

ANNUAL PROCUREMENT PLAN OF DBP LEASING CORPORATION FOR 2021

CODE (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks
				Ads/Post	Sub/Open	Notice of Awards	Contract Signing		Total	CO	MOOE	
	Marketing Collaterals	AMG	SVP (53.9)	Apr Jul Oct	Apr Jul Oct	Apr Jul Oct	Apr Jul Oct	COB	70,000		70,000	Regular Business Requirement for Marketing
	Marketing Summit	AMG	SVP (53.9)	Apr	Apr	Apr	Apr	COB	50,000		50,000	Strategic Planning for Marketing Plans and Endeavors
	Marketing Discussion	AMG	SVP (53.9)	Jul	Jul	Jul	Jul	COB	50,000		50,000	Strategic Planning for Marketing Plans and Endeavors
	Marketing Planning	AMG	SVP (53.9)	Nov	Nov	Nov	Nov	COB	50,000		50,000	Strategic Planning for Marketing Plans and Endeavors
	Marketing Activities	AMG	SVP (53.9)	May Sep	May Sep	May Sep	May Sep	COB	100,000		100,000	Strategic Planning for Marketing Plans and Endeavors
	Travel - Local	AMG FG	SVP (53.9)	Monthly Basis	Monthly Basis	Monthly Basis	Monthly Basis	COB	585,000 72,600		585,000 72,600	Marketing and business expense
	Postage, Telephone, and Telegrams	AMG FG	SVP (53.9)	Monthly Basis	Monthly Basis	Monthly Basis	Monthly Basis	COB	122,000 6,000		122,000 6,000	Regular business requirement
	Representation and Entertainment	AMG FG LSG	SVP (53.9)	Monthly Basis	Monthly Basis	Monthly Basis	Monthly Basis	COB	270,000 144,000 18,000		270,000 144,000 18,000	Regular business requirement
	SEC i-View Load	AMG CREG	Agency-to-Agency (53.5)	Monthly Basis	Monthly Basis	Monthly Basis	Monthly Basis	COB	8,000 36,000		8,000 36,000	Requirement in relation to the acquisition of credit checking facility
	BAP (NFIS / Loandex / SafeTnet)	CREG	Direct Contracting (50.1.b)	Monthly Basis	Monthly Basis	Monthly Basis	Monthly Basis	COB	117,600		117,600	Requirement in relation to the acquisition of credit checking facility
	Credit Information Corporation (CIC)	CREG	Direct Contracting (50.1.b)	Monthly Basis	Monthly Basis	Monthly Basis	Monthly Basis	COB	130,000		120,000	Requirement in relation to the acquisition of credit checking facility
	Annual Registration Fee - NFIS (Vat Inclusive)	CREG	Direct Contracting (50.1.b)	Jan	Jan	Jan	Jan	COB	8,400		8,400	Requirement in relation to the acquisition of credit checking facility
	Annual Registration Fee - Safetynet (Vat Inclusive)	CREG	Direct Contracting (50.1.b)	Jan	Jan	Jan	Jan	COB	18,000		18,000	Requirement in relation to the acquisition of credit checking facility

