



Republic of the Philippines  
Office of the Solicitor General  
**Request for Quotation**

To: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Fax No. \_\_\_\_\_  
Attention: \_\_\_\_\_

Date: March 21, 2022  
Quotation #: PS-022-03-026  
ABC: \_\_\_\_\_

Sir/Madam:

Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this from duly signed by your representative.

**RODRIGO L. OJENAL**  
SAO, Administrative Division

To be filled-out by Supplier:

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	MEAL SET	UNIT PRICE	TOTAL PRICE
1	<p><b>Procurement of Food (Merienda) for in-house participants (SWF Employees) in GAD Committee' Webinar in Celebration of Women's Month for March 30, 2022, inclusive of delivery and other charges:</b></p> <p>Seminar Title: <b>"We Make Change Work for Women - Agenda ng Kababaihan, Tungo sa Kaunlaran"</b></p> <p>Event Date: March 30, 2022</p> <p>Note: Meal set should be separately pack which includes pasta (either white or red sauce), burger, fries, drinks, utensils, and other items included in a set. The stated quantity might differ upon actual delivery/PO due to observance of SWF in OSG Office</p> <p>(Price Vat-Included)</p>	150	set			

Delivery Period: \_\_\_\_\_  
Warranty: \_\_\_\_\_  
Price Validity: \_\_\_\_\_

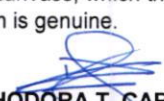
\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

Note:

- Please quote within \_\_\_ days from the date of receipt/posting of RFQ.
- Bidders must submit current and valid documentary legal requirements upon sending the filled out quotation
  - Mayor's / Business Permit;
  - PhilGEPS Registration Number: \_\_\_\_\_ Membership:  Platinum  Red
  - Income / Business Tax Return (for Small Value Procurement);
  - Omnibus Sworn Statement for Small Value Procurement (for above P50k);
  - Bidders who have previously submitted the above legal requirements may no longer require its re-submission.

Sir,

I hereby certify under oath that I have personally conducted this canvass, which the price/s quoted are true and correct, and the signature of representative of the company submitting the quotation is genuine.

  
**RHODORA T. CARDEL / CHRISTIAN D. BUAT**  
SIGNATURE OF CANVASSER

For more information, you may contact us:

Tel: (02) 8836-3314, (02) 8988-1674 loc 777  
Telefax: (02) 8813-1174

Please send your quotation to:

[osg.procurement2@gmail.com](mailto:osg.procurement2@gmail.com)

OFFICE OF THE  
SOLICITOR GENERAL  
HRMAS

2022 MAR 18 PM 3:40



Republic of the Philippines  
Office of the Solicitor General

*Shera*

APPROVED BY:

*[Signature]*

**MEMORANDUM**

**TO :** EDITHA R. BUENDIA  
Director IV, Human Resource Management and  
Administrative Service (HRMAS)

**ATTN :** SHERA JANE B. SOLON  
Administrative Officer V, Procurement Section, HRMAS

**FROM :** GENDER AND DEVELOPMENT (GAD) COMMITTEE

**SUBJECT :** REQUEST TO PURCHASE SNACKS

**DATE :** March 18, 2022

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The GAD Committee would like to request procurement of food/snacks/meal for the **Webinar** that will be held on March 30, 2022. The details are as follows: Snack with Drinks for 150 participants.

Attached is the approved Women's Month proposal for your reference.

For your appropriate action, please.

Thank you.

*Anna E. R. Solomon*

**ANNA ESPERANZA R. SOLOMON**

Assistant Solicitor General  
Chairperson, GAD Committee

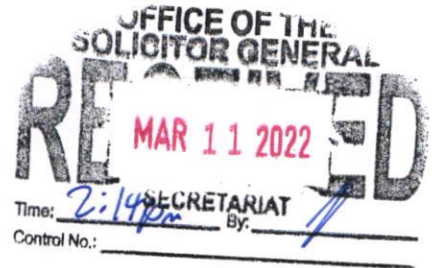
*Diane May M. Perez*

**DIANE MAY M. PEREZ**

Planning Officer V  
Member, GAD Committee



Republic of the Philippines  
Office of the Solicitor General



**MEMORANDUM**

**FOR :** JOSE C. CALIDA  
Solicitor General

**ATTN :** ATTY. MARK JOREL O. CALIDA  
Head Executive Assistant

**FROM :** Gender and Development (GAD) Committee

**SUBJECT :** CY 2022 WOMEN'S MONTH CELEBRATION

**DATE :** March 10, 2022



OSG20311Y0001229

In preparation for the CY 2022 National Women's Month Celebration this March, the GAD Committee proposes to conduct the following activities:

