

OFFICE OF THE GOVERNMENT CORPORATE COUNSEL Annual Procurement Plan for FY 2025

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	
OGCC'S VARIOUS COMMITTEES' PROGRAMS, PROJECTS, AND ACTIVITIES													
1101001-001 3101001-001	Corporate Planning and Team Building	Planning	YES	NP-53.10 Lease of Real Property and Venue	as scheduled	as scheduled	as scheduled	as scheduled	GoP	1,021,000.00	1,021,000.00		- Annual agency strategic planning workshop for MANCOM and agency wide team building
1101001-002 3101001-002	Administrative Services Assessment and Planning	Planning	YES	NP-53.10 Lease of Real Property and Venue	as scheduled	as scheduled	as scheduled	as scheduled	GoP	317,500.00	317,500.00		- Venue, food and accommodation for a 3-day activity
1101001-003 3101001-003	Legal Services Assessment and Planning	Planning	YES	NP-53.10 Lease of Real Property and Venue	as scheduled	as scheduled	as scheduled	as scheduled	GoP	317,500.00	317,500.00		- Venue, food and accommodation for a 3-day activity
1101001-004	OGCC 90th Anniversary (Milestone) and Year End Fellowship and other related activities	Planning	YES	NP-53.10 Lease of Real Property and Venue	as scheduled	as scheduled	as scheduled	as scheduled	GoP	1,710,000.00	1,710,000.00		- Venue and food
1101001-005	OGCC 90th Anniversary (Milestone) and Year End Fellowship	Planning	NO	NP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	800,000.00	800,000.00		- Supplies and tokens
1101001-006	OGCC Mass, Children's Party, and Outreach Program	Planning	NO	NP-53.9 - Small Value Procurement	4th quarter	4th quarter	4th quarter	4th quarter	GoP	206,250.00	206,250.00		- Food, supplies, tokens
1101001-007	Participation on CSC Anniversary	Planning	NO	NP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	15,000.00	15,000.00		- Supplies - t-shirts for OGCC runners
1101001-008	Women's Month Celebration	GAD Committee	NO	NP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	70,000.00	70,000.00		- Supplies - GAD Advocacy Shirts/ Tokens for Resource Person)
1101001-009	Participation on 18 Day Campaign on Violence Against Women	GAD Committee	NO	NP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	70,000.00	70,000.00		- Supplies - Advocacy Shirts/ Tokens for Resource Person)
1101001-010	Participation on PRIDE March	GAD Committee	NO	NP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	70,000.00	70,000.00		- Supplies - Advocacy Shirts/ Tokens for Resource Person)
1101001-011	Compliance with Laws (PWD and Senior Citizen)	SC & PWD Committee	NO	NP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	34,000.00	34,000.00		- Supplies - health care essentials
1101001-012	Compliance with Laws (PWD and Senior Citizen)	SC & PWD Committee	NO	NP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	80,000.00	80,000.00		- Supplies / Tokens (for Resource Person)
1101001-013	GAD Continuing Education - Gender Sensitive Training	GAD Committee	YES	NP-53.10 Lease of Real Property and Venue	as scheduled	as scheduled	as scheduled	as scheduled	GoP	350,000.00	350,000.00		- Venue, food and accommodation for a 3-day activity
1101001-014 1101001-004	Tokens and training collaterals	LND Committee	NO	NP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	492,000.00	492,000.00		Supplies, Tokens/Plaques, etc.

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1101001-015	Participation to MWSS Carriedo Cup Sportsfest and OGCC Sportsfest	Health and Wellness Committee	NO	NP-53.9 - Small Value Procurement	as the need arises	as the need arises	as the need arises	as the need arises	GoP	167,500.00	167,500.00	-	Supplies
1101001-016	Procurement of flu vaccines	Health and Wellness Committee	NO	NP-53.9 - Small Value Procurement	as the need arises	as the need arises	as the need arises	as the need arises	GoP	150,000.00	150,000.00	-	Supplies, 200 pax
1101001-017	Vitamin C with Zinc	Health and Wellness Committee	NO	NP-53.9 - Small Value Procurement	N/A	N/A	3rd quarter	N/A	GoP	200,000.00	200,000.00	-	Supplies, 200 pax
1101001-018	Annual basic health check-up of all employees	Health and Wellness Committee	NO	NP-53.9 - Small Value Procurement	as scheduled	as scheduled	3rd quarter	as scheduled	GoP	400,000.00	400,000.00	-	Supplies, 200 pax
1101001-019	Assessment and Planning Sessions for the ISO Recertification	ISO QMS Committee	YES	NP-53.10 Lease of Real Property and Venue	as scheduled	as scheduled	as scheduled	as scheduled	GoP	262,500.00	262,500.00		Venue, food and accommodation for a 3-day activity
1101001-020	Supplies for QMS - ISO activities	ISO QMS Committee	NO	NP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	35,000.00	35,000.00		Supplies (jackets)
1101001-021	QMS - ISO Certifying Body	ISO QMS Committee	NO	NP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	250,000.00	250,000.00		Professional fee
1101001-022	Assessment and Planning Session and Updates on RA9184	BAC	YES	NP-53.10 Lease of Real Property and Venue	as scheduled	as scheduled	as scheduled	as scheduled	GoP	262,500.00	262,500.00		Venue, food and accommodation for a 3-day activity
1101001-023	Supplies for PRAISE Awards and other activities	PRAISE Committee	NO	NP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	250,000.00	250,000.00		Supplies, Tokens/Plaques, etc.
1101001-024	Catering services / food served for official functions and events	Various Committees	NO	NP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	500,000.00	500,000.00		Representation expenses for official functions
UTILITIES													
1101001-025 3101001-005	Utilities (Electricity)	CAO's Office	NO	Direct Contracting	n/a	n/a	n/a	n/a	GoP	4,200,000.00	4,200,000.00	-	WETI Guidelines
1101001-026 3101001-006	Utilities (Water)	Supply Section	NO	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	72,000.00	72,000.00	-	Drinking water
SUPPLIES, MATERIALS, AND COMMUNICATION EXPENSES													
1101001-027 3101001-007	Internet service provider (ISP)	IT Section	NO	NP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	1,920,000.00	1,920,000.00	-	Renewed pursuant to WETI Guidelines for the portion of existing space. While, the ISP for the expansion office will procure thru SVP

