

OFFICE OF THE SOLICITOR GENERAL
Makati City

Annual Procurement Plan for FY 2015

Code (PAP)	Program / Activity / Project	End-User	Mode of Procurement	Schedule for Each Procurement Activity						Source of Funds	PS	Estimated Budget (MOOE)	CO	Remarks (Brief Description of Program/Project)			
				Pre-Proc Conference	Ads/Post of ITB	Pre-bid Conf	Sub/Open of Bids	Bid Evaluation	Post Qual						Notice of Award	Contract Signing	Notice to Proceed
COMMUNICATION SERVICES																	
	Telephone Landline	Divisions & Services	Direct Contracting				Not Applicable				Jan. - Dec.	Jan. - Dec.	Jan. - Dec.	Jan. - Dec.	5,007,000	Jan. - Dec.	Direct lines, PLDT analog telephony (white) and I.P. Telephony (black)
	Postage and Deliveries	DMS	Direct Contracting / Agency to				Not Applicable				Jan. - Dec.	Jan. - Dec.	Jan. - Dec.	Jan. - Dec.	1,200,000	Jan. - Dec.	Actual expenses for postage stamps, telegram and other related expenses
	Internet	Divisions & Services	Direct Contracting				Not Applicable				Jan. - Dec.	Jan. - Dec.	Jan. - Dec.	Jan. - Dec.	1,076,000	Jan. - Dec.	PLDT-Philcom Cagayan de Oro, OSG building and Cebu
	Cable	Divisions & Services	Direct Contracting				Not Applicable				Jan. - Dec.	Jan. - Dec.	Jan. - Dec.	Jan. - Dec.	12,000	Jan. - Dec.	Cable satellite, telegraph and radio expenses
	Telephone Mobile	Divisions & Services	Public Bidding				To procure the service provider				Jan. - Dec.	Jan. - Dec.	Jan. - Dec.	Jan. - Dec.	3,500,000	Jan. - Dec.	Postpaid plan for legal and administrative employees
REPAIR AND MAINTENANCE																	
	a. Building & Leasehold Improvement	Divisions & Services	NP-Small Value				To be procured as the need arises.	Delegated to Administrative Division			Jan. - Dec.	Jan. - Dec.	Jan. - Dec.	Jan. - Dec.	3,550,000	Jan. - Dec.	Repair and maintenance of office space and other facilities
	b. Office Equipment	Divisions & Services	NP-Small Value				To be procured as the need arises.	Delegated to Administrative Division			Jan. - Dec.	Jan. - Dec.	Jan. - Dec.	Jan. - Dec.	50,000	Jan. - Dec.	
	c. Furniture & Fixtures	Divisions & Services	NP-Small Value				To be procured as the need arises.	Delegated to Administrative Division			Jan. - Dec.	Jan. - Dec.	Jan. - Dec.	Jan. - Dec.	800,000	Jan. - Dec.	
	d. IT & Communication Equipment	Divisions & Services	NP-Small Value				To be procured as the need arises.	Delegated to Administrative Division			Jan. - Dec.	Jan. - Dec.	Jan. - Dec.	Jan. - Dec.	350,000	Jan. - Dec.	
	e. Firefighting Equipment	Divisions & Services	NP-Small Value				To be procured as the need arises.	Delegated to Administrative Division			Jan. - Dec.	Jan. - Dec.	Jan. - Dec.	Jan. - Dec.	50,000	Jan. - Dec.	
	f. Other Machineries & Equipment	Divisions & Services	NP-Small Value				To be procured as the need arises.	Delegated to Administrative Division			Jan. - Dec.	Jan. - Dec.	Jan. - Dec.	Jan. - Dec.	400,000	Jan. - Dec.	
	g.1 Buses	Divisions & Services	Direct Contracting				To be procured as the need arises.	Delegated to Administrative Division			Jan. - Dec.	Jan. - Dec.	Jan. - Dec.	Jan. - Dec.	450,000	Jan. - Dec.	
	g.2 Other Vehicles	Divisions & Services	NP-Small Value				To be procured as the need arises.	Delegated to Administrative Division			Jan. - Dec.	Jan. - Dec.	Jan. - Dec.	Jan. - Dec.	750,000	Jan. - Dec.	
SUPPLIES AND MATERIALS																	
	a. Office Supplies	Divisions & Services	Public Bidding	May-15		Jun-15					Nov-15	Nov-15	Nov-15	Nov-15	1,700,000	Nov-15	Procurement at PS-DBM and external suppliers
	b. Common-use office supplies & equipment	Divisions & Services	Shopping				To be procured as the need arises.	Delegated to Administrative Division							9,300,000		
RENTAL EXPENSE																	
	Rental - Office Space	Divisions & Services	NP-Lease of Real Property				Delegated to Administrative Division				Jan. - Dec.	Jan. - Dec.	Jan. - Dec.	Jan. - Dec.	35,752,000	Jan. - Dec.	Annual office space rental at APYC and Montebano Buildings
	Parking Space	Divisions & Services	NP-Lease of Real Property				Delegated to Administrative Division				Jan. - Dec.	Jan. - Dec.	Jan. - Dec.	Jan. - Dec.	837,000	Jan. - Dec.	Annual parking space rental at APYC and Montebano buildings
	Rental - Photocopying Services	Divisions & Services	Public Bidding				To procure the service provider				Jan. - Dec.	Jan. - Dec.	Jan. - Dec.	Jan. - Dec.	3,000,000	Jan. - Dec.	Annual rental of photocopying machines