



Republic of the Philippines
Office of the Solicitor General
134 Amorsolo St. Legaspi Village, Makati City

2009 FEB -1 PM 3:55

Technical Working Group for Repair of OSG Offices for the Relocated Offices

TERMS OF REFERENCE

Supply of Labor and Materials for the Repair of Relocated Offices of the Office of the Solicitor General

The **OFFICE OF THE SOLICITOR GENERAL (OSG)** intends to repair a total of **3,527.80 sq.m.** office space consisting of approximately **2,342.20 sq.m.** at the eighth (8th) floor and **1,185.60 sq.m.** at the seventh (7th) floor of Convergys One Building located at 6796 Ayala Avenue, corner Salcedo Street, Legaspi Village, Makati City.

The OSG shall hire the services of a **CONTRACTOR** to provide labor and materials for the repair of said offices.

1. The Approved Budget for the Contract (ABC) **Twenty Six Million Two Hundred Thousand Pesos (P26,200,000.00)**, inclusive of all government taxes, charges and other standard fees, including payment for the business and other permits required for this purpose, which shall be applied for by the **CONTRACTOR**.

2. To guarantee the performance by the winning bidder of its obligations under the contract, it shall post a performance security prior to signing of the Contract. The performance security shall be in an amount not less than the required percentage of the total Contract Price, in any of the following forms and in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the required percentage of the Total Contract Price)
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	5%

b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank. <i>Provided, however,</i> that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	5%
c) Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	30%

3. The OSG shall pay the CONTRACTOR in accordance with the following schemes/schedules:

	Particulars	Remarks/Conditions
First Release	15% of the Total Contract Price less 5% warranty deposit, computed based on the progress billing.	The amount represents the mobilization fund . The CONTRACTOR shall submit a written request within five (5) days upon receipt of the signed and notarized Contract.
Second Release	15% of the Total Contract Price less 5% warranty deposit, computed based on the progress billing.	The percentage of accomplishment must be at least 30% (corresponding to the 15% mobilization fund and 15% Total Contract Price). The CONTRACTOR shall submit a Statement of Work Accomplishment (SWA) subject to the verification and certification by the OSG. The CONTRACTOR, however, may only request for the second release after full consumption of the 15% mobilization fee, if availed of.

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Third Release	20% of the Total Contract Price less 5% warranty deposit computed based on the progress billing.	The percentage of accomplishment must be at least 50%. The CONTRACTOR shall submit SWA subject to the verification and certification by the OSG.
Fourth Release	20% of the Total Contract Price less 5% warranty deposit computed based on progress billing.	The percentage of accomplishment must be at least 70%. The CONTRACTOR shall submit SWA subject to the verification and certification by the OSG.
Fifth Release	30% of the Total Contract Price less 5% warranty deposit computed based on progress billing.	The percentage of accomplishment must be at least 100%. The CONTRACTOR shall submit SWA subject to the verification and certification by the OSG.
Sixth Release	Retention Fee equivalent to 5% of the Total Contract Price.	For the procurement of Goods, in order to assure that manufacturing defects shall be corrected by the supplier, a warranty security shall be required from the contract awardee for a minimum period of three (3) months , in the case of Expendable Supplies , after acceptance by the Procuring Entity of the delivered supplies.

4. The CONTRACTOR must submit a project design based on the approved layout of the OSG.

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5. The OSG shall check/inspect the CONTRACTOR's works upon every submission of SWA and shall notify the CONTRACTOR of any defect found. The CONTRACTOR shall immediately correct/repair the notified defect/s at the CONTRACTOR's expense and without additional cost to the original contract amount.

6. Where the CONTRACTOR refuses or fails to satisfactorily complete the work within the specified contract time, an amount equal to at least **one-tenth (1/10) of one percent (1%) of the cost of unperformed portion of the work for every day of delay based on calendar days** shall be paid by the CONTRACTOR or deducted from any money due the CONTRACTOR.

7. The CONTRACTOR shall ensure that the materials to be used for the repair are of good quality and subject to inspection by the OSG.

8. The CONTRACTOR has **ninety (90) calendar days (inclusive of Saturdays, Sundays, and holidays)** to complete the scope of work which shall commence **five (5) days** from receipt of the Notice to Proceed (NTP). The CONTRACTOR shall follow the health and safety protocols, including enclosure of the office spaces, as imposed by the OSG and/or the concerned Building Administrator. The days during which the covered office spaces were physically closed as part of the health and safety measures shall be excluded from the ninety (90) days to complete the scope of work.

9. The CONTRACTOR shall submit a Work Plan/Schedule specifying the number of: 1) workers per day; 2) workdays per week; 3) work hours per week; and 4) the projected completed works corresponding to the cumulative 30%, 50%, 70% and 100% of scope of work, as duly approved by the OSG. The contractor must ensure that they will deploy at least 10 regular personnel in each floor every workday excluding engineers/foreman.

