

Office of the Government Corporate Counsel Indicative Annual Procurement Plan for 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/Pos ting of IB/REI	Submission/Op ening 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	4,871,267.14	1,897,491.14	2,973,776.00	A to A with DBM-PS 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	1,810,527.00	1,810,527.00	-	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
3101001-003 100001-003	c. Letterhead white short (1st and 2nd page)	Supply Office	NO	NP-53.5 Agency-to-Agency	as need arises	as need arises	as need arises	as need arises	GoP	256,000.00	256,000.00	-	A to A with NPO
3101001-004 100001-004	d. Letterhead beige/ivory short (1st and 2nd page)	Supply Office	NO	NP-53.5 Agency-to-Agency	as need arises	as need arises	as need arises	as need arises	GoP	297,000.00	297,000.00	-	A to A with NPO
100001-005	e. Letterhead ultra white long (1st and 2nd page)	Supply Office	NO	NP-53.5 Agency-to-Agency	as need arises	as need arises	as need arises	as need arises	GoP	43,200.00	43,200.00	-	A to A with NPO
100001-006	f. Letterhead envelope	Supply Office	NO	NP-53.5 Agency-to-Agency	as need arises	as need arises	as need arises	as need arises	GoP	50,000.00	50,000.00	-	A to A with NPO
100001-007	g. Library Cards	Library	NO	NP-53.5 Agency-to-Agency	as need arises	as need arises	as need arises	as need arises	GoP	7,875.00	7,875.00	-	A to A with NPO
3101001-005 100001-008	h. Registry Return Card	Records	NO	NP-53.5 Agency-to-Agency	as need arises	as need arises	as need arises	as need arises	GoP	80,000.00	80,000.00	-	A to A with NPO
LEGAL SERVICES TO GOCCs / GENERAL ADMINISTRATION AND SUPPORT													
3101001-006 100001-009	a. Corporate Planning	OGCC	NO	NP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	507,500.00	507,500.00	-	Food, venue, accommodation, supplies, t-shirt, transportation and professional service
3101001-007 100001-010	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	-	Food, supplies (tokens and décor), and Professional services (performer)
3101001-008 100001-011	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	115,000.00	115,000.00	-	Food (mass, children, outreach) and supplies
3101001-009 100001-012	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	76,500.00	76,500.00	-	Meals, supplies and transportation
3101001-010 100001-013	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	58,500.00	58,500.00	-	Meals, supplies and transportation
3101001-011 100001-014	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	100,000.00	100,000.00	-	Meals, supplies and PF for zumba/yoga
3101001-012 100001-015	g. Monthly Committee Meetings	OGCC	NO	NP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	144,000.00	144,000.00	-	Meals
3101001-013 100001-016	h. Attendance to International GAD Conference	OGCC	NO	NP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	70,000.00	70,000.00	-	Airfare and DSA
3101001-014 100001-017	i. PRAISE activities	OGCC	NO	NP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	200,000.00	200,000.00	-	Supplies, tokens

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					Advertisement/Pos ting of IB/REI	Submission/Op ening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
3101001-015 100001-018	j. Participation to MWSS Cariedo Cup Sportsfest	OGCC	NO	IP-53.9 - Small Value Procurement	as need arises	as need arises	as need arises	as need arises	GoP	72,000.00	72,000.00	-	Meals, supplies, T-shirt
3101001-016	h. ISO Re-Certification for the Procurement of Certifying Body	OGCC	NO	NP-53.9 - Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	GoP	200,000.00	200,000.00	-	Consultancy services
LEARNING AND DEVELOPMENT													
3101001-017 100001-019	a. Competency Building Program for PSB	OGCC	NO	IP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	37,500.00	37,500.00	-	5 pax
3101001-018	b. MCLE	OGCC	NO	IP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	412,000.00	412,000.00	-	33 pax
3101001-019	c. ADR	OGCC	NO	IP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	200,000.00	200,000.00	-	Service provider
100001-020	d. Policies and Procedures on Leave Administration	OGCC	NO	IP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	37,500.00	37,500.00	-	5 pax
100001-021	e. PRIME-HR Workshop	OGCC	NO	IP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	52,500.00	52,500.00	-	7 pax
100001-022	f. Basic MS Excel and Powerpoint	OGCC	NO	IP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	75,000.00	75,000.00	-	Service provider
3101001-020	g. BOT Law and BBB Procedures	OGCC	NO	IP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	200,000.00	200,000.00	-	Service provider
100001-023	h. OHRA ORA	OGCC	NO	NP-53.5 Agency-to-Agency	as scheduled	as scheduled	as scheduled	as scheduled	GoP	37,500.00	37,500.00	-	A to A with CSC 5 pax
100001-024	i. Effective Communication	OGCC	NO	IP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	30,000.00	30,000.00	-	10 pax
3101001-021 100001-025	j. Launching and Implementation of Coaching and Mentoring	OGCC	NO	IP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	30,000.00	30,000.00	-	Service provider
3101001-022 100001-026	k. ISO Related Trainings	OGCC	NO	IP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	90,000.00	90,000.00	-	Professional fee
100001-027	l. Librarians Conference	OGCC	NO	IP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	60,000.00	60,000.00	-	3 pax
100001-028	m. Records Management Conference	OGCC	NO	IP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	120,000.00	120,000.00	-	7 pax
100001-029	n. GAD Focal Point System Conference	OGCC	NO	IP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	20,000.00	20,000.00	-	20 pax
3101001-023	o. Legal/Leadership Management Training	OGCC	NO	IP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	200,000.00	200,000.00	-	10 pax
3101001-024 100001-030	p. Attendance to seminars/conferences/trainings	OGCC	NO	IP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	253,000.00	253,000.00	-	to be determined
3101001-025 100001-031	q. LND Supplies and Materials	OGCC	NO	IP-53.9 - Small Value Procurement	as need arises	as need arises	as need arises	as need arises	GoP	144,500.00	144,500.00	-	Supplies and materials
MOTOR VEHICLE PROCUREMENT													
3101001-026	Procurement of Two (2) Motor Vehicles	OGCC	YES	Competitive Bidding	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP	3,100,000.00	-	3,100,000.00	breakdown: a. AUV for GCC (1 unit) = P1,600,000.00 b. AUV for DGCC (1 unit) = P 1,500,000.00
INFORMATION TECHNOLOGY PROCUREMENT													