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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
1101001-028 3101001-008	Common Use Supplies and Equipment Available at DBPM-PS	Supply Section	NO	NP-53.5 Agency-to-Agency	1st quarter	2nd quarter	3rd quarter	4th quarter	GoP	2,546,269.18	2,546,269.18	-	A to A with DBM-PS Common use supplies and equipment listed in the DBM-PS catalogue *Please see attached APP-CSE
1101001-029 3101001-009	Common Use Supplies and Equipment Not Available at DBPM-PS	Supply Section	NO	Shopping	as the need arises	as the need arises	as the need arises	as the need arises	GoP	1,632,726.00	1,632,726.00	-	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
RENTAL AND OTHER MAINTENANCE AND OPERATING SERVICES													
1101001-030 3101001-010	Operating lease rental	CAO's Office	NO	NP-53.10 Lease of Real Property and Venue	as scheduled	as scheduled	as scheduled	as scheduled	GoP	16,896,996.00	16,896,996.00	-	Due to expire on 31 December 2027
1101001-031 3101001-011	Rental of photocopying machines	Supply Section	NO	NP-53.9 - Small Value Procurement	as the need arises	as the need arises	as the need arises	as the need arises	GoP	600,000.00	600,000.00	-	photocopiers
1101001-032 3101001-012	Rental of printers (managed print service)	Supply Section	NO	NP-53.9 - Small Value Procurement	as the need arises	as the need arises	as the need arises	as the need arises	GoP	600,000.00	600,000.00	-	printers
1101001-033 3101001-013	Repairs and Maintenance	Supply/IT Sections	NO	NP-53.9 - Small Value Procurement	as the need arises	as the need arises	as the need arises	as the need arises	GoP	360,000.00	360,000.00	-	Vehicle, ICT, & Office Equipment
1101001-034 3101001-014	Refill of Fire Extinguisher and Procurement of New Fire Extinguishers for the Expansion Office	Supply Section	NO	NP-53.9 - Small Value Procurement	as the need arises	as the need arises	as the need arises	as the need arises	GoP	100,000.00	100,000.00	-	Refill for existing office space
1101001-035 3101001-015	Installation of 3 Units Aircon	Supply Section	NO	NP-53.9 - Small Value Procurement	1st quarter	1st quarter	1st quarter	1st quarter	GoP	115,000.00	115,000.00	-	For Library/ Records Sections and AGCC Capili's Office
1101001-036 3101001-016	Book binding	Library Section	NO	NP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	150,000.00	150,000.00	-	for library
1101001-037 3101001-017	Provision of Fuel, Oil and Lubricants	CAO's Office	NO	NP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	840,000.00	840,000.00	-	for motorpool
PUBLICATION AND ICT SUBSCRIPTION													
3101001-018	Manila Bulletin	Library Section	YES	Direct Contracting	1st quarter	1st quarter	1st quarter	1st quarter	GoP	15,000.00	15,000.00	-	Subscription
3101001-019	Manila Standard	Library Section	YES	Direct Contracting	1st quarter	1st quarter	1st quarter	1st quarter	GoP	10,000.00	10,000.00	-	Subscription
3101001-020	Philippine Daily Inquirer	Library Section	YES	Direct Contracting	1st quarter	1st quarter	1st quarter	1st quarter	GoP	30,000.00	30,000.00	-	Subscription
3101001-021	The Official Gazette	Library Section	YES	NP-53.5 Agency-to-Agency	1st quarter	1st quarter	1st quarter	1st quarter	GoP	20,000.00	20,000.00	-	Subscription
3101001-022	The Philippine Star	Library Section	YES	Direct Contracting	1st quarter	1st quarter	1st quarter	1st quarter	GoP	22,000.00	22,000.00	-	Subscription

