

# OFFICE OF THE SOLICITOR GENERAL

## Indicative Annual Procurement Plan for FY 2025

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 IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
100010000	Water - Drinking	Divisions & Services	YES	NP-53.9 - Small Value Procurement	October to December 2024	N/A	January 2025	January 2025	GoP	650,000.00	650,000.00		- Annual contract for supply and delivery of drinking water with free usage of hot and cold dispensers.
100010000	Local and Foreign Travel	Divisions & Services	NO	NP-53.5 Agency-to-Agency	N/A	N/A	January to December 2025	January to December 2025	GoP	1,000,000.00	1,000,000.00		- Replenishment of funds for the PS-Philgeps-GFA-OSG for 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)
100010000	Local and Foreign Travel	Divisions & Services	NO	NP-53.9 - Small Value Procurement	January to December 2025	N/A	January to December 2025	January to December 2025	GoP	4,000,000.00	4,000,000.00		- 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. (Procurement as the need arises, delegated to Admin Division)
100010000	Postage and Deliveries	DMS & Divisions	YES	NP-53.5 Agency-to-Agency	N/A	N/A	January 2025	January 2025	GoP	1,950,000.00	1,950,000.00		- Contract with Philippine Postal Corporation for the annual supply of postage stamps, telegram and other related items
100010000	Postage and Deliveries (Courier Services)	DMS & Divisions	YES	NP-53.9 - Small Value Procurement	October to December 2024	N/A	January 2025	January 2025	GoP	950,000.00	950,000.00		- Contract for courier services, deliveries, and other related items
100010000	Repair and Maintenance of Leased Spaces of OSG for Relocated Offices (Phase 6)	Divisions & Services	YES	Competitive Bidding	October to December 2024	October to December 2024	January 2025	January 2025	GoP	20,400,000.00	20,400,000.00		- 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. Repair and refurbishment of newly leased office space for relocated offices, including but not limited to fire detection alarm system, sprinklers and other fire
100010000	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	Competitive Bidding	October to December 2024	October to December 2024	January 2025	January 2025	GoP	8,000,000.00	8,000,000.00		- 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
100010000	Repairs/refurbishment on OSG Office Space/ Rooms/ Common Areas including dismantling and hauling services	Divisions & Services	NO	NP-53.9 - Small Value Procurement	January to December 2025	N/A	January to December 2025	January to December 2025	GoP	6,652,000.00	6,652,000.00		- Minor repairs such as repainting/refurnishing 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)
100010000	Repair of various office equipment's	Divisions & Services	NO	NP-53.9 - Small Value Procurement	January to December 2025	N/A	January to December 2025	January to December 2025	GoP	101,000.00	101,000.00		- 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)
100010000	Repair of various furniture and fixtures	Divisions & Services	NO	NP-53.9 - Small Value Procurement	January to December 2025	N/A	January to December 2025	January to December 2025	GoP	150,000.00	150,000.00		- 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)

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					Advertisement Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
100010000	Repair of various IT equipment	Divisions & Services	NO	NP-53.9 - Small Value Procurement	January to December 2025	N/A	January to December 2025	January to December 2025	GoP	197,000.00	197,000.00	-	Allocated cost for the repair of desktops, laptops, printers, scanners, UPS and other IT equipment. (Procurement as the need arises, delegated to Admin Division)
100010000	Repair of various communication equipment	Divisions & Services	NO	NP-53.9 - Small Value Procurement	January to December 2025	N/A	January to December 2025	January to December 2025	GoP	99,000.00	99,000.00	-	Allocated cost for the repair of tax machine, radio, telephone and other communication equipment. (Procurement as the need arises, delegated to Admin Division)
100010000	Preventive maintenance and repairs of two (2) units Schindler elevator located at OSG Building Piney Bowes and other Printing Machines of OSG.	Divisions & Services	YES	Direct Contracting	N/A	N/A	October 2024 to December 2025	October 2024 to December 2025	GoP	684,000.00	684,000.00	-	Preventive maintenance cost and repair to maintain the good running condition of Piney 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)
100010000	Repair, General Cleaning and General Maintenance of water motor pumps, Genset, roll-up shutters and other machines	Divisions & Services	NO	NP-53.9 - Small Value Procurement	January to December 2025	N/A	January to December 2025	January to December 2025	GoP	450,000.00	450,000.00	-	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 machines. (Procurement as the need arises, delegated to Admin Division)
100010000	Repair, General Cleaning and General Maintenance of Semi-Expendable other machines	Divisions & Services	NO	NP-53.9 - Small Value Procurement	January to December 2025	N/A	January to December 2025	January to December 2025	GoP	70,000.00	70,000.00	-	Allocated cost for repair of semi-expendable other machines
100010000	Preventive maintenance and repairs of OSG shuttle buses	Divisions & Services	YES	Direct Contracting	N/A	N/A	January to December 2025	January to December 2025	GoP	500,000.00	500,000.00	-	Preventive maintenance, kilometer check-up and other repairs of OSG buses. (Procurement as the need arises, delegated to Admin Division)
100010000	Preventive maintenance and repairs of OSG motor vehicles	Divisions & Services	NO	NP-53.9 - Small Value Procurement	January to December 2025	N/A	January to December 2025	January to December 2025	GoP	1,967,000.00	1,967,000.00	-	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)
100010000	Repair and replacement of fire fighting equipments, and other disaster response equipment	Divisions & Services	NO	NP-53.9 - Small Value Procurement	January to December 2025	N/A	January to December 2025	January to December 2025	GoP	99,000.00	99,000.00	-	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)
100010000	Lease of Office Space for Relocation (Phase 6)	Divisions & Services	YES	NP-53.10 Lease of Real Property and Venue	N/A	N/A	January to December 2025	January to December 2025	GoP	57,652,000.00	57,652,000.00	-	Provision for Lease of Office Spaces for Relocated Divisions/Services of OSG. (Phase 6 - Relocation Project)
100010000	Copy papers & other paper materials w/ OSG print at the back	Divisions & Services	YES	Competitive Bidding	October to December 2024	October to December 2024	January 2025	January 2025	GoP	6,110,000.00	6,110,000.00	-	Contract for supply and delivery of Copy Papers with OSG logo printed at the back
100010000	Common-use office supplies & equipment (available at PS store)	Divisions & Services	NO	NP-53.5 Agency-to-Agency	N/A	N/A	January to December 2025	January to December 2025	GoP	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)
100010000	Common-use office supplies & equipment (not available at PS store)	Divisions & Services	YES	Shopping	October 2024 to December 2025	N/A	January to December 2025	January to December 2025	GoP	2,000,000.00	2,000,000.00	-	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)
100010000	Common-use office supplies & equipment (not available at PS store)	Divisions & Services	YES	NP-53.9 - Small Value Procurement	October 2024 to December 2025	N/A	January to December 2025	January to December 2025	GoP	1,888,000.00	1,888,000.00	-	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)
100010000	Common-use office supplies & equipment (not available at PS store)	Divisions & Services	NO	Direct Contracting	N/A	N/A	January to December 2025	January to December 2025	GoP	100,000.00	100,000.00	-	Procurement of additional photocopying toners, ink supplies/toners, and drum kit, consumables of pinney bowes, rapid print and other office supplies and/or equipment not available at PS-DBM. (Procurement as the need arises, delegated to Admin Division)