

DBP LEASING CORPORATION (DBPLC) Annual Procurement Plan for FY 2023

| Code (PAP) | Procurement Project | PMO/End-User | Is this an Early Procurement Activity? (Yes/No) | Mode of Procurement | | | | Source of Funds | Estimated Budget (Php) | | | Remarks (brief description of Project) | TOTAL APP PER GROUP 2023 |
|------------|---|--------------|---|-----------------------------------|---------------------------------|---------------------------------|---------------------------------|------------------|------------------------|-----------|-----------|--|--------------------------|
| | | | | | Submission/Opening of Bids | Notice of Award | Contract Signing | | Total | MOOE | CO | | |
| | Marketing Collaterals | AMG | NO | NP-53.9 - Small Value Procurement | Jan Mar Apr Jul Oct | Jan Mar Apr Jul Oct | Jan Mar Apr Jul Oct | Corporate Budget | 32,400 | 32,400 | 0 | Regular business requirement for Marketing | |
| | Marketing Summit | AMG | NO | NP-53.9 - Small Value Procurement | Feb | Feb | Feb | Corporate Budget | 100,000 | 100,000 | 0 | Strategic Planning for Marketing Plans and Endeavors | |
| | Marketing Discussion | AMG | NO | NP-53.9 - Small Value Procurement | Jun | Jun | Jun | Corporate Budget | 20,000 | 20,000 | 0 | Regular business requirement for Marketing | |
| | Marketing Planning | AMG | NO | NP-53.9 - Small Value Procurement | Nov | Nov | Nov | Corporate Budget | 100,000 | 100,000 | 0 | Strategic Planning for Marketing Plans and Endeavors | |
| | Marketing Activities | AMG | NO | NP-53.9 - Small Value Procurement | Aug Nov | Aug Nov | Aug Nov | Corporate Budget | 200,000 | 200,000 | 0 | Regular business requirement for Marketing | |
| | Furnitures and Fixtures | AMG | NO | NP-53.9 - Small Value Procurement | Jan | Jan | Jan | Corporate Budget | 30,000 | 30,000 | 0 | Regular business requirement for Marketing | |
| | Office Equipment | AMG | NO | NP-53.9 - Small Value Procurement | Jan | Jan | Jan | Corporate Budget | 80,000 | 0 | 80,000 | Regular business requirement for Marketing | 562,400 |
| | SEC Express (formerly SEC Online I-View Load) | CREG | NO | NP-53.5 Agency-to-Agency | Monthly | Monthly | Monthly | Corporate Budget | 168,000 | 168,000 | 0 | Requirement in relation to the acquisition of credit checking facility | |
| | BAP (NFIS/Loandex/SafeTnet) | CREG | NO | 50.0 Direct Contracting | Monthly | Monthly | Monthly | Corporate Budget | 103,200 | 103,200 | 0 | Requirement in relation to the acquisition of credit checking facility | |
| | Credit Information Corporation (CIC) | CREG | NO | 50.0 Direct Contracting | Monthly | Monthly | Monthly | Corporate Budget | 130,000 | 130,000 | 0 | Requirement in relation to the acquisition of credit checking facility | |
| | Registration Fee - NFIS (VAT Inclusive) | CREG | NO | 50.0 Direct Contracting | Monthly | Monthly | Monthly | Corporate Budget | 8,400 | 8,400 | 0 | Requirement in relation to the acquisition of credit checking facility | |
| | Registration Fee - Safetynet (VAT Inclusive) | CREG | NO | 50.0 Direct Contracting | Monthly | Monthly | Monthly | Corporate Budget | 18,000 | 18,000 | 0 | Requirement in relation to the acquisition of credit checking facility | |
| | Registration Fee - Online Loandex (VAT Inclusive) | CREG | NO | 50.0 Direct Contracting | Monthly | Monthly | Monthly | Corporate Budget | 12,000 | 12,000 | 0 | Requirement in relation to the acquisition of credit checking facility | |
| | CREG Reference Materials (Top 15,000 Corporation by Business World) | CREG | NO | NP-53.5 Agency-to-Agency | Jun | Jun | Jun | Corporate Budget | 25,000 | 25,000 | 0 | Miscellaneous expense pursuant to normal business requirement | 464,600 |
| | Company Vehicle | EG | NO | 10.0 Competitive Bidding | Mar | Mar | Mar | Corporate Budget | 2,000,000 | 0 | 2,000,000 | Miscellaneous Expense pursuant to normal business requirement | |
| | GPS | EG | NO | NP-53.9 - Small Value Procurement | May | May | May | Corporate Budget | 30,000 | 30,000 | 0 | Miscellaneous Expense pursuant to normal business requirement | |
| | Reference Materials | EG | NO | NP-53.9 - Small Value Procurement | Jan Jun | Jan Jun | Jan Jun | Corporate Budget | 15,000 | 15,000 | 0 | Miscellaneous Expense pursuant to normal