**I. Webinar on Women's Month Celebration with the theme "We Make Change Work for Women" – Agenda ng Kababaihan, Tungo sa Kaunlaran**

As directed by the Philippine Commission on Women (PCW) pursuant to Proclamation No. 227 s. 1988 and in line with the theme for this year's Women's Month Celebration, "***We Make Change Work for Women***" – "***Agenda ng Kababaihan, Tungo sa Kaunlaran***", the webinar aims to: 1) provide participants with words of empowerment from women who excelled in the field of justice; and, 2) cultivate deeper appreciation of Gender and Development in the context of public service. The webinar shall be held online on **any date between March 28-31, 2022 at 2pm to 4pm.**

**II. Photography Contest and Infographic Making Contest**

There will be an invitation for the agency's employees to participate on these contests per the attached guidelines (*Annex A*).

In line therewith, we are requesting for a total budget of **PhP81,500** with the following budget breakdown:

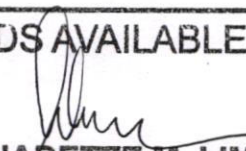
Item/s	Description	Total Amount
Tokens	Tokens for the keynote speakers (3 speakers)	PhP15,000
Advocacy Tarpaulin	One (1) big, printed tarpaulin posted	PhP1,540
Food	Snack/Meal for 150 participants (PhP250 per person)	PhP37,500
Cash prizes for the photography contest	First (1 <sup>st</sup> ) Prize - P5,000 Second (2 <sup>nd</sup> ) Prize - P3,000 Third Prize (3 <sup>rd</sup> ) - P2,000	PhP10,000
Cash prizes for the infographic making contest	First (1 <sup>st</sup> ) Prize - P5,000 Second (2 <sup>nd</sup> ) Prize - P3,000 Third Prize (3 <sup>rd</sup> ) - P2,000	PhP10,000
Contingency		PhP7,460
	<b>TOTAL</b>	<b>PhP81,500</b>


The GAD Committee requests for the release of **PhP81,500** for the said activity, charged to the OSG GAD Budget.

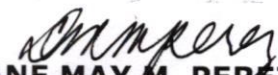
The draft GAD Work and Financial Plan for FY 2022 (*Annex B*) is included as reference.

For your consideration and approval.

Thank you.

**FUNDS AVAILABLE:**  
  
**BERNADETTE M. LIM**  
 DIRECTOR IV

  
**ANNA ESPERANZA R. SOLOMON**  
 Assistant Solicitor General  
 Chairperson, GAD Committee

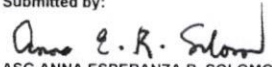
  
**DIANE MAY M. PEREZ**  
 Planning Officer V  
 Member, GAD Committee

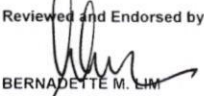
**APPROVED / DISAPPROVED**  
  
**JOSE C. CALIDA**  
 SOLICITOR GENERAL  
 DATE: \_\_\_\_\_

WFP  
**WORK AND FINANCIAL PLAN (WFP)**  
**Proposed Budget FY 2022**

Agency: OFFICE OF THE SOLICITOR GENERAL  
 Service / Division or Committee: GAD COMMITTEE