10. No employer-employee relationship shall arise between the CONTRACTOR and/or its workers on one hand, and the OSG on the other. The OSG shall not be liable or accountable for any accident and/or injury which may occur to any worker or personnel of the CONTRACTOR during the performance of the works mentioned herein, whether the injury or accident occurred inside or outside the (leased) premises of the OSG.

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11. The CONTRACTOR shall be responsible for any loss or damage that may be incurred upon the property during the performance of the works or for injury to any person caused by unreasonable or negligent act or omission of the CONTRACTOR or its workers, whether such act is intentional or not. The OSG shall not be liable for any loss or damage whatsoever and the CONTRACTOR shall save the OSG harmless therefrom. In the event that the OSG construction bond is charged for any loss or damage to the property, the CONTRACTOR shall refund the corresponding amount and/or the amount will be offset against the outstanding payable due to the CONTRACTOR.

12. The OSG shall have the authority to suspend the work wholly or partly by written order for such period as may be deemed necessary, due to force majeure or any fortuitous events or for failure on the part of the CONTRACTOR to carry out valid orders given by the OSG or to perform any provisions of the contract, or due to adjustment of plans to suit office conditions as found necessary during the construction.

13. Qualifications of the CONTRACTOR:

13.1) Must have been in the business of supplying labor and materials for the repair of offices for **at least five (5) years**.

13.2) Must present a Client Satisfaction Rating from **at least five (5)** government agencies or private corporations with whom the contractor has past or ongoing contract similar to this project.

For purposes of this project, similar contracts shall refer to contracts for repair/renovation/rehabilitation/construction of buildings. Single project such as painting, tiling, etc. will not be considered as similar project.

13.3) Must have a main office or satellite office in or around Metro Manila and/or nearby provinces.

13.4) Must have sufficient manpower to execute the scope of works within the delivery period stated under paragraph 8 of this Terms of Reference.



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13.5) Must have a licensed engineer or licensed architect who will be in-charge of the project, and who will directly coordinate with OSG.

13.6) Electrical and plumbing works should be done by professional master electrician and master plumber, respectively.

13.7) The CONTRACTOR shall submit documents relevant to the project, such as but not limited to the following:

1. Valid DTI or SEC Registration
2. Valid and Current Mayor's Permit/Municipal License
3. Valid and Current Business Permit
4. Tax Clearance Certificate as finally reviewed and approved by BIR
5. Statement of Government and Private Construction contracts completed which are similar in nature to the contract to be bid. Submission should be supported by the following documents:
 - i. Contract Agreement
 - ii. Constructor's Performance Evaluation System (CPES) or Certificate of Completion
 - iii. Certificate of Acceptance
 - iv. Purchase Order showing contractor has duly conformed with the terms stated therein.
6. Net Financial Contracting Capacity (NFCC) Computation
7. Valid and current professional licenses (engineer and architect) issued by appropriate government licensing agency.

14. The OSG Administrative Division reserves the right to check the progress of the project as specified in the scope of work, at any time, but shall not be primarily responsible for the supervision of the day-to-day accomplishment.

15. Applicable provisions of the Government Procurement Reform Act (RA No. 9184) and its Implementing Rules and Regulations (IRR) shall form part of the Terms of Reference (TOR).

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SCOPE OF WORKS

Subject to the restrictions of the office space and those that may be reasonably imposed by the building administrator/owner, the following are the scope of works:

	Description	Qty	Unit/s
1.	<p>Proposed and As-Built Architectural and Electrical plans with signed and sealed blueprints including other permits.</p> <p>a. Preparation of proposed plan for Architectural and Electrical including revisions.</p> <p>b. Preparation of copies for As-built plans for Architectural and Electrical.</p> <p>c. Processing and filing fee for all related Permits.</p>	1 14 1	lot sets lot
2.	Mobilization/Demobilization.	1	lot
3.	<p>Re-tiling and chipping works of flooring including electrical rough-ins. (8th Floor)</p> <p>a. Preparation of substrate for tiling, stripping of existing vinyl tile flooring prior to electrical works before re-tiling.</p> <p>b. Installation of electrical conduit at slab flooring.</p> <p>c. Installation of vinyl tiles and fittings.</p> <p>c-1. Floor Tiles: at least 2,374sqm. (1.20mts x 0.60mts)</p> <p>c-2. Color: provide swatches</p>		
4.	<p>Drywall partitions, painting of all walls, ceiling enclosure and partitions for hallways. (8th Floor)</p> <p>a. Painting of walls: at least 2,175sqm. (concrete and drywall)</p> <p>b. Installation of ceiling enclosures: at least 2,374sqm. with complete accessories</p> <p>b-1. Acoustic Board (1.20mtr. x 0.60mtr.)</p> <p>c. Installation of panel doors double swing: 25 pcs.</p>	1	lot

