

Office of the Government Corporate Counsel - Annual Procurement Plan for FY 2021

| 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 Program/Activity/Project) |
|---|--|------------------|--|-----------------------------------|--|---------------------------------|-----------------|---------------------|--------------------|------------------------|--------------|--------------|---|
| | | | | | Advertisement/Pos ting of IB/REI | Submission/Op enning of Bids | Notice of Award | Contract Signing | | Total | MOOE | CO | |
| COMMON USE OFFICE SUPPLIES AND EQUIPMENT | | | | | | | | | | | | | |
| 3101001-001 100001-001 | a. Common Use Office Supplies and Equipment available in the DBM-Procurement Services (PS) | Supply Office | NO | NP-53.5 -Agency-to-Agency | as need arises | as need arises | as need arises | as need arises | GoP | 1,988,417.96 | 1,988,417.96 | 2,619,439.68 | Common use supplies and equipment listed in the DBM-PS catalogue *Please see attached APP-CSE |
| 3101001-002 100001-002 | b. Common Use Office Supplies and Equipment NOT available in the DBM-PS | Supply Office | NO | Shopping | as need arises | as need arises | as need arises | as need arises | GoP | 2,459,594.00 | 2,459,594.00 | - | Common use supplies and equipment listed in the DBM-PS catalogue but not available and common use supplies and equipment not listed in the DBM-PS catalogue |
| 100001-214-215 | c. Letterhead white short (1st and 2nd page) | Supply Office | NO | NP-53.9 - Small Value Procurement | as need arises | as need arises | as need arises | as need arises | GoP | 100,000.00 | 100,000.00 | - | office use |
| 100001-219-221 | d. Library Cards | Library | NO | NP-53.9 - Small Value Procurement | as need arises | as need arises | as need arises | as need arises | GoP | 7,700.00 | 7,700.00 | - | library |
| 3101001-003 100001-003 | e. Registry Return Card | Records | NO | NP-53.9 - Small Value Procurement | as need arises | as need arises | as need arises | as need arises | GoP | 35,000.00 | 35,000.00 | - | library |
| 3101001-004 100001-004 | f. Identification Card | OGCC | NO | NP-53.9 - Small Value Procurement | as need arises | as need arises | as need arises | as need arises | GoP | 37,800.00 | 37,800.00 | - | 126 pieces |
| NON COMMON USE SUPPLIES, MATERIALS, AND EQUIPMENT | | | | | | | | | | | | | |
| 3101001-005 100001-005 | a. UV Sanitation/ Sterilization Box | OGCC | NO | NP-53.9 - Small Value Procurement | as need arises | as need arises | as need arises | as need arises | GoP | 20,000.00 | 20,000.00 | - | 10 pieces |
| 3101001-006 100001-006 | b. Air Purifier | OGCC | NO | NP-53.9 - Small Value Procurement | as need arises | as need arises | as need arises | as need arises | GoP | 150,000.00 | 150,000.00 | - | 10 pieces |
| 100001-47 | c. Air Humidifier | OGCC | NO | NP-53.9 - Small Value Procurement | as need arises | as need arises | as need arises | as need arises | GoP | 25,000.00 | 25,000.00 | - | 10 pieces |
| 10001-108-113 | d. Procurement of Personal Protective Equipment (PPE) not available in the PS | OGCC | NO | NP-53.9 - Small Value Procurement | as need arises | as need arises | as need arises | as need arises | GoP | 29,780.00 | 29,780.00 | - | breakdown: a. protective gloves, chemical (50 pieces) = P12,500.00 b. protective helmet (126 pieces) = P17,280.00 |
| 100001-124 | e. Automatic Hand Sanitizer | OGCC | NO | NP-53.9 - Small Value Procurement | as need arises | as need arises | as need arises | as need arises | GoP | 2,000.00 | 2,000.00 | - | 2 pieces |
| 3101001-007 | f. Fuel, Oil and Lubricant | OGCC | NO | NP-53.9 - Small Value Procurement | as need arises | as need arises | as need arises | as need arises | GoP | 36,000.00 | 36,000.00 | - | - |
| GENERAL ADMINISTRATION AND SUPPORT | | | | | | | | | | | | | |
| 3101001-008 100001-007 | a. Corporate Planning | OGCC | NO | NP-53.9 - Small Value Procurement | as scheduled | as scheduled | as scheduled | as scheduled | GoP | 500,500.00 | 500,500.00 | - | - |
| 3101001-009 100001-008 | b. Anniversary and Year End Fellowship | OGCC | NO | NP-53.9 - Small Value Procurement | as scheduled | as scheduled | as scheduled | as scheduled | GoP | 220,000.00 | 220,000.00 | - | - |
| 3101001-010 100001-009 | c. OGCC Mass Children Party and Outreach Program | OGCC | NO | NP-53.9 - Small Value Procurement | as scheduled | as scheduled | as scheduled | as scheduled | GoP | 173,750.00 | 173,750.00 | - | - |
| 3101001-011 100001-010 | d. Participation in Women's Month Celebration/ Flag Ceremony Hosting/ Film Showing | OGCC | NO | NP-53.9 - Small Value Procurement | as scheduled | as scheduled | as scheduled | as scheduled | GoP | 83,500.00 | 83,500.00 | - | - |
| 3101001-012 100001-011 | e. Participation on 18 Day Campaign on Violation Against Women | OGCC | NO | NP-53.9 - Small Value Procurement | as scheduled | as scheduled | as scheduled | as scheduled | GoP | 82,250.00 | 82,250.00 | - | - |