Program/ Activity/ Project	Purpose	Outcome	Unit/ Person Responsible	Objects of Expenditure	Budget (in Pesos)					Remarks
					Q1	Q2	Q3	Q4	Total	
GAD Committee Meetings	To monitor and assess implementation of GAD Projects, Activities, and Programs	Efficient implementation of GAD projects, activities, and programs	GAD Committee/TWG	Other miscellaneous expense		7,500	7,500	15,000	30,000	
Three-Year GAD Planning	To enable the committee members to develop basic set of skills to read, interpret and use gender statistics correctly	Integration of gender perspective in the formulation of gender-related policies	GAD Committee/TWG	Other miscellaneous expense		30,000			30,000	
Women's Month Celebration (includes cash prizes for Photography Contest and Infographic Making Contest)	To recognize the contribution and role of women in the country's development	Increased awareness as regards the contribution of women in the development of the country	GAD Committee/TWG	Other miscellaneous expense	81,500				81,500	
Pride Month Celebration	To increase knowledge and understanding regarding the on LGBTQI+	Increased knowledge and understanding regarding the LGBTQI+	GAD Committee/TWG	Other miscellaneous expense		16,960			16,960	
National Breastfeeding Awareness Month	To increase awareness of the benefits of breastfeeding	Increased awareness on the benefits of breastfeeding	GAD Committee/TWG	Other miscellaneous expense			24,385		24,385	
Breast Cancer Awareness	To increase awareness on to prevent and cure breast cancer	Increased awareness on the prevention and cure of breast cancer	GAD Committee/TWG	Other miscellaneous expense				24,405	24,405	
Gender Sensitivity Training	To introduce basic GAD concepts	Gender sensitive employees and reduced gender bias and discrimination	GAD Committee/TWG	Training Expense			37,485		37,485	
18 days to End Violence Against Women (VAW)	To increase awareness on the prevalence of VAW and the need to end it	Increased awareness on VAW	GAD Committee/TWG	Other miscellaneous expense				30,765	30,765	
Local Trainings	To further develop gender mainstreaming skills	More effective gender mainstreaming in the OSG	GAD Committee/TWG	Other miscellaneous expense			600,000		600,000	
Publication	To increase knowledge on gender-related laws and concepts	Informed officials and employees in the agency on GAD related concepts	GAD Committee/TWG	Other miscellaneous expense			33,000		33,000	
<b>Total Programmed Expenditures</b>					<b>81,500</b>	<b>54,460</b>	<b>702,370</b>	<b>70,170</b>	<b>908,500</b>	

Submitted by:  
  
 ASG ANNA ESPERANZA R. SOLOMON  
 GAD Chairperson  
 Date:

Reviewed and Endorsed by:  
  
 BERNADETTE M. LIM  
 Director IV, FMS  
 Date:

  
 MARISSA DELA CRUZ-GALANDINES  
 Planning Officer  
 Date:

Recommending Approval:  
 MARISSA DELA CRUZ-GALANDINES  
 ASG for Planning  
 Date:

Approved by:  
 HENRY S. ANGELES  
 ASG for Budget  
 Date:

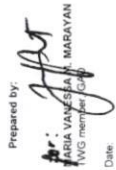
Approved by:  
 JOSE C. CALIDA  
 Solicitor General  
 Date:

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**FY 2022 PROPOSAL**

Agency: OFFICE OF THE SOLICITOR GENERAL  
 Service/ Division: Committee, Gender and Development (GAD) Committee

PROGRAM/ACTIVITIES/PROJECTS/ ITEM DESCRIPTIONS	QUANTITY		MODE OF PROCUREMENT	COST ESTIMATE		SCHEDULE (AMOUNT)													
	No.	Unit		Unit Price	Total Cost	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Q4	TOTAL
GAD Committee Meetings	120	person	250	30,000															
Food/snack																			
<b>SUB-TOTAL</b>																			
Three-Year GAD Planning	120	person	250	30,000															
Food/snack																			
<b>SUB-TOTAL</b>																			
Women's Month Celebration - Online Forum re Gender Issues	3	person	5,000	15,000															
Food/snack	150	person	250	37,500															
Tarpaulin	1	piece	1,540	1,540															
Contingency	1	lump sum	7,460	7,460															
<b>SUB-TOTAL</b>																			
Pride Month																			
SOGIE Concepts and Transgender Empowerment in the Workplace	1	person	4,600	4,600															
Food/snack	40	person	250	10,000															
Tarpaulin	1	piece	1,500	1,500															
Contingency	1	lump sum	860	860															
<b>SUB-TOTAL</b>																			
National Breastfeeding Awareness Month																			
Breastfeeding-related seminar/training	1	person	4,600	4,600															
Food/snack	70	person	250	17,500															
Tarpaulin	1	piece	1,500	1,500															
Contingency	1	lump sum	785	785															
<b>SUB-TOTAL</b>																			
Breast Cancer Awareness																			
Breast cancer-related seminar/training	1	person	4,600	4,600															
Food/snack	70	person	250	17,500															
Tarpaulin (Big)	1	piece	1,500	1,500															
Contingency	1	lump sum	805	805															
<b>SUB-TOTAL</b>																			
Gender Sensitivity Training (GST)																			
Honoraria	3	person	6,900	20,700															
Food/snack	60	person	250	15,000															
Contingency	1	lump sum	1,785	1,785															
<b>SUB-TOTAL</b>																			
18 Days to End Violence Against Women - Online forum re Gender Violence during the Covid-19 Pandemic																			
Honoraria	2	person	4,600	9,200															
Tarpaulin (Big)	1	piece	1,000	1,000															
Tarpaulin (Small)	2	piece	800	1,600															
Food/snack	70	person	250	17,500															
Contingency	1	lump sum	1,465	1,465															
<b>SUB-TOTAL</b>																			
Local Trainings																			
International Women's Human Rights and Governance	70	person	6,000	420,000															
Statistics for Gender and Development	30	person	6,000	180,000															
<b>SUB-TOTAL</b>																			
Publication																			
Printing of Updated GAD Primer	80	piece	400	32,000															
Printing of GAD Pamphlet	200	piece	5	1,000															
<b>SUB-TOTAL</b>																			
<b>GRAND TOTAL</b>																			

