productivity Network Management System	Divisions & Services	YES	Public Bidding	Nov 2023 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Regular Agency Fund (010000000)	6,500,000.00	6,500,000.00	Continuing subscription of ICT Licenses as listed in the Case Management Service PMP for FY 2024
	ICT Subscription - Office Productivity	Divisions & Services	NO	Public Bidding	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Regular Agency Fund (010000000)	4,000,000.00	4,000,000.00	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 PMP for FY 2024
	ICT Subscription - Office Productivity, Microsoft Enterprise Mobility + Security + Anti-Phishing (Identity Access Management with Multi Factor Authentication), Microsoft Exchange Online (Plan 1), Microsoft Exchange Online (Plan 2), Microsoft Office 365 E1, and Microsoft Office 365 E3	Divisions & Services	YES	Negotiated Procurement - Agency to Agency (Sec 53.5)	N/A	Nov 2023 to Dec 2023	Jan 2024 to Dec 2024	Regular Agency Fund (010000000)	16,143,000.00	16,143,000.00	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 PMP for FY 2024
	Other Expenses Incurred by the Agency	Divisions & 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	Regular Agency Fund (010000000)	1,000,000.00	1,000,000.00	Provision for other expenses needed by the agency including purchases from Petty Cash Fund (Procurement as the need arises)

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	Other Expenses Incurred by the Agency	Divisions & Services	NO	Shopping - Others	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Jan 2024 to Dec 2024	Regular Agency Fund (010000000)	1,000,000.00	1,000,000.00	-	Provision for other expenses needed by the agency including purchases from Petty Cash Fund. (Procurement is as the need arises)
	Procurement of Communication Equipment	Divisions & Services	YES	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Nov 2023 to Dec 2023	Nov 2023 to Dec 2023	Jan 2024	Regular Agency Fund (010000000)	800,000.00	-	800,000.00	Procurement of CCTV Cameras, Server, and other communication equipment for the use of relocated offices
	Procurement of Office Equipment	Divisions & Services	YES	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Nov 2023 to Dec 2023	Nov 2023 to Dec 2023	Jan 2024	Regular Agency Fund (010000000)	500,000.00	-	500,000.00	Procurement of laptop workstations, scanners, and other ICT Equipment requested for relocated offices
	Procurement of various furniture and fixtures	Divisions & Services	YES	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Nov 2023 to Dec 2023	Nov 2023 to Dec 2023	Jan 2024	Regular Agency Fund (010000000)	800,000.00	-	800,000.00	Procurement of various office furniture and fixtures for relocated offices
	Procurement of vehicles	Divisions & Services	YES	Public Bidding	Nov 2023 to Dec 2023	Nov 2023 to Dec 2023	Jan 2024	Regular Agency Fund (010000000)	14,500,000.00	-	14,500,000.00	Procurement of vehicles for usage of OSG employees and officials including dispatched and serviced vehicles

DEPARTMENT OF JUSTICE
OFFICE OF THE SOLICITOR GENERAL

INDICATIVE ANNUAL PROCUREMENT PLAN FY 2024

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