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|-------------|--|------------------|--|-----------------------------------|--|---------------------------------|-----------------|---------------------|------------------------|------------|------------|----|---|
| | | | | | Advertisement/Pos- ting of BI/REI | Submission/Op- ening of Bids | Notice of Award | Contract Signing | Source of Funds | Total | MOOE | CO | |
| 3101001-013 | f. Continuing education on gender development including training and health and wellness | OGCC | NO | NP-53.9 - Small Value Procurement | as scheduled | as scheduled | as scheduled | as scheduled | GoP | 108,000.00 | 108,000.00 | - | - |
| 100001-012 | | | | | | | | | | | | | |
| 3101001-014 | g. Monthly GAD Meeting | OGCC | NO | NP-53.9 - Small Value Procurement | as scheduled | as scheduled | as scheduled | as scheduled | GoP | 72,000.00 | 72,000.00 | - | - |
| 100001-013 | | | | | | | | | | | | | |
| 3101001-015 | h. Attendance to International GAD Conference | OGCC | NO | NP-53.9 - Small Value Procurement | as scheduled | as scheduled | as scheduled | as scheduled | GoP | 140,000.00 | 140,000.00 | - | - |
| 100001-014 | | | | | | | | | | | | | |
| 3101001-016 | i. Participation to Civil Service Anniversary | OGCC | NO | NP-53.5 Agency-to-Agency | as scheduled | as scheduled | as scheduled | as scheduled | GoP | 51,000.00 | 51,000.00 | - | - |
| 100001-015 | | | | | | | | | | | | | |
| 100001-016 | j. Participation to MWSS Carado Cup Sportfest | OGCC | NO | NP-53.9 - Small Value Procurement | as need arises | as need arises | as need arises | as need arises | GoP | 105,000.00 | 105,000.00 | - | - |
| 3101001-017 | k. Internal Audit Committee Quarterly Compliance Audit and related meetings/activities | OGCC | NO | NP-53.9 - Small Value Procurement | 1st Q | 2nd Q | 3rd Q | 4th Q | GoP | 100,000.00 | 100,000.00 | - | - |
| 100001-017 | | | | | | | | | | | | | |

