



Republic of the Philippines

OFFICE OF THE SOLICITOR GENERAL

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MEMORANDUM

By: KLEIR P. 1212

SECRETARIAT



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**FOR :** MENARDO I. CUEVARRA  
Solicitor General

**FROM :** BIDS AND AWARDS COMMITTEE

**RE :** PROCUREMENT MONITORING REPORT 1<sup>ST</sup> SEMESTER  
FY 2024

**DATE :** 12 July 2024

We respectfully submit for your approval and signature the attached Procurement Monitoring Report for the 1<sup>st</sup> Semester for FY 2024, which the BAC prepared pursuant to GPPB Circular 03-2015, and Section 12<sup>1</sup> of the 2016 Revised Implementing Rules and Regulations of Republic Act 9184.

The GPPB also issued Advisory 01-2022, requiring the submission and posting of this Procurement Monitoring Report in the Transparency Seal webpage of the OSG on or before July 14, 2024.

Hoping for your usual consideration and prompt action.

Thank you.

  
**ASG SHARON E. MILLAN-DECANO**  
BAC, Chairperson

<sup>1</sup> (12.2 The BAC shall be responsible for ensuring that the Procuring Entity abides by the standards set forth by the Act and this IRR, and it shall prepare a Procurement Monitoring Report (PMR) in the form prescribed by the GPPB.29 The PMR shall cover all procurement activities specified in the APP, whether ongoing and completed, from the holding of the pre-procurement conference to the issuance of notice of award and the approval of the contract, including the standard and actual time for each major procurement activity. The PMR shall be approved and submitted by the HOPE to the GPPB in electronic format within fourteen (14) calendar days after the end of each semester. The PMR shall likewise be posted in accordance with E.O. 662, s. 2007, as amended. (a))

OFFICE OF THE SOLICITOR GENERAL MONITORING REPORT as of a June 30, 2024 (1st SEMESTER FY 2024)