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5.	<p>Supply, Installation and Fabrication of modular cubicles with tables for Lawyers.</p> <p>a. Size: [(2.00mts.L1-2.00mts.L2 x (1.50mts.W1-0.80mts.W2 x 1.70mts.H)]</p> <p>b. Color: provide swatches</p> <p>c. Pattern: provide brochure</p>	80	sets
6.	<p>Supply, Installation and Fabrication of modular cubicles with tables for Secretaries.</p> <p>a. Size: [(1.00mts.L1-1.00mts.L2) x 1.00mts.W x 1.20mts.H]</p> <p>b. Color: provide swatches</p> <p>c. Pattern: provide brochure</p>	80	sets
7.	<p>Supply, Installation and Fabrication of Workstation for ASG Secretary (8th Floor).</p> <p>a. Size: 2.40mts.L1 - 1.60mts.L2 x 1.10mts.W x 1.40mts.H</p> <p>b. Color: provide swatches</p> <p>c. Pattern: provide brochure</p>	8	sets
8.	<p>Supply, Installation and Fabrication of ASG Room (8th Floor).</p> <p>a. Area: At least 30sqm.</p> <p>b. Floor to ceiling drywall</p> <p>c. One (1) access door(0.80mts.W x 2.10mts.H)</p> <p>d. Fully painted inside and outside</p> <p>e. Paint color: provide swatches</p>	8	sets
9.	<p>Supply, Installation and Fabrication of Conference Room (8th Floor).</p> <p>a. Area: At least 73sqm.</p> <p>b. Floor to ceiling drywall</p> <p>c. Three (3) access door (2.90mts.W x 2.10mts.H) (1-0.80mts.W x 2.10mts.H)</p> <p>d. Carpet Tiles at least 73sqm. (0.60mts x 0.60mts)</p> <p>e. Fully painted inside and outside</p> <p>f. Paint color: provide swatches</p>	1	set
10.	<p>Supply, Installation and Fabrication of Divisions' Filing Room (8th Floor).</p> <p>a. Area: At least 92sqm</p> <p>b. Floor to ceiling drywall</p>	4	sets

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	<ul style="list-style-type: none"> c. Five (5) access door, (4-0.70mts.W x 2.10mts.H) (1 - 1.80Mts. W x 2.10mts.H) d. Floor to ceiling drywall at 23sqm for each filing room. e. Fully painted inside and outside f. Paint color: provide swatches 		
11.	<p>Supply, Installation and Fabrication of Storage Room and Security Quarter (8th Floor)</p> <p>Storage Area</p> <ul style="list-style-type: none"> a. Area: 1. Storage room 1 - At least 12sqm 2. Storage room 2 - At least 12sqm 3. Storage room 3 - At least 3.60sqm b. Floor to ceiling drywall c. Three (3) access door (0.80mts.W x 2.10mts.H) d. Fully painted inside and outside e. Paint Color: provide swatches <p>Security Quarter</p> <ul style="list-style-type: none"> a. Area: At least 6.00sqm. b. Floor to ceiling drywall c. One (1) Access Door (0.70mts.W x 2.10mts.H) d. Fully painted inside and outside e. Paint Color: provide swatches 	3	Sets
12.	<p>Supply and Installation of Power Outlets, Telephone Outlets and Lighting Fixtures will be based on Reflected Ceiling Plan (8th Floor)</p> <ul style="list-style-type: none"> a. One (1) Universal Duplex for each Lawyer b. One (1) Universal Duplex for each Secretary c. One (1) Universal Duplex for each ASG Secretary d. Two (2) Universal Duplex for ASG Room e. Four (4) Universal Duplex for Chief's Room and receiving area. f. Four (4) Universal Duplex for Conference Room g. Five (5) Universal Duplex for Pantry Area h. Seventy Five (75) Telephone Outlets i. Forty (40) two gang Switch Outlet j. Two (2) Refrigerator Outlets k. Wires/Cables / Other materials l. Lighting Fixtures/Luminaire Recess Type (2-T8 LED) 	1	lot