	Annual Registration Fee - Online Loandex (Vat Inclusive)	CREG	Direct Contracting (50.1.b)	Jan	Jan	Jan	Jan	COB	12,000		12,000	Requirement in relation to the acquisition of credit checking facility
	CREG Reference Materials (Top 15,000 Corporations by Business World)	CREG	Shopping (52.1.b)	Jan	Jan	Jan	Jan	COB	25,000		25,000	Miscellaneous Expense pursuant to normal business requirement
	CREG Extraordinary Miscellaneous Expense (Reimbursement such as LBC for CIC, etc.)	CREG	SVP (53.9)	Monthly Basis	Monthly Basis	Monthly Basis	Monthly Basis	COB	60,000		60,000	Miscellaneous Expense pursuant to normal business requirement
	LFMS Budget for CREG (Projected by ITC c/o Mr. Stohner)	CREG	Direct Contracting (50.1.b)	Monthly Basis	Monthly Basis	Monthly Basis	Monthly Basis	COB	700,000	700,000		Miscellaneous Expense pursuant to normal business requirement
	Auditing Services - COA	FG	Agency-to-Agency (53.5)	Monthly Basis	Monthly Basis	Monthly Basis	Monthly Basis	COB	930,635		930,635	Miscellaneous Expense pursuant to normal business requirement
	Notarial Fees	FG	SVP (53.9)	Monthly Basis	Monthly Basis	Monthly Basis	Monthly Basis	COB	12,000		12,000	Miscellaneous Expense pursuant to normal business requirement
	License Fee	FG	Agency-to-Agency (53.5)	Monthly Basis	Monthly Basis	Monthly Basis	Monthly Basis	COB	24,625		24,625	Miscellaneous Expense pursuant to normal business requirement
	Bond/Insurance (Petty Cash Custodian / Accounting Assistant)	FG	Agency-to-Agency (53.5)	Sep Nov	Sep Nov	Sep Nov	Sep Nov	COB	150,000		150,000	Miscellaneous Expense pursuant to normal business requirement
	Periodicals and magazines (newspaper subscription)	FG	SVP (53.9)	Monthly Basis	Monthly Basis	Monthly Basis	Monthly Basis	COB	12,000		12,000	Miscellaneous Expense pursuant to normal business requirement
	Bank Charges	FG	SVP (53.9)	Monthly Basis	Monthly Basis	Monthly Basis	Monthly Basis	COB	36,000		36,000	Miscellaneous Expense pursuant to normal business requirement
	Miscellaneous Expense	FG LSG	SVP (53.9)	Monthly Basis	Monthly Basis	Monthly Basis	Monthly Basis	COB	60,000 72,000		60,000 72,000	Miscellaneous Expense pursuant to normal business requirement
	Books and other Reference Materials	LSG	Shopping (52.1.b)	Jan	Jan	Jan	Jan	COB	40,000		40,000	Miscellaneous Expense pursuant to normal business requirement
	Training - Directors	LSG	Agency-to-Agency (53.5)	Jun Dec	Jun Dec	Jun Dec	Jun Dec	COB	70,000	70,000		Regular Expense pursuant to normal business requirement
	Common Office Supplies	SSU	Agency-to-Agency (53.5)	Monthly Basis	Monthly Basis	Monthly Basis	Monthly Basis	COB	750,000		750,000	Office supplies that are being sourced out from DBM-PS
	Copying Machine Rental	SSU	SVP (53.9)	Monthly Basis	Monthly Basis	Monthly Basis	Monthly Basis	COB	120,000	120,000		Operational requirements
	Drinking Water Supply	SSU	SVP (53.9)	Monthly Basis	Monthly Basis	Monthly Basis	Monthly Basis	COB	36,000		36,000	Daily business requirement

	Driver/Utility	SSU	SVP (53.9)	Monthly Basis	Monthly Basis	Monthly Basis	Monthly Basis	COB	1,200,000		1,200,000	Daily business requirement
	Record Cabinet - Vault	SSU	SVP (53.9)	Mar	Mar	Mar	Mar	COB	240,000	240,000		Miscellaneous Expense pursuant to normal business requirement
	Colored Printer	SSU	SVP (53.9)	May	May	May	May	COB	40,000	40,000		Operational requirements
	Gasoline	SSU	SVP (53.9)	Monthly Basis	Monthly Basis	Monthly Basis	Monthly Basis	COB	192,000		192,000	Daily business requirement
	Newspaper Subscription	SSU	SVP (53.9)	Jan	Jan	Jan	Jan	COB	16,000		16,000	Miscellaneous Expense pursuant to normal business requirement
	Office Equipment (Paper Shredder, Camera, Voice Recorder, etc.)	SSU	SVP (53.9)	Apr	Apr	Apr	Apr	COB	90,000		90,000	Regular business expense
	Office Space	SSU	Lease of Real Property (53.10)	Monthly Basis	Monthly Basis	Monthly Basis	Monthly Basis	COB	5,340,000	5,340,000		Regular business expense
	Parking Space	SSU	SVP (53.9)	Monthly Basis	Monthly Basis	Monthly Basis	Monthly Basis	COB	300,000	300,000		Regular business expense
	Repairs & Maintenance (Office Equipment)	SSU	SVP (53.9)	Monthly Basis	Monthly Basis	Monthly Basis	Monthly Basis	COB	180,000		180,000	Regular business requirement
	Repairs & Maintenance (Service Vehicle)	SSU	SVP (53.9)	Monthly Basis	Monthly Basis	Monthly Basis	Monthly Basis	COB	720,000	720,000		Regular business requirement
	Toner Cartridges	SSU	SVP (53.9)	Monthly Basis	Monthly Basis	Monthly Basis	Monthly Basis	COB	480,000		480,000	Daily business requirement
	Training Program - Local / Representation	SSU	SVP (53.9)	Feb-Dec	Feb-Dec	Feb-Dec	Feb-Dec	COB	250,000	250,000		Regular business expense pursuant to normal business requirements
	Anti-virus (49 Licenses with console)	SSU	SVP (53.9)	Jun	Jun	Jun	Jun	COB	75,600	75,600		Miscellaneous Expense pursuant to normal business requirement
	Laptops	SSU	SVP (53.9)	Jan Apr Jun Jul Oct	Jan Apr Jun Jul Oct	Jan Apr Jun Jul Oct	Jan Apr Jun Jul Oct	COB	1,080,000	1,080,000		Normal and regular business expese
	Office Suite Software	SSU	SVP (53.9)	Jan Apr Jun Jul Oct	Jan Apr Jun Jul Oct	Jan Apr Jun Jul Oct	Jan Apr Jun Jul Oct	COB	450,000	450,000		Normal and regular business expese
	IT Maintenance / Upgrade (Website, Webmail, Firewall)	SSU	SVP (53.9)	Jul	Jul	Jul	Jul	COB	150,000	150,000		Upkeep and maintenance of IT system