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3101001-023	SCRA and SCRA Quick Index	Library Section	YES	NP-53.5 Agency-to-Agency	1st quarter	1st quarter	1st quarter	1st quarter	GoP	100,000.00	100,000.00	-	Subscription
3101001-024	Update and Addition to Book Collection	Library Section	YES	Direct Contracting	1st quarter	1st quarter	1st quarter	1st quarter	GoP	200,000.00	200,000.00	-	Subscription
3101001-025	Update and Addition to Book Collection	Library Section	NO	NP-53.9 - Small Value Procurement	1st quarter	1st quarter	1st quarter	1st quarter	GoP	50,000.00	50,000.00	-	Subscription
3101001-026	Other Newspaper Subscription	Library Section	YES	Direct Contracting	1st quarter	1st quarter	1st quarter	1st quarter	GoP	150,000.00	150,000.00	-	Subscription
3101001-027	ICT Subscription	Library Section	NO	NP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	1,832,750.00	1,832,750.00	-	Online Subscriptions for the OGCC Library
PURCHASE OF NEW AND/OR REPLACEMENT OF DILAPIDATED OFFICE EQUIPMENT, FURNITURE AND FIXTURES, AND MOTOR VEHICLES													
1101001-038	Renovation of Existing Office Spaces	Expansion Committee	YES	Competitive Bidding	as scheduled	as scheduled	as scheduled	as scheduled	GoP	47,788,000.00	47,788,000.00	-	Repairs and Maintenance - Buildings
1101001-039	Motor vehicles	Admin	YES	Competitive Bidding	as scheduled	as scheduled	as scheduled	as scheduled	GoP	9,250,000.00	-	9,250,000.00	1 pick-up/delivery van, 1 SUV, and 2 passenger vans
INFORMATION SYSTEM STRATEGIC PLAN													
1101001-040	Cloud server / hosting	IT Section	NO	NP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	1,000,000.00	1,000,000.00	-	Subscription
1101001-041	Unified threat management	IT Section	NO	NP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	110,000.00	110,000.00	-	for DMIS
1101001-042	SQL Database License	IT Section	NO	NP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	121,000.00	121,000.00	-	for DMIS
1101001-043	Microsoft Office	IT Section	NO	NP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	605,000.00	605,000.00	-	50 units
1101001-044 3101001-028	Desktop Computer Set and Laptops, Tablets and other Peripherals	IT Section	NO	Agency to Agency	as scheduled	as scheduled	as scheduled	as scheduled	GoP	4,760,000.00	-	4,760,000.00	included in the APP-CSE (with budget from CA)
3101001-029	Server	IT Section	NO	Competitive Bidding	as scheduled	as scheduled	as scheduled	as scheduled	GoP	1,500,000.00	-	1,500,000.00	charged to CA
3101001-030	High End Scanners - for E-filing	Records Section	NO	NP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	500,000.00	-	500,000.00	charged to CA
3101001-031	High End Scanners and Computers for HRIS and AMIS	IT Section	NO	NP-53.9 - Small Value Procurement	as scheduled	as scheduled	as scheduled	as scheduled	GoP	610,000.00	-	610,000.00	charged to CA
1101001-045	Assets Management Information System	IT Section / Supply Section	YES	Competitive Bidding	as scheduled	as scheduled	as scheduled	as scheduled	GoP	1,750,000.00	1,750,000.00	-	Consultancy Services
3101001-032	Document Management Information System (upgrade)	IT Section / Records Section	NO	Direct Contracting	as scheduled	as scheduled	as scheduled	as scheduled	GoP	2,000,000.00	-	2,000,000.00	Software - charged to CA
1101001-046	Integrated Human Resource Information System	IT Section / HR Section	YES	Competitive Bidding	as scheduled	as scheduled	as scheduled	as scheduled	GoP	2,750,000.00	750,000.00	2,000,000.00	Consultancy Services / Software
										113,237,491.18	92,617,491.18	20,620,000.00	

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Prepared by: _____ Certified Funds Available: _____


GCA DIANNE CAMILA R. BORJA
 Head, BAC Secretariat


RYAN JOSEPH C. RODRIGUEZ
 Supervising Administrative Officer

Recommending Approval:


AGCC KATHRINA MARIA A. REYES
 BAC Chairperson

GCA OWEN M. VIDAD
 BAC Vice-Chairperson


GCA MARIO R. PILASPILAS
 Member


GCA MARLITO S. ODOISIS
 Member

GCA JENNY G. LIBUTAQUE
 Member


SADOF RYAN JOSEPH C. RODRIGUEZ
 Member


ADOF MARIA CRISTINA A. BATUYONG
 Member

Approved
 Disapproved


GCC SOLOMON M. HERMOSURA
 Head of the Procuring Entity