Completed Procurement Activities

Code (UAC/SP AP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	COMPLETED PROCUREMENT ACTIVITIES																	
				Small Value	Small Value	Small Value	Small Value	Small Value	Small Value	Small Value	Small Value	Small Value	Small Value	Small Value	Small Value						
				Procurement	Notice of Award	Contract Signing	Notice to Proceed	Delivery/Completion	Inspection & Acceptance	Source of Funds	Total	MOOE	CO	Total	MOOE	CO	Contract Cost (Php)	List of Invitees	Date of Receipt of Invitation	Remarks	
				Pre-Procurement Conference	Advertorial	Pre-Bid Conference	Eligibility Check	Subpoena Evaluation	Bid Opening	Post-Bid Conference	Pre-Bid Conference	Eligibility Check	Subpoena Evaluation	Bid Opening	Post-Bid Conference	Pre-Bid Conference	Eligibility Check	Subpoena Evaluation	Bid Opening	Post-Bid Conference	Pre-Bid Conference
	Procurement of: One (1) Year Supply and Weekly Delivery of Purified Drinking Water with Free Use of Hot and Cold-Water Non-Spill Dispenser for the Office of the Solicitor General for the Year 2023	ADMIN	Small Value	January 24, 2023	January 25, 2024	February 1, 2023	February 1, 2023	January 25, 2024	January 25, 2024	N/A	550,000.00	550,000.00	458,640.00		458,640.00		458,640.00				
	Perform 40,000km Check-up for Toyota Corolla Altis with Conduction Sticker No. A6Q958	ADMIN	Small Value	November 28, 2024	January 16, 2024	January 16, 2024	January 16, 2024	January 16, 2024	January 16, 2024	GAA	17,349.79	17,349.79	17,349.79		17,349.79		17,349.79				
	Perform 170,000 KM Check up for Vehicle Model: Toyota Innova Plate No. SLG 348	ADMIN	Small Value	May 9, 2024	May 6, 2024	May 10, 2024	May 10, 2024	May 10, 2024	May 10, 2024	GAA	9,938.59	9,938.59	9,938.59		9,938.59		9,938.59				
	Subscription of Newspaper of OSG for the period of July 9, 2023 to January 15, 2023	ADMIN	Small Value	July 7, 2023	February 15, 2024	February 15, 2024	February 15, 2024	February 15, 2024	February 15, 2024	GAA	285,070.00	285,070.00	201,033.00		201,033.00		201,033.00				
	Procurement of Document Bags	ADMIN	Small Value	February 6, 2024	March 18, 2024	March 19, 2024	March 19, 2024	March 19, 2024	March 19, 2024	GAA	702,950.00	702,950.00	684,756.00		684,756.00		684,756.00				
	Procurement of Car Accessories for Vehicle Model Honda Mobile Nano Ceramic Tint SAb 5093	ADMIN	Small Value	February 12, 2024	February 15, 2024	February 15, 2024	February 15, 2024	February 15, 2024	February 15, 2024	GAA	30,000.00	30,000.00	7,800.00		7,800.00		7,800.00				
	ISO-QMS Certification for OSG	ADMIN	Small Value	December 7, 2023	December 20 and 21, 2023	December 20 and 21, 2023	December 20 and 21, 2023	December 20 and 21, 2023	December 20 and 21, 2023	GAA	600,000.00	600,000.00	451,920.00		451,920.00		451,920.00				
	Procurement of QR Code Scanner	ADMIN	Small Value	January 15, 2024	March 18, 2024	March 18, 2024	March 18, 2024	March 18, 2024	March 18, 2024	GAA	194,500.00	194,500.00	190,000.00		190,000.00		190,000.00				
	Diagnosis, Supply of Labor and Materials for the repair of vehicle model: Toyota Innova 2.5 E Diesel M/T w/ Plate No. SLF 445	ADMIN	Small Value	November 30, 2024	December 7, 2023	January 16, 2024	January 16, 2024	January 16, 2024	January 16, 2024	GAA	19,507.43	19,507.43	19,507.43		19,507.43		19,507.43				
	Supply of Labor and Materials for structure Pest Control - Termite Infestation in OSG Building	ADMIN	Small Value	January 17, 2024	February 4, 2024	March 4, 2024	March 4, 2024	March 4, 2024	March 4, 2024	GAA	50,000.00	50,000.00	30,000.00		30,000.00		30,000.00				
	Procurement of Various Drivers Cleaning Supplies	ADMIN	Shopping	February 20, 2024	April 18, 2024	April 18, 2024	April 18, 2024	April 18, 2024	April 18, 2024	GAA	31,080.00	31,080.00	26,785.00		26,785.00		26,785.00				
	ICT Equipment: Network Storage	ADMIN	Small Value	January 16, 2024	January 29, 2024	January 29, 2024	January 29, 2024	January 29, 2024	January 29, 2024	GAA	467,400.00	467,400.00	457,000.00		457,000.00		457,000.00				
