

**DEPARTMENT OF JUSTICE
OFFICE OF THE SOLICITOR GENERAL
ANNUAL PROCUREMENT PLAN 2021**

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule of Each Procurement Activity				Source of Funds			Remarks (Brief Description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		MOOE	CO	
MAINTENANCE AND OTHER OPERATING EXPENSES											
UTILITY EXPENSES											
	Water - Drinking	Divisions & Services	NP-Small Value Procurement	Delegated to the Administrative Division				GoP	550,000		Annual contract of supply and delivery of drinking water with free usage of hot and cold dispensers.
SUB-TOTAL								550,000			
TRAVELING EXPENSES											
	Local Travel	Divisions & Services	Agency to Agency	As the need arises				GoP	301,000		Provision for airline tickets requirement for local travels needed for attending conferences and other business transactions.
	Foreign Travel	Divisions & Services	Shopping	As the need arises				GoP	500,000		Provision for airline tickets for foreign travels needed for attending conferences and other business transactions
SUB-TOTAL								801,000			
COMMUNICATION SERVICES											
	Postage and Deliveries	Docket Management Service / Administrative Division	Agency to Agency	EPA December 2020				GoP	2,000,000		Philpost annual expenses for postage stamps, telegram and other related expenses.
			NP-Small Value Procurement	Delegated to the Administrative Division				GoP	850,000		Outsourced annual expenses for postage stamps, telegram and other related expenses.
SUB-TOTAL								2,850,000			
REPAIRS AND MAINTENANCE											
	Building and Structures										
	Repair and refurbishment of OSG office space / rooms / common areas	Divisions & Services	Public Bidding	April 2021	May 2021	June 2021	GoP	3,000,000		Repair and refurbishment of walls, cabinets, cubicles for the Felix Bautista and Querube Makalintal Divisions.	
				July 2021	August 2021	September 2021	GoP	8,400,000		Repair and refurbishment of walls, cubicles for the existing and additional divisions with repair of common areas of the OSG Building for good working condition.	
	Minor repairs of the OSG offices	Divisions & Services	NP-Small Value Procurement	As the need arises, Delegated to the Administrative Division				GoP	850,000		Minors repairs of OSG offices and common areas for good working conditions.
	Automation of existing submersible pump located at the basement of the OSG Building	Divisions & Services	NP-Small Value Procurement	Delegated to the Administrative Division				GoP	600,000		Additional of piping and electrical works for the existing submersible pump located at the OSG basement parking area.

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MAINTENANCE AND OTHER OPERATING EXPENSES											
	Additional electrical works of the existing aluminum roller shutter	Divisions & Services	NP-Small Value Procurement	Delegated to the Administrative Division				GoP	250,000		Repair of electrical wirings of the existing automatic aluminum roller shutter located at the Amorsolo side of the OSG Building.
Office Equipment											
	Repair of various office equipment's	Divisions & Services	NP-Small Value Procurement	To procure as the need arises. Delegated to the Administrative Division				GoP	102,000		Repair of air-conditioning units, binding machine, firefighting and other office equipment.
Furniture & Fixtures											
	Repair of various furniture and fixtures	Divisions & Services	NP-Small Value Procurement	To procure as the need arises. Delegated to the Administrative Division				GoP	500,000		Replacement of vertical / combi blinds, repair of doors, walls and other office furniture and fixtures.
IT Equipment											
	Repair of various IT equipment	Divisions & Services	NP-Small Value Procurement	To procure as the need arises. Delegated to the Administrative Division				GoP	200,000		Allocated cost for the repair of desktops, laptops, printers, UPS and other IT equipment
Communication Equipment											
	Repair of various communication equipment	Divisions & Services	NP-Small Value Procurement	To procure as the need arises. Delegated to the Administrative Division				GoP	100,000		Allocated cost for the repair of fax machine, radio, telephone and other communication equipment.
Machineries and Equipment											
	Preventive maintenance of two (2) units Schindler elevator and automatic printing machines.	Divisions & Services	Direct Contracting	EPA December 2020				GoP	300,000		Preventive maintenance cost to maintain the good running condition of the two (2) Schindler elevators and automatic printing machines of the OSG Building.
	Repairs of Automatic Printing Machines	Divisions & Services	Direct Contracting	Delegated to the Administrative Division, Scheduled PMS and unforeseen breakdowns repairs or upon recommendation of technician				GoP	46,000		Allocated cost for the repair of automatic printing machine used by the Legal Division and Services.