Prepared By:   
 MARIA VANESSA N. MARYAN  
 WGC member/GAD Committee

Approved By:   
 ASG ANNA ESPERANZA R. SOLONON  
 Chairperson, GAD Committee

Date:



**DEPARTMENT OF JUSTICE  
OFFICE OF THE SOLICITOR GENERAL  
ANNUAL PROCUREMENT PLAN FY 2022**

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	
	Common-use office supplies & equipment (not available at PS store)	Divisions & Services	NO	Direct Contracting	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	GoP	354,950	354,950	0	Procurement of additional fuji xerox toners, additional ink supplies/toners, drum kit, supplies of pitney bowes, and other office supplies and/or equipment not available at PS-DBM. (Procurement as the need arises, delegated to Admin Division)
	Furniture & Fixtures (semi-expendable)	Divisions & Services	NO	NP-53.9 - Small Value Procurement	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	GoP	400,000	400,000	0	Procurement of various furniture & fixtures for the use of the Legal Division and Services.
	Books - Regular (semi-expendable)	Divisions & Services	NO	Direct Contracting	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	GoP	200,000	200,000	0	Procurement of various law books for the use of the OSG Lawyers at the Library office.
	Managed Printing	Divisions & Services	YES	Competitive Bidding	Dec 2021	Dec 2021	Jan 2022	Jan 2022	GoP	4,000,000	4,000,000	0	Annual contract for supply and delivery of toners with free use of printers for the use of Legal Divisions and Services.
	Security Services	Divisions & Services	YES	Competitive Bidding	Oct 2021	Nov 2021	Jan 2022	Jan 2022	GoP	10,000,000	10,000,000	0	Annual contract for the outsourcing of security personnel for security purposes
	Security Services	Divisions & Services	NO	Repeat Order	N/A	Apr 2022	May 2022	May 2022	GoP	600,000	600,000	0	Procurement of additional security personnel for new leased OSG Offices.
	Janitorial Services (including materials/supplies)	Divisions & Services	YES	Competitive Bidding	Oct 2021	Nov 2021	Jan 2022	Jan 2022	GoP	6,600,000	6,600,000	0	Annual contract for the outsourcing of janitorial services including equipments and materials supplies for the thirty (30) legal divisions and four (4) Services.
	Environmental and Sanitary Services	Divisions & Services	NO	NP-53.9 - Small Value Procurement	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	GoP	180,000	180,000	0	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	NP-53.9 - Small Value Procurement	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	GoP	235,000	235,000	0	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)
	Printing and Publication Expense	Divisions & Services	NO	NP-53.9 - Small Value Procurement	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	GoP	50,000	50,000	0	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	NP-53.9 - Small Value Procurement	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	GoP	100,000	100,000	0	Publication costs for invitation to bid/job vacancies/sponsorship to universities. (Procurement as the need arises.)
	Covid Testing for OSG Employees	Divisions & Services	NO	Competitive Bidding	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	GoP	2,000,000	2,000,000	0	Procurement of a service provider to conduct covid testing to OSG employees and contracted outsourced personnel. (Procurement as the need arises.)
	Drug Testing for OSG Employees	Divisions & Services	NO	NP-53.5 Agency-to-Agency	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	GoP	574,000	574,000	0	Procurement of a service provider to conduct drug testing to OSG employees. (Procurement as the need arises.)