LEARNING AND DEVELOPMENT

| | | | | | | | | | | | | | |
|---------------|--|------|----|-----------------------------------|--------------|-------|--------------|--------------|-----|------------|------------|---|---|
| 3101001-018 | a. NKT Seminar re COVID19 | OGCC | NO | NP-53.9 - Small Value Procurement | 1st Q | | | | GoP | 37,500.00 | 37,500.00 | - | - |
| 100001-018 | | | | | | | | | | | | | |
| 3101001-019 | b. MCLE | OGCC | NO | NP-53.9 - Small Value Procurement | | 2nd Q | | 4th Q | GoP | 663,000.00 | 663,000.00 | - | - |
| 3101001-020 | c. Saving your Business through Corporate Rehabilitation (feat. FRIA Law, Guide to Corporate Rehab Plan and Effective Suspension of Payments to Creditors) | OGCC | NO | NP-53.9 - Small Value Procurement | 1st Q | | | | GoP | 77,600.00 | 200,000.00 | - | - |
| 100001-019 | | | | | | | | | | | | | |
| 100001-020 | d. Guidelines on the Conduct of Videoconferencing (A.M. No. 20-12-01-SC) | OGCC | NO | NP-53.9 - Small Value Procurement | 1st Q | | | | GoP | 50,000.00 | 37,500.00 | - | - |
| 100001-020 | | | | | | | | | | | | | |
| 100001-021 | e. Basic Excel Training | OGCC | NO | NP-53.9 - Small Value Procurement | 1st Q | | | | GoP | 50,000.00 | 52,500.00 | - | - |
| 100001-021 | f. Basic MS Excel and Powerpoint | OGCC | NO | NP-53.9 - Small Value Procurement | 1st Q | | | | GoP | 50,000.00 | 75,000.00 | - | - |
| 3101001-021 | g. Roles, Responsibilities and Liabilities of Board Directors (SEC-Accredited Corporate Governance Training) | OGCC | NO | NP-53.9 - Small Value Procurement | 1st Q | | | | GoP | 50,000.00 | 200,000.00 | - | - |
| 100001-022 | | | | | | | | | | | | | |
| 100001-022 | h. Navigating the Boardroom: Corporate Governance Orientation Program | OGCC | NO | NP-53.9 - Small Value Procurement | 1st Q | 2nd Q | 3rd Q | 4th Q | GoP | 38,000.00 | 37,500.00 | - | - |
| 100001-023 | i. Performance Management System | OGCC | NO | NP-53.9 - Small Value Procurement | as scheduled | 2nd Q | as scheduled | as scheduled | GoP | 30,000.00 | 30,000.00 | - | - |
| 100001-023 | | | | | | | | | | | | | |
| 3101001-024 | j. Managing L&D Function (Masterclass) | OGCC | NO | NP-53.9 - Small Value Procurement | | 2nd Q | | | GoP | 30,000.00 | 30,000.00 | - | - |
| 3101001-024.1 | k. Data Privacy Act and its IRR | LND | NO | NP-53.9 - Small Value Procurement | | 2nd Q | | | GoP | 75,000.00 | 75,000.00 | - | - |
| 3101001-024.2 | l. The New Bidding Documents Effective October 7, 2020 | LND | NO | NP-53.9 - Small Value Procurement | | | | 4th Q | GoP | 50,000.00 | 50,000.00 | - | - |
| 3101001-024.3 | m. Payroll & Benefits Administration | LND | NO | NP-53.9 - Small Value Procurement | | | 3rd Q | | GoP | 50,000.00 | 50,000.00 | - | - |