	IT Accessories / Peripherals (Wireless USB Adapter (WiFi Dongle, Speaker, Digital Signature Pad, Webcam, Hard Disk Drives, etc.))	SSU	SVP (53.9)	Feb	Feb	Feb	Feb	COB	50,000		50,000	Miscellaneous Expense pursuant to normal business requirement
	Server Unit with OS	SSU	SVP (53.9)	Feb	Feb	Feb	Feb	COB	700,000	700,000		Miscellaneous Expense pursuant to normal business requirement
	Server Rack	SSU	SVP (53.9)	Feb	Feb	Feb	Feb	COB	120,000	120,000		Miscellaneous Expense pursuant to normal business requirement
	Network Tools	SSU	SVP (53.9)	Jun	Jun	Jun	Jun	COB	55,000		55,000	Miscellaneous Expense pursuant to normal business requirement
	Router	SSU	SVP (53.9)	Mar	Mar	Mar	Mar	COB	100,000		100,000	Miscellaneous Expense pursuant to normal business requirement
	Switch	SSU	SVP (53.9)	Mar	Mar	Mar	Mar	COB	100,000		100,000	Miscellaneous Expense pursuant to normal business requirement
	Civil Works	SSU	SVP (53.9)	Feb	Feb	Feb	Feb	COB	50,000		50,000	Miscellaneous Expense pursuant to normal business requirement
	Visual Communication Management System	SSU	SVP (53.9)	Apr	Apr	Apr	Apr	COB	450,000	450,000		Operational requirements
	Mid-year Assessment	OG	SVP (53.9)	Jul	Jul	Jul	Jul	COB	150,000		150,000	Strategic planning activity designed to evaluate effectiveness of the business plans and programs
	Year-end Assessment	OG	SVP (53.9)	Dec	Dec	Dec	Dec	COB	100,000		100,000	Strategic planning activity designed to evaluate the present year's performance and formulate the programs, requirements, and plans for the incoming year
	Satisfaction Survey for DBPLC Clients 2021	OG	SVP (53.9)	Nov Dec	Nov Dec	Nov Dec	Nov Dec	COB	700,000		700,000	In compliance with GCG Requirements
	Strategic Planning 2021-2025	OG	SVP (53.9)	Sep	Sep	Sep	Sep	COB	200,000		200,000	Strategic planning activity designed to evaluate effectiveness of the business plans and programs
	Printing Services (Templates of Contracts and Other Documents)	OG	SVP (53.9)	Jul	Jul	Jul	Jul	COB	50,000		50,000	Operational requirements
	Asset Management System - Enhancement	OG	SVP (53.9)	Oct - Dec	Oct - Dec	Oct - Dec	Oct - Dec	COB	100,000	100,000		IT system to monitor and/or arrange corporate assets
	Document Management and Imaging System with Workflow (DMISW) Enhancement	OG	SVP (53.9)	Jul - Dec	Jul - Dec	Jul - Dec	Jul - Dec	COB	1,000,000	1,000,000		Computed IT deliverables to GCG
	Two-Door Vault	OG	SVP (53.9)	Apr	Apr	Apr	Apr	COB	120,000	120,000		Normal and regular business expense