	OSG Committees	Divisions & Services	NO	NP-53.9 - Small Value Procurement	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	GoP	2,500,000	2,500,000	0	Food and other expenses including jacket, tshirt, kits, journal and others for committee's planning and programs of the Bids & Awards Committee (BAC), GAD, CODI, PADC, GMS, Solo Parent, Internal Audit, Praise, Senior Citizen & PWD Committee, Legal Internship Program, and other OSG Committees. (Procurement as the need arises.)
	Other Maintenance and Operating Expenses	Divisions & Services	NO	NP-53.9 - Small Value Procurement	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	GoP	244,000	244,000	0	Provision for other expenses needed in relation to relocation of four (4) OSG Offices including General Services, semi-expendable furniture and fixtures, office equipments, communication equipments, ICT equipments, and others
	P.O. Box Rental	Divisions & Services	NO	NP-53.5 Agency-to-Agency	N/A	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	GoP	2,000	2,000	0	PhilPost Mailbox Rental. (Procurement as the need arises.)
	Lease of Digital Multifunction Copier	Divisions & Services	YES	Competitive Bidding	Oct 2021	Nov 2021	Jan 2022	Jan 2022	GoP	6,500,000	6,500,000	0	Annual rental of photocopying machines necessary for the reproduction of legal and non-legal documents.
	Lease of Office Space Rental	Divisions & Services	NO	NP - Lease of Real Property	Mar 2022	Apr 2022	Jan 2022	May 2022	GoP	18,356,000	18,356,000	0	Provision for office space rental for the relocation of four (4) OSG offices located at 10th and 11th floor of the OSG Building.
	Magazines	Divisions & Services	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	GoP	30,000	30,000	0	Annual subscription of magazines and other reading materials
	Newspapers	Divisions & Services	YES	NP-53.9 - Small Value Procurement	Dec 2021	Dec 2021 to Jan 2022	Jan 2022	Jan 2022	GoP	394,000	394,000	0	Annual subscription of newspapers.
	Official Gazettes	Divisions & Services	NO	NP-53.5 Agency-to-Agency	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	GoP	12,000	12,000	0	Annual issuances of Official Gazettes.
	Cable Subscriptions	Divisions & Services	NO	Direct Contracting	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	GoP	35,000	35,000	0	Annual cable subscription for Secretariat.
	Library Books (expendable local and foreign books)	Library / Administrative Division	NO	NP-53.9 - Small Value Procurement	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	Jan 2022 to Dec 2022	GoP	158,000	158,000	0	Various books and other printed legal resources for cybercrime, arbitration, international & constitutional law among others for OSG lawyers/employees. (expendable)
	ICT Subscription - Office Productivity: Desktop Management + Network Monitoring System,	Divisions & Services	YES	Competitive Bidding	Dec 2021	Dec 2021	Jan 2022	Jan 2022	GoP	11,000,000	11,000,000	0	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 PPMP for FY 2022



DEPARTMENT OF JUSTICE  
OFFICE OF THE SOLICITOR GENERAL  
ANNUAL PROCUREMENT PLAN FY 2022

Prepared/Submitted by:

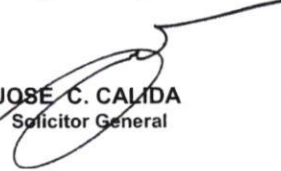
  
**EDITHA R. BUENDIA**  
Director IV  
Human Resource Management and Administrative Service

Recommending Approval:

  
**AILEEN E. DALWATAN**  
Senior State Solicitor  
Vice Chairperson, Bids and Awards Committee

Approved by:

  
**SHARON E. MILLAN-DECANO**  
Assistant Solicitor General  
Chairperson, Bids and Awards Committee

  
**JOSE C. CALIDA**  
Solicitor General

Checked by:

  
**SSII JOHN DALE A. BALLINAN**  
Head, BAC Secretariat

BAC Members:

  
**ASG ARLEEN T. REYES**

  
**SSII JOCELYN P. CASTILLO-SARMIENTO**

  
**ASIII ALANNA GAYLE ASHLEY B. KHIO**

  
**ASIII EMILE JUSTIN D. CEBRIAN**

  
**DIR. BERNADETTE M. LIM**



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