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|---------------------------|---|------------------|--|-----------------------------------|--|---------------------------------|-----------------|---------------------|--------------------|------------------------|------------|------------|--|
| | | | | | Advertisement/Pos- ting of IB/REI | Submission/Op- ening of Bids | Notice of Award | Contract Signing | | Total | MOOE | CO | |
| 3101001-024.4 | n. Time, Productivity & Stress Management | LND | NO | NP-53.9 - Small Value Procurement | | | | 4th Q | GoP | 50,000.00 | 50,000.00 | - | - |
| 3101001-024.5 | o. ISO Audit Refresher Training (part 2) | LND | NO | NP-53.9 - Small Value Procurement | | | | 4th Q | GoP | 50,000.00 | 50,000.00 | - | - |
| 3101001-024.6 | p. Preparation of the Project Procurement Management Plan (PPMP) and the Annual Procurement Plan (APP); Concepts, Principles & Techniques | LND | NO | NP-53.9 - Small Value Procurement | | | | 4th Q | GoP | 50,000.00 | 50,000.00 | - | - |
| 3101001-024.7 | q. Basic Internal Control Concepts And Internal Auditing Principles And Practices Additional topics TBD | LND | NO | NP-53.9 - Small Value Procurement | | | | 4th Q | GoP | 50,000.00 | 50,000.00 | - | - |
| 3101001-024.8 | r. Training on Appointment Preparation | LND | NO | NP-53.9 - Small Value Procurement | | | | 3rd Q | GoP | 50,000.00 | 50,000.00 | - | - |
| 3101001-024.9 | s. Training on LEAVE | LND | NO | NP-53.9 - Small Value Procurement | | | | 3rd Q | GoP | 50,000.00 | 50,000.00 | - | - |
| 3101001-024.10 | t. Email Etiquette Rules | LND | NO | NP-53.9 - Small Value Procurement | | | | 3rd Q | GoP | 50,000.00 | 50,000.00 | - | - |
| 3101001-024.11 | u. Individual Requests from OGCC Employees | LND | NO | NP-53.9 - Small Value Procurement | | | | | GoP | 300,000.00 | 300,000.00 | - | - |
| 3101001-024.12 | v. ISO Related Trainings | LND | NO | NP-53.9 - Small Value Procurement | as scheduled | as scheduled | as scheduled | as scheduled | GoP | 90,000.00 | 90,000.00 | - | - |
| IT PROCUREMENT | | | | | | | | | | | | | |
| 3101001-025 100001-026 | b. Procurement of ICT Equipment for ISSP- Office Productivity | OGCC | NO | NP-53.9 - Small Value Procurement | as need arises | as need arises | as need arises | as need arises | GoP | 715,000.00 | - | 715,000.00 | breakdown: a. heavy duty scanners b. Server with OS (1 unit) c. UPS for Server (1 unit) |
| REPAIR AND MAINTENANCE | | | | | | | | | | | | | |
| 3101001-132 | a. Office Equipment | OGCC | NO | NP-53.9 - Small Value Procurement | as need arises | as need arises | as need arises | as need arises | GoP | 48,000.00 | 48,000.00 | - | - |
| 100001-256 | b. ICT Equipment | OGCC | NO | NP-53.9 - Small Value Procurement | as need arises | as need arises | as need arises | as need arises | GoP | 210,000.00 | 210,000.00 | - | - |
| 3101001-133 | c. Motor Vehicle | OGCC | NO | NP-53.9 - Small Value Procurement | as need arises | as need arises | as need arises | as need arises | GoP | 72,000.00 | 72,000.00 | - | - |
| OTHER EXPENSES | | | | | | | | | | | | | |
| 3101001-136 | b. Rental of Photocopying Machine | OGCC | NO | NP-53.9 - Small Value Procurement | as need arises | as need arises | as need arises | as need arises | GoP | 360,000.00 | 360,000.00 | - | - |
| 3101001-137 | c. Lex Libris | OGCC | NO | Direct Contracting | as need arises | as need arises | as need arises | as need arises | GoP | 150,000.00 | 150,000.00 | - | Contract ongoing |
| 3101001-138 | d. Book for binding | OGCC | NO | NP-53.9 - Small Value Procurement | as need arises | as need arises | as need arises | as need arises | GoP | 7,000.00 | 7,000.00 | - | - |
| 3101001-139 | e. CD Asia Online | OGCC | NO | Direct Contracting | as need arises | as need arises | as need arises | as need arises | GoP | 50,000.00 | 50,000.00 | - | Contract ongoing |
| 100001-260 | g. CSC MC from 2018-2020 | OGCC | NO | NP-53.5 Agency-to-Agency | as need arises | as need arises | as need arises | as need arises | GoP | 500.00 | 500.00 | - | - |
| 100001-261 | h. Omnibus Rules on Leave | OGCC | NO | NP-53.5 Agency-to-Agency | as need arises | as need arises | as need arises | as need arises | GoP | 500.00 | 500.00 | - | - |
| 3101001-124 | i. Postage and Courier Expenses | OGCC | NO | Direct Contracting | 1st Quarter | 1st Quarter | 1st Quarter | 1st Quarter | GoP | 263,000.00 | 263,000.00 | - | Contract ongoing |