	Appraisal Services (Retainer/On Call)	OG	SVP (53.9)	Monthly Basis	Monthly Basis	Monthly Basis	Monthly Basis	COB	50,000		50,000	Provision for appraisal services for vessels and/or other company leased assets
	QMS Certification	OG	SVP (53.9)	Jul	Jul	Jul	Jul	COB	175,000	175,000		Miscellaneous Expense pursuant to normal business requirement
	Workstations	SSU	SVP (53.9)	Sep	Sep	Sep	Sep	COB	300,000	300,000		Miscellaneous Expense pursuant to normal business requirement
	Corporate Giveaways	EG	SVP (53.9)	Sep	Sep	Sep	Sep	COB	500,000		500,000	Miscellaneous Expense pursuant to normal business requirement
	GPS for the Motor Vehicle	EG	SVP (53.9)	Feb	Feb	Feb	Feb	COB	10,000		10,000	Miscellaneous Expense pursuant to normal business requirement
	CCTV	EG	SVP (53.9)	Feb	Feb	Feb	Feb	COB	80,000	80,000		Miscellaneous Expense pursuant to normal business requirement
	Trainings (DBP LC Officers and Employees, DBP-LC Board of Directors)	EG	SVP (53.9)	Monthly Basis	Monthly Basis	Monthly Basis	Monthly Basis	COB	900,000	900,000		Miscellaneous Expense pursuant to normal business requirement
	Psychological Testing	EG	SVP (53.9)	Monthly Basis	Monthly Basis	Monthly Basis	Monthly Basis	COB	30,000	30,000		Miscellaneous Expense pursuant to normal business requirement
	GAD Collaterals	EG	SVP (53.9)	May	May	May	May	COB	60,000		60,000	Miscellaneous Expense pursuant to normal business requirement
	Health and Wellness Program	EG	SVP (53.9)	Monthly Basis	Monthly Basis	Monthly Basis	Monthly Basis	COB	90,000		90,000	Miscellaneous Expense pursuant to normal business requirement
	DOLI	EG	SVP (53.9)	Jan	Jan	Jan	Jan	COB	1,500,000	1,500,000		Miscellaneous Expense pursuant to normal business requirement
	Corporate Social Responsibility	EG	SVP (53.9)	May	May	May	May	COB	200,000		200,000	Miscellaneous Expense pursuant to normal business requirement
	Actuarial Services	EG	SVP (53.9)	May	May	May	May	COB	500,000		500,000	Miscellaneous Expense pursuant to normal business requirement
	Repairs and Upkeep of the BCP	EG	SVP (53.9)	Jan	Jan	Jan	Jan	COB	50,000		50,000	Miscellaneous Expense pursuant to normal business requirement
	Drug PEAR Program	EG	SVP (53.9)	Jun	Jun	Jun	Jun	COB	70,000		70,000	Miscellaneous Expense pursuant to normal business requirement
	Risk Management Program (Survival and Disaster Risk Management Program)	EG	SVP (53.9)	Mar Sep	Mar Sep	Mar Sep	Mar Sep	COB	200,000	200,000		Miscellaneous Expense pursuant to normal business requirement
	Biometrics System	EG	SVP (53.9)	Apr	Apr	Apr	Apr	COB	60,000	60,000		Miscellaneous Expense pursuant to normal business requirement
	ID and Lanyard	EG	SVP (53.9)	Apr	Apr	Apr	Apr	COB	10,000		10,000	Miscellaneous Expense pursuant to normal business requirement

TOTAL: 24,599,460


Prepared and Consolidated by:


COLLEEN F. DILLA
Junior Legal Officer
BAC Secretariat Head

Noted by:


RYAN CARLOS T. PAHIGNALO
Risk and Compliance Officer
BAC Chairman

Approved:


DANILO T. REYES
President and Chief Executive Officer
Head of the Procuring Entity