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13.	<p>Supply, Fabrication and Installation of Pantry Area (8th Floor)</p> <ul style="list-style-type: none"> a. Area: At least 41sqm. b. Floor to ceiling drywall c. Double Swing Access Door (1-1.60mts.W x 2.10mts.H) d. Fully painted inside and outside e. Three (3) kitchen sink with complete accessories f. Paint Color: provide swatches g. Three (3) Door hanging cabinet 	1	set
14.	<p>Provision for Comfort Room for Chief Satellite Offices and ASG's. (8th Floor)</p> <ul style="list-style-type: none"> a. Supply and installation of Comfort Room at least 3.8sqm. (include Plumbing, Fittings and Fixtures) b. 0.40mts x 0.40mts Wall and Floor Tiles 	9	sets
15.	<p>Supply, Installation and Fabrication of Chief Satellite Room with receiving area and storage room (8th Floor)</p> <ul style="list-style-type: none"> a. Area: at least 29sqm. Chief's Room, 30sqm receiving area, b. Floor to ceiling drywall c. Two (2) access door (2-0.80mts.W x 2.10mts.H) d. Carpet tiles at least 29sqm. (0.60mts x 0.60mts) e. Tempered Glass wall 20sqm, 1/2" Thick and One (1) Tempered Glass access door, 1/2" Thick with patch fittings (Partition for Conference & Chief's Office f. Fully painted inside and outside g. At least 1.76sqm for storage room h. Paint color: provide swatches 	1	lot

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16.	<p>Supply and Installation of Common Comfort Room with Glass Mirror and Tiling works at least 72sqm. 0.40mts x 0.40mts Floor & Wall Tiles (8th Floor)</p> <p>a. Female Comfort Room Area: At least 25.5sqm. - Eight (8) Toilet Bowl with dividers and door - Six (6) Lavatory with complete accessories</p> <p>b. Male Comfort Room Area: At least 12sqm. - Two (2) Toilet Bowl with dividers and door - Two (2) Lavatory with complete accessories - Three (3) Urinals with dividers</p>	1	lot
17.	<p>Supply, Fabrication and Installation of One-Stop Shop Room for: (7th Floor)</p> <p>1. Docket Management Service (DMS) - At least 11.5sqm 2. Financial Management Service (FMS) - At least 7sqm. 3. Case Management Service (CMS) - At least 7sqm 4. Administrative Division - At least 7sqm.</p> <p>a. Floor to ceiling drywall b. Low partition walls and doors c. One (1) entrance/exit door (1.70mts.W x 2.10mts.H) d. Fully painted inside and outside e. Paint Color: provide swatches</p>	1	set
18	<p>Supply, Installation and Fabrication of Divisions Filing Room. (7th Floor)</p> <p>a. Area: At least 120sqm b. Floor to ceiling drywall c. Four (4) access door, (8-0.70mts.W x 2.10mts.H) 1 - 1.80Mts. W x 2.10mts.H) d. Floor to ceiling drywall at 30sqm for each filing room. e. Fully painted inside and outside f. Paint color: provide swatches.</p>	4	sets
19	<p>Supply, Fabrication and Installation of Pantry Area (7th Floor)</p> <p>a. Area: At least 75sqm and Storage Room with Door at least 1.70sqm b. Floor to ceiling drywall c. Two (2) access door (2-0.80mts.W x 2.10mts.H) d. Fully painted inside and outside e. Three (3) kitchen sink with complete accessories f. Paint Color: provide swatches</p>	1	lot

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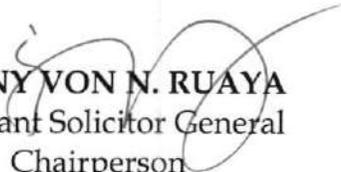
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20	<p>Supply, Installation and Fabrication of Conference Room. (7th Floor)</p> <ul style="list-style-type: none"> a. Area: At least 565sqm. b. Floor to ceiling drywall c. Four Double Swing (4) Main access door (4-1.80mts.W x 2.10mts.H) & Two (2) Single Swing access door (2-0.80mts.W x 2.10mts.H) d. Fully painted inside and outside e. Paint color: provide swatches 	1	lot
21	<p>Re-tiling and chipping works of flooring including electrical rough-ins. (7th Floor)</p> <ul style="list-style-type: none"> a. Preparation of substrate for tiling, stripping of existing vinyl tile flooring prior to electrical works before re-tiling. b. Installation of electrical conduit at slab flooring. c. Installation of floor tiles and fittings. <ul style="list-style-type: none"> 1. Vinyl Floor Tiles: 260sqm. (1.20mts. x 0.20mts) 2. Carpet Tiles: 565sqm. (0.60mts. x 0.60mts) 3. Color: provide swatches 	1	lot
22	<p>Supply and Installation of Power Outlets, Telephone Outlets, Ceiling Enclosures and Lighting Fixtures will be based on reflected Ceiling Plan. (7th Floor)</p> <ul style="list-style-type: none"> a. Twelve (12) Universal Duplex for One Stop Shop b. Six (6) Universal Duplex for Pantry Area c. Twenty Five (25) Universal Duplex for Conference Room d. Twelve (12) Telephone Outlets e. Twenty-two(22) two gang Switch Outlet f. Installation of ceiling enclosures with complete accessories (1,187 sqm) <ul style="list-style-type: none"> - Acoustic Board (1.20mtr. x 0.60mtr.) g. Wires/Cables / Other materials 	1	lot
23.	<p>Hauling of Debris Materials and Cleaning of the Area (After Construction Cleaning)</p>	1	lot