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|--------------------------------------|---|------------------|--|-----------------------------------|--|---------------------------------|-----------------|---------------------|--------------------|------------------------|------------|----|---|---|
| | | | | | Advertisement/Pos- ting of IB/REI | Submission/Op- ening of Bids | Notice of Award | Contract Signing | | Total | MOOE | CO | | |
| | | | | | | | | | | | | | | |
| HEALTH AND WELLNESS | | | | | | | | | | | | | | |
| 3101001-100 | a. Influenza Vaccine for OSGC Officials and Employees | OGCC | NO | NP-53.9 - Small Value Procurement | as need arises | as need arises | as need arises | as need arises | GoP | 126,000.00 | 126,000.00 | | - | |
| 3101001-103 | c.Provision for Vitamin C and Zinc | OGCC | NO | NP-53.9 - Small Value Procurement | as need arises | as need arises | as need arises | as need arises | GoP | 63,000.00 | 63,000.00 | | - | |
| 3101001-104 | Occupational Safety and Health Program (Emergency Preparedness (Trainings and Drills) | GAD | NO | NP-53.9 - Small Value Procurement | as need arises | as need arises | as need arises | as need arises | GoP | 100,000.00 | 100,000.00 | | - | |
| 3101001-104.1 | Support Facilities - recreation area and day care facilities (for the promotion of health and wellness) | GAD | NO | NP-53.9 - Small Value Procurement | as need arises | as need arises | as need arises | as need arises | GoP | 100,000.00 | 100,000.00 | | - | |
| 3101001-104.2 | Comprehensive cleaning with disinfection (fogging and misting) | OGCC | NO | NP-53.9 - Small Value Procurement | as need arises | as need arises | as need arises | as need arises | GoP | 200,000.00 | 200,000.00 | | - | breakdown: a. Sphygmomanometer/Blood Pressure Monitor (2 units) = P3,000.00 b. Glucometer (1 unit) = P2,500.00 c. Glucometer strips 50s (250 pieces) = P7,500.00 d. Glucometer needles lancets 25s (50 sets) = P2,100.00 e. First Aid Kit (12 pieces) = P12,000.00 |
| 310-1001-94-98, 105d | Procurement of Health/Medical Equipment | OGCC | NO | NP-53.9 - Small Value Procurement | as need arises | as need arises | as need arises | as need arises | GoP | 27,100.00 | 27,100.00 | | - | |
| PUBLICATION AND SUBSCRIPTION EXPENSE | | | | | | | | | | | | | | |
| 3101001-140 | a. Printing and Publication Expenses | OGCC | NO | NP-53.9 - Small Value Procurement | as need arises | as need arises | as need arises | as need arises | GoP | 30,000.00 | 30,000.00 | | - | |
| 3101001-141 | b. Business World | OGCC | NO | Direct Contracting | 1st Quarter | 1st Quarter | 1st Quarter | 1st Quarter | GoP | 10,000.00 | 10,000.00 | | - | subscription |
| 3101001-142 | c. Manila Bulletin | OGCC | NO | Direct Contracting | 1st Quarter | 1st Quarter | 1st Quarter | 1st Quarter | GoP | 15,000.00 | 15,000.00 | | - | subscription |
| 3101001-143 | d. Manila Standard | OGCC | NO | Direct Contracting | 1st Quarter | 1st Quarter | 1st Quarter | 1st Quarter | GoP | 8,000.00 | 8,000.00 | | - | subscription |
| 3101001-144 | e. National Geographic | OGCC | NO | Direct Contracting | 1st Quarter | 1st Quarter | 1st Quarter | 1st Quarter | GoP | 7,000.00 | 7,000.00 | | - | subscription |
| 3101001-145 | f. Philippine Daily Inquirer | OGCC | NO | Direct Contracting | 1st Quarter | 1st Quarter | 1st Quarter | 1st Quarter | GoP | 29,000.00 | 29,000.00 | | - | subscription |
| 3101001-146 | g. The Official Gazette | OGCC | NO | Direct Contracting | 1st Quarter | 1st Quarter | 1st Quarter | 1st Quarter | GoP | 17,000.00 | 17,000.00 | | - | subscription |
| 3101001-147 | h. The Philippine Star | OGCC | NO | Direct Contracting | 1st Quarter | 1st Quarter | 1st Quarter | 1st Quarter | GoP | 21,000.00 | 21,000.00 | | - | subscription |
| 3101001-148 | i. Time Magazine | OGCC | NO | Direct Contracting | 1st Quarter | 1st Quarter | 1st Quarter | 1st Quarter | GoP | 6,000.00 | 6,000.00 | | - | subscription |
| 3101001-149 | j. SCRA and SCRA Quick Index | OGCC | NO | Direct Contracting | 1st Quarter | 1st Quarter | 1st Quarter | 1st Quarter | GoP | 90,000.00 | 90,000.00 | | - | subscription |
| 3101001-150 | k. E-Supreme Court Reports Annotate | OGCC | NO | Direct Contracting | 1st Quarter | 1st Quarter | 1st Quarter | 1st Quarter | GoP | 15,000.00 | 15,000.00 | | - | subscription |
| 3101001-152 | l. Update to Book Collection | OGCC | NO | NP-53.9 - Small Value Procurement | 1st Quarter | 1st Quarter | 1st Quarter | 1st Quarter | GoP | 220,000.00 | 220,000.00 | | - | |

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|------------|-----------------------------|---|---------------|---------------------|--|----------------------------|-----------------|------------------|------------------------|-------|------|---|
| | | | | | Advertising of IB/REI | Submission/Opening of Bids | Notice of Award | Contract Signing | Source of Funds | Total | MOOE | CO |

Prepared by:


GCA FIONA P. DE LEON
Head, BAC Secretariat

Certified Funds Available:

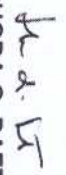

ACCT RYAN JOSEPH C. RODRIGUEZ
Supervising Administrative Office


Recommending Approval:


AGCC DOMINADOR R. ISIDORO,
BAC Chairperson



GCA JONATHAN C. NICOLAS
Member


JULIA M. ROMANO
Member


RHODA G. DAET
Member


GCA OWEN M. VIDAD
BAC Vice-Chairperson


GCA RACHELLE FAYE M. AVILA-LOBO
Member


MARIA CRISTINA A. BATUYONG
Member

☒ Approved
☐ Disapproved


GGC ELPIDIO J. VEGA
Head of the Procuring Entity