	Common-Use office Supplies	ADMIN	Shopping	January 11, 2024	January 11, 2024	January 12, 2024	January 12, 2024	January 12, 2024	January 12, 2024	GAA	72,900.00	72,900.00	60,120.00		60,120.00		60,120.00				
	Procurement of Professional Photography and Videography Services for OSG 2023 Year-End Assessment Activity	ADMIN	Small Value	December 11, 2024	February 8, 2024	February 8, 2024	February 8, 2024	February 8, 2024	February 8, 2024	GAA	157,000.00	157,000.00	157,000.00		157,000.00		157,000.00				
	Diagnosis, Supply of Labor & Materials for the Repair of 7.5 TR flr. Mounted aircon of Reyes Division	ADMIN	Small Value	July 22, 2024	November 24, 2024	November 24, 2024	November 24, 2024	November 24, 2024	November 24, 2024	GAA	35,000.00	35,000.00	35,000.00		35,000.00		35,000.00				
	Procurement of Annual Production Maintenance Renewal VEEAM Availability Suite Standards	ADMIN	Small Value	December 19, 2023	January 12, 2024	January 12, 2024	January 12, 2024	January 12, 2024	January 12, 2024	GAA	786,500.00	786,500.00	780,000.00		780,000.00		780,000.00				
	Procurement of MS Subscription of OSG for FY 2024	ADMIN	Agency to Agency	January 30, 2024	January 30, 2024	January 30, 2024	January 30, 2024	January 30, 2024	January 30, 2024	GAA	8,195,053.08	8,195,053.08	8,195,053.08		8,195,053.08		8,195,053.08				
	PMS 105,000km check up for Innova w/ plate # SJR763	ADMIN	Small Value	March 18, 2024	March 18, 2024	March 19, 2024	March 19, 2024	March 19, 2024	March 19, 2024	GAA	21,227.84	21,227.84	15,427.83		15,427.83		15,427.83				
	Procurement of Motorcycle tires front and rear for SA10545	ADMIN	Small Value	February 13, 2024	February 14, 2024	February 14, 2024	February 14, 2024	February 14, 2024	February 14, 2024	GAA	9,200.00	9,200.00	9,200.00		9,200.00		9,200.00				
	PMS for 60,000km Check-up for Vehicle Model Toyota Innova w/ plate no. SLG422	ADMIN	Small Value	March 20, 2024	March 20, 2024	March 25, 2024	March 25, 2024	March 25, 2024	March 25, 2024	GAA	20,027.84	20,027.84	14,227.83		14,227.83		14,227.83				
	Procurement of Electrical Supplies	ADMIN	Shopping	January 23, 2024	February 22, 2024	February 22, 2024	February 22, 2024	February 22, 2024	February 22, 2024	GAA	60,443.00	60,443.00	47,027.00		47,027.00		47,027.00				
	Procurement of ICT supplies: USB Mouse	ADMIN	Shopping	January 23, 2024	April 15, 2024	April 15, 2024	April 15, 2024	April 15, 2024	April 15, 2024	GAA	19,000.00	19,000.00	13,750.00		13,750.00		13,750.00				
	Supply, Labor and Materials for tire replacement of Altis w/ Plate # AGK 390	ADMIN	Small Value	February 21, 2024	February 26, 2024	February 26, 2024	February 26, 2024	February 26, 2024	February 26, 2024	GAA	36,500.00	36,500.00	32,000.00		32,000.00		32,000.00				
	Preventive Maintenance Service & Diagnosis, Supply of Labor & Materials for Repair of SAa 2851	ADMIN	Direct Contracting	February 22, 2024	April 24, 2024	April 24, 2024	April 24, 2024	April 24, 2024	April 24, 2024	GAA	129,981.00	129,981.00	127,865.00		127,865.00		127,865.00				
	Procurement of Tires: for Vehicle 2010 HINO Bus w/ Plate # SKC 781	ADMIN	Small Value	April 16, 2024	May 6, 2024	May 6, 2024	May 6, 2024	May 6, 2024	May 6, 2024	GAA	98,000.00	98,000.00	98,000.00		98,000.00		98,000.00				
	Procurement of Document File Box	ADMIN	Shopping	January 25, 2024	February 16, 2024	February 16, 2024	February 16, 2024	February 16, 2024	February 16, 2024	GAA	699,295.00	699,295.00	411,350.00		411,350.00		411,350.00				
	PMS of Toyota Altis w/ plate # A7G250	ADMIN	Small Value	January 11, 2024	January 14, 2024	January 14, 2024	January 14, 2024	January 14, 2024	January 14, 2024	GAA	27,320.30	27,320.30	21,530.31		21,530.31		21,530.31				





















Prepared by:

SSS JOHN DALE A. BALLINAN  
BAC Secretariat Head

SS FRANCO DAVID R. BARATETA  
BAC Secretariat

(ON OFFICIAL TRAVEL)  
ASII FRANCES RICCI J. SALGADO  
BAC Secretariat

AO IV ANGELITO E. FRIAS  
BAC Secretariat

AO II RHODORA T. CARDEL  
BAC Secretariat

ADASIII ISRAEL O. DALLUAY  
BAC Secretariat

Recommended for Approval by:

ASG SHARON E. MILLAN-DECANO  
Chairperson, Bids and Awards Committee

Approved:

MENARDO I. GUEVARRA  
Solicitor General