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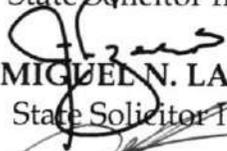
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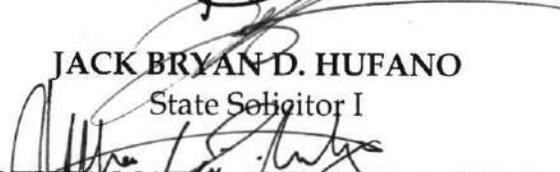
**Technical Working Group for Repair of
OSG Offices for the Relocated Offices**

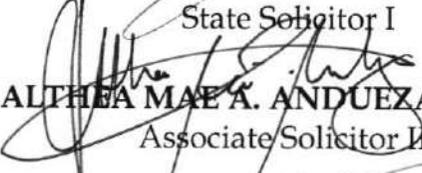

SONNY VON N. RUAYA
Assistant Solicitor General
Chairperson

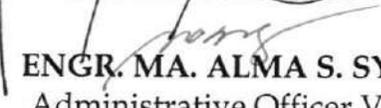
Members:

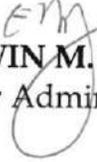

ERIC C. GABATINO
State Solicitor II


JOSE MIGUEL N. LAZARO
State Solicitor I

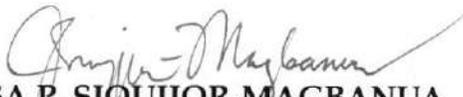

JACK BRYAN D. HUFANO
State Solicitor I

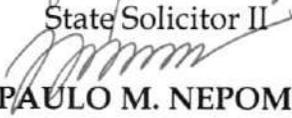

ALTHEA MAE A. ANDUEZA-PULIDO
Associate Solicitor III


ENGR. MA. ALMA S. SY
Administrative Officer V


EDWIN M. BAGOS
Senior Admin. Asst. III

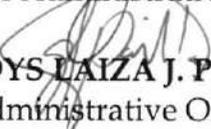