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					Advertisement/Pos ting of IB/REI	Submission/Op ening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
3101001-027 100001-032	b. Procurement of ICT Machinery and Equipment for ISSP-Office Productivity	OGCC	NO	NP-53.5 Agency-to-Agency	as need arises	as need arises	as need arises	as need arises	GoP	985,000.00	-	985,000.00	breakdown: a. Multifunction Laser Printer (10 units) = P250,000.00 b. Continuous Ink Jet Pritner (5 units) = P100,000.00 c. Uninterrupted Power Supply (1 unit)=P50,000.00 d.Network Attached Storage (1 unit)= P100,000.00 e. Document scanner (2 units) = P200,000.00 f. Multimedia projector (1 unit) = P50,000.00 g. 65 Inches Led monitor (1 unit) = P120,000.00 h. 24-ports Gigabit Network Switch (1 unit) = P50,000.00 i. 24-ports Gigabit Switch Panel (1 unit) = P15,000.00 j. Gigabit Router (2 units) = P50,000.00 NOTE: if not available in the PS, will be procured through SVP upon submission of Certificate of Non-Availability of Stocks (CNAS)
3101001-028 100001-033	c. Server (1 unit)	OGCC	NO	IP-53.9 - Small Value Procurement	as need arises	as need arises	as need arises	as need arises	GoP	350,000.00	-	350,000.00	For the use of OGCC employees
3101001-029 100001-034	c. ICT Software Subscriptions for ISSP-Office Productivity	OGCC	NO	IP-53.9 - Small Value Procurement	as need arises	as need arises	as need arises	as need arises	GoP	987,000.00	987,000.00	-	breakdown: a. Lex Libiris Legal Information Archieve (1 unit) = P250,000.00 b. Microsoft Office 365 VL (50 units) = P500,000.00 c. Unified Threat Management Software (1 unit) = P100,000.00 d. Video Conference Software, Zoom meeting (13 units) = P117,000.00 e. Google Cloud (1 unit) - P20,000.00 NOTE: if not available in the PS, will be procured through Competitive Bidding upon submission of Certificate of Non-Availability of Stocks (CNAS)
3101001-030	e. Leased-line communication services	OGCC	NO	Direct Contracting	as need arises	as need arises	as need arises	as need arises	GoP	700,000.00	700,000.00	-	subject to GPPB Resolution No. 2017-41 on renewal of Internet Services
3101001-031	f. Managed Print Service	OGCC	NO	Direct Contracting	as need arises	as need arises	as need arises	as need arises	GoP	240,000.00	240,000.00	-	subject to GPPB Resolution No. 2017-41 on renewal of Internet Services