ARCH. GIAN C. DE VERA
Administrative Officer I

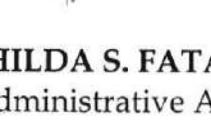

MA. JESUSA P. SIQUIJOR-MAGBANUA
State Solicitor II


JUAN PAULO M. NEPOMUCENO
State Solicitor I

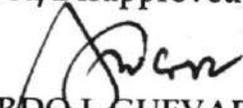

CHERYL GRACE M. RABE
Associate Solicitor III

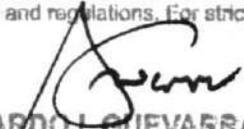

JESSICA L. CASTRO
Chief Administrative Officer


GLADYS LAIZA J. PADRILAN
Administrative Officer V

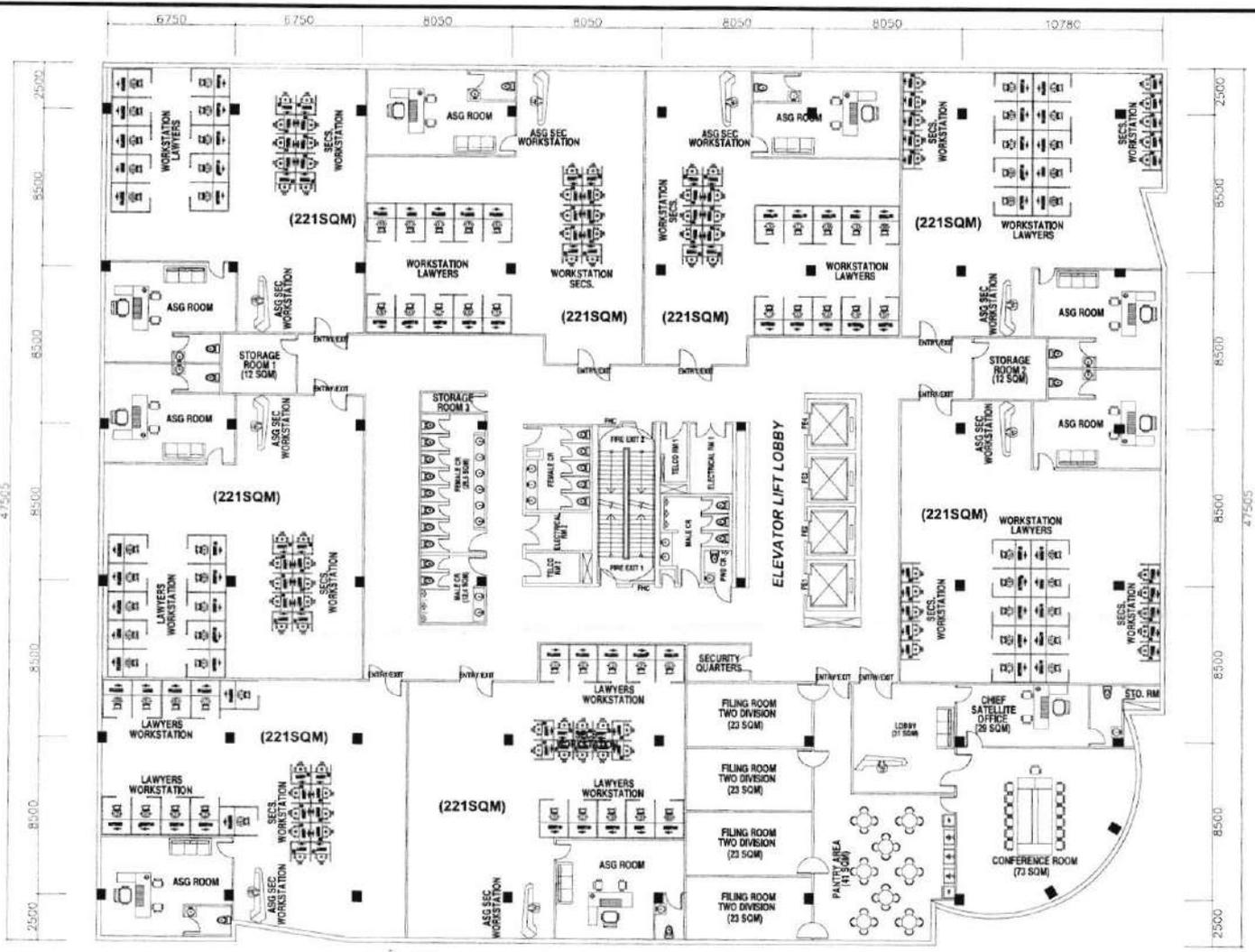

HILDA S. FATALLA
Administrative Asst. VI

Approved/Disapproved:


MENARDO I. GUEVARRA
Solicitor General

APPROVED
It is understood that the foregoing shall be subject to availability of funds and strict compliance with the pertinent budgeting, procurement, accounting and auditing laws, rules and regulations. For strict compliance.
 MENARDO I. GUEVARRA Solicitor General
Date: <u>14 FEB 2023</u>



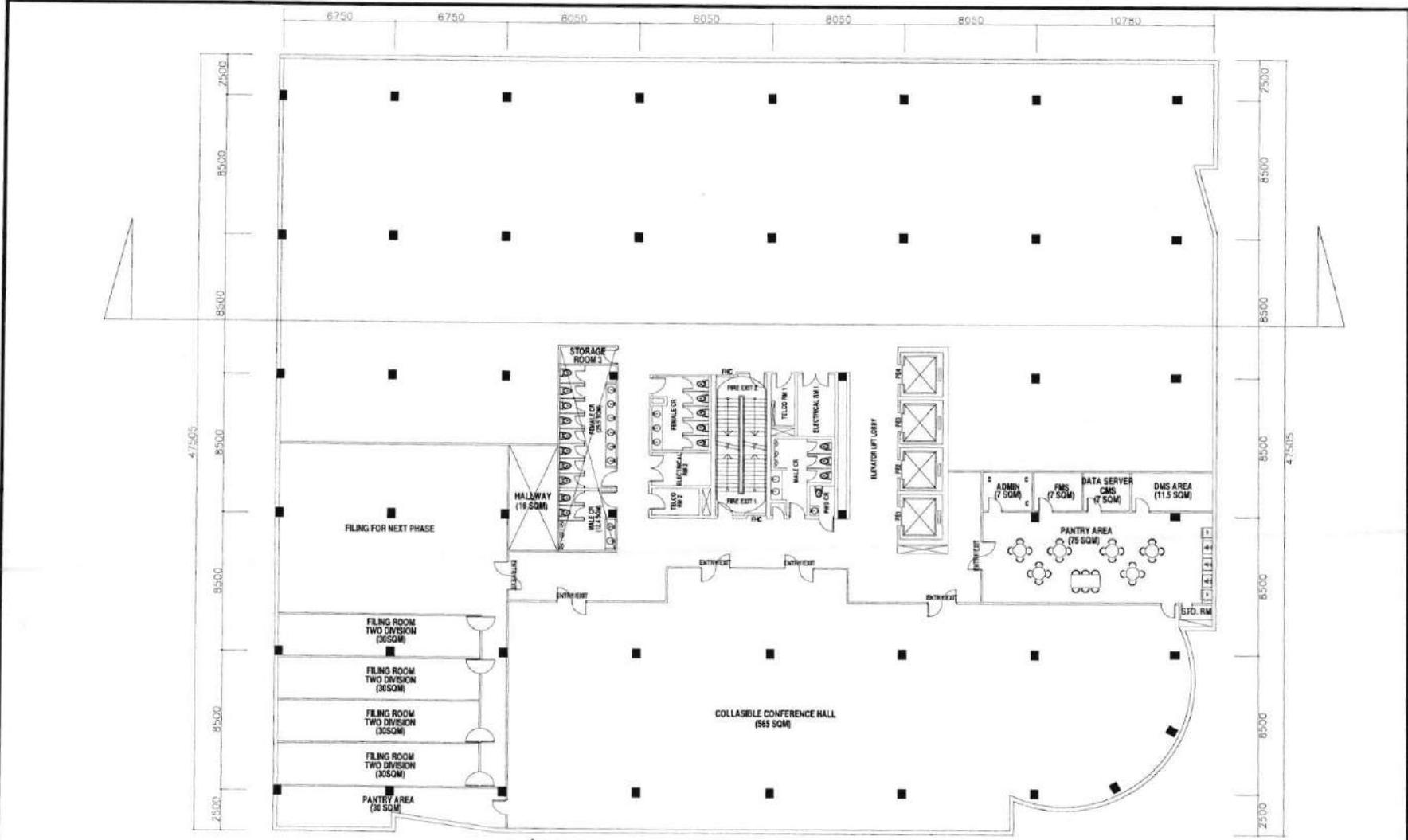


EIGHTH (8TH) FLOOR PLAN LAYOUT
SCALE: 1:100

ARCHITECT:		PROJECT TITLE		PROJECT OWNER		SHEET CONTENT		JOB STATUS		REVISIONS		SHEET NO.	
		PROPOSED 8th FLOOR OFFICE FITOUT		OFFICE OF THE SOLICITOR GENERAL		AS SHOWN		JOB STATUS					
REG. NO.	PTR. NO.	LOCATION:	8TH FLOOR SOGVI BUILDING, 875B, AYALA AVE. COR. SALCEDO, LEGASPI VILLAGE, MAKATI CITY.	LOCATION:	134 AMORSOLO STREET, LEGASPI VILLAGE, MAKATI CITY, PHILIPPINES			DATE					
	DATE ISSUED							DRAWN BY					
								CHECKED BY					
								APPROVED BY					
								DATE					
								JOB NO.					
								JOB NO.					

NOTE: MEASUREMENTS TO BE SHOWN ON ACTUAL

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SEVENTH(7TH) FLOOR PLAN LAYOUT
SCALE 1:200

ARCHITECT:		PROJECT TITLE		PROJECT OWNER		SHEET CONTENT		JOB STATUS		REVISIONS		SHEET NO.	
		PROPOSED 7th FLOOR OFFICE FITOUT		OFFICE OF THE SOLICITOR GENERAL		AS SHOWN		JOB STATUS: DATE: DESIGNED BY: APPROVED BY:					
REF. NO.	FILE NO.	LOCATION:	8TH FLOOR SGGI BUILDING, 875A, AYALA AVE. COR. SALCEDO, LEGASPI VILLAGE, MAKATI CITY.	LOCATION:	134 AMORSOLO STREET, LEGASPI VILLAGE, MAKATI CITY, PHILIPPINES			R. A. SAG <small>THE GENERAL IS AN INSTRUMENT OF SERVICE. ALL RIGHTS IN THE DESIGN ARE RESERVED BY HIM. NO REPRODUCTION OR COPIES MAY BE MADE WITHOUT HIS WRITTEN PERMISSION. ALL DIMENSIONS ARE TO BE AS SHOWN UNLESS OTHERWISE SPECIFIED.</small>					
TRK NO.	DATE REVIS.											JOB NO.	

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

Code (PAP)	Procurement Program/Project	Object Code	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PAP)		Remarks (Brief description of Program/Activity/Project)
					Advertisement/Posting of Bids	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	
MAINTENANCE AND OTHER OPERATING EXPENSES												
1	Water - Drinking	5029996099	Divisions & Services	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Nov 2022 to Dec 2022	Nov 2022 to Dec 2022	Jan 2023	Jan 2023	Regular Agency Fund (01000000)	550,000	550,000	0 Annual contract of supply and delivery of drinking water with free usage of hot and cold dispensers.
2	Training Expenses including Competency Profiling of OSG Employees	5029996099	Divisions & Services	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Regular Agency Fund (01000000)	3,000,000	3,000,000	0 PPS-Philgraps-GFA-OSG for the provision of airway tickets requirement for local and foreign travels needed for hearings, arbitration cases, conferences, trainings
3	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 Shared in the Citizen's Charter and an Internal Service	5029996099	Divisions & Services	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Regular Agency Fund (01000000)	500,000.00	500,000.00	0 Multi-year contract (2023 - 2025) 200,000.00; 2024 - 200,000.00; 2025 - 70,000.00; for expanded consultancy services for expedited ISO intended for the legal divisions. (New item)
4	Local and Foreign Travel	5029996099	Divisions & Services	Negotiated Procurement - Agency to Agency (Sec. 53.5)	N/A	Nov 2022 to Dec 2022	Jan to Feb 2023	Jan to Feb 2023	Regular Agency Fund (01000000)	2,500,000	2,500,000	0 PPS-Philgraps-GFA-OSG for the provision of airline tickets requirement for local and foreign travels needed
5	Foreign Travel and Local Travel thru Travel Agency	5029996099	Divisions & Services	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Nov 2022 to Dec 2022	Nov 2022 to Dec 2022	Jan 2023	Jan 2023	Regular Agency Fund (01000000)	2,000,000	2,000,000	0 Provision of airline tickets requirement for foreign and local travels not covered by the GFA with FSCBM needed for information officers, conference, training and other official business (2023-2025)
6	Postage and Deliveries	5029996099	DMS / Administrative Division	Negotiated Procurement - Agency to Agency (Sec. 53.5)	N/A	Nov 2022 to Dec 2022	Jan 2023	Jan 2023	Regular Agency Fund (01000000)	2,000,000	2,000,000	0 Contracting with Philippine Postal Corporation for the annual expenses of postage stamps, telegram and other related expenses.
7	Postage and Deliveries (Courier Services)	5029996099	DMS / Administrative Division	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Regular Agency Fund (01000000)	650,000	650,000	0 Estimated annual expenses for postage stamps, telegram, courier services, deliveries, and other related expenses.
8	Major Repair and refurbishment of OSG office space / leased office spaces / rooms / common areas including electrical wirings, structural cabling, and other works for the good working condition of offices.	5029996099	Divisions & Services	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Regular Agency Fund (01000000)	32,000,000	32,000,000	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, flooring, and other works for good working conditions.
9	Repair/refurbishment on OSG Office Space/ Rooms/ Common Areas including dismantling and hauling services	5029996099	Divisions & Services	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Regular Agency Fund (01000000)	3,761,000	3,761,000	0 Minor repairs such as repairing/dismantling 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)
10	Repair of various office equipment's	5029996099	Divisions & Services	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Regular Agency Fund (01000000)	102,000	102,000	0 Repair of air-conditioning units, pinkey lowers, binding machine, inking and other office equipment, including replacement of minor parts. (Procurement as the need arises, delegated to Admin Division)
11	Repair of various furniture and fixtures	5029996099	Divisions & Services	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Regular Agency Fund (01000000)	400,000	400,000	0 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)
12	Repair of various IT equipment	5029996099	Divisions & Services	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Regular Agency Fund (01000000)	200,000	200,000	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)
13	Repair of various communication equipment	5029996099	Divisions & Services	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Regular Agency Fund (01000000)	100,000	100,000	0 Allocated cost for the repair of fax machine, radio, telephone and other communication equipment.
14	Preventive maintenance and repairs of two (2) units Schindler elevator located at OSG Building, Pinkey Towers and other Printing Machines of OSG.	5029996099	Divisions & Services	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Regular Agency Fund (01000000)	446,000	446,000	0 Preventive maintenance cost and repair to maintain the good running condition of Pinkey Towers, Rapid Print and other Printing Machines, and two (2) Schindler elevators of the OSG Building.
15	Repair, General Cleaning and General Maintenance of water motor pumps, Genset, roll-up shutters and other machinery	5029996099	Divisions & Services	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Regular Agency Fund (01000000)	100,000	100,000	0 Allocated cost for the repair and cleaning of two (2) units vertical water motor pumps, obtain motor stamps, submersible pumps, motor, aluminum shutters and other related parts.
16	Preventive maintenance and repairs of OSG shuttle buses.	5029996099	Divisions & Services	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Jan 2023 to Dec 2023	Regular Agency Fund (01000000)	1,000,000	1,000,000	0 Preventive maintenance, kilometer check-up and other repairs of OSG buses. (Procurement as the need arises, delegated to Admin Division)

DEPARTMENT OF JUSTICE
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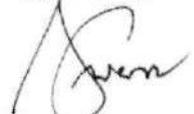
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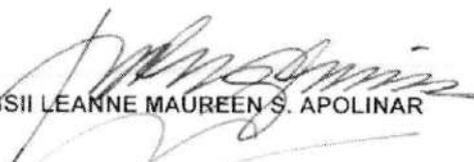

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