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					Advertisement/Pos ting of IB/REI	Submission/Op ening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
NON COMMON USE SUPPLIES, MATERIALS, AND EQUIPMENT													
3101001-032	a. Electricity Expenses	OGCC	NO	Direct Contracting	N/A	N/A	N/A	N/A	GoP	2,640,000.00	2,640,000.00	-	WETI Guidelines renewal of the contract for the period: 1 January to 31 December 2021
3101001-033	b. Water Expenses	OGCC	NO	Direct Contracting	N/A	N/A	N/A	N/A	GoP	60,000.00	60,000.00	-	WETI Guidelines renewal of the contract for the period: 1 January to 31 December 2021
3101001-034	c. Telephone Expenses - Landline	OGCC	NO	Direct Contracting	N/A	N/A	N/A	N/A	GoP	162,000.00	162,000.00	-	WETI Guidelines renewal of the contract for the period: 1 January to 31 December 2021
3101001-035	d. Telephone Expenses - Mobile	OGCC	NO	Direct Contracting	N/A	N/A	N/A	N/A	GoP	120,000.00	120,000.00	-	WETI Guidelines renewal of the contract for the period: 1 January to 31 December 2021
3101001-036	e. Load to Wifi Handset	OGCC	NO	Direct Contracting	N/A	N/A	N/A	N/A	GoP	240,000.00	240,000.00	-	For the use of OGCC employees
3101001-037	f. Cable Expenses	OGCC	NO	Direct Contracting	N/A	N/A	N/A	N/A	GoP	14,400.00	14,400.00	-	For the use of OGCC employees
REPAIR AND MAINTENANCE													
100001-035	a. 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	-	For the use of OGCC employees
100001-036	b. ICT Equipment	OGCC	NO	NP-53.9 - Small Value Procurement	as need arises	as need arises	as need arises	as need arises	GoP	60,000.00	60,000.00	-	For the use of OGCC employees
100001-037	c. 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	-	For the use of OGCC employees
OTHER EXPENSES / MAINTENANCE													
3101001-038	b. Rental of Photocopying Machine	OGCC	NO	Direct Contracting	as need arises	as need arises	as need arises	as need arises	GoP	360,000.00	360,000.00	-	renewal of the contract for the period: 1 January to 31 December 2021
3101001-039	c. 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	-	Subscription
3101001-040	d. Postage and Courier Expenses	OGCC	NO	NP-53.5 Agency-to-Agency	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP	263,000.00	263,000.00	-	renewal of the contract for the period: 1 January to 31 December 2021
100001-038	e. Procurement of Fire Extinguisher	OGCC	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP	10,000.00	10,000.00	-	Maintenance
HEALTH, SAFETY AND SANITATION													
3101001-041	a. Occupational Safety and Health Program	OGCC	NO	NP-53.9 - Small Value Procurement	as need arises	as need arises	as need arises	as need arises	GoP	60,000.00	60,000.00	-	Trainings, Supplies; 150pax
3101001-042	b. Emergency preparedness (fire extinguisher, medical, hard hats, emergency kits, personal kits)	OGCC	NO	NP-53.9 - Small Value Procurement	as need arises	as need arises	as need arises	as need arises	GoP	225,000.00	225,000.00	-	Supplies; 150pax
3101001-043	c.Influenza Vaccine for OGCC officials and employees	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	-	Supplies; 150pax
3101001-044	d.Provision of Vitamin C with Zinc	OGCC	NO	NP-53.9 - Small Value Procurement	1st quarter	2nd quarter	3rd quarter	4th quarter	GoP	300,000.00	300,000.00	-	Supplies; 150pax

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PUBLICATION AND SUBSCRIPTION EXPENSE													
3101001-045	a. Printing and Publication Expenses	OGCC	NO	Direct Contracting	as need arises	as need arises	as need arises	as need arises	GoP	27,000.00	27,000.00	-	Printing and Publication
3101001-046	b. Business World	OGCC	NO	Direct Contracting	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP	10,000.00	10,000.00	-	Subscription
3101001-047	c. Manila Bulletin	OGCC	NO	Direct Contracting	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP	15,000.00	15,000.00	-	Subscription
3101001-048	d. Manila Standard	OGCC	NO	Direct Contracting	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP	8,000.00	8,000.00	-	Subscription
3101001-049	e. National Geographic	OGCC	NO	Direct Contracting	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP	7,000.00	7,000.00	-	Subscription
3101001-050	f. Philippine Daily Inquirer	OGCC	NO	Direct Contracting	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP	29,000.00	29,000.00	-	Subscription
3101001-051	g. The Official Gazette	OGCC	NO	NP-53.5 Agency-to-Agency	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP	17,000.00	17,000.00	-	Subscription
3101001-052	h. The Philippine Star	OGCC	NO	Direct Contracting	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP	21,000.00	21,000.00	-	Subscription
3101001-053	i. Time Magazine	OGCC	NO	Direct Contracting	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP	6,000.00	6,000.00	-	Subscription
3101001-054	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
3101001-055	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
3101001-056	l. Update to Book Collection	OGCC	NO	Direct Contracting	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP	220,000.00	220,000.00	-	Subscription
3101001-057	m. Sky Cable	OGCC	NO	Direct Contracting	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP	14,400.00	14,400.00	-	Subscription
3101001-058	n. Other subscription	OGCC	NO	Direct Contracting	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP	20,600.00	20,600.00	-	Subscription
										22,785,269.14	15,376,493.14	7,408,776.00	

Prepared by:

Certified Funds Available:


GCA FIONA P. DE LEON
Head, BAC Secretariat


RYAN JOSEPH C. RODRIGUEZ
Supervising Administrative Officer
(Budget Officer)

Recommending Approval:


AGCC DOMINADOR R. ISIDORO, JR.
BAC Chairperson


GCA JONATHAN C. NICOLAS
Member


LIB JULIA M. ROMANO
Member


AOV RHODA G. DAET
Member


GCA OWEN M. VIDAD
BAC Vice-Chairperson


GCA RACHELLE FAYE M. AVILA-LOBO
Member


AOV MARIA CRISTINA A. BATUYONG
Member

[☒] Approved
[☐] Disapproved


GCE ELPIDIO J. VEGA
Head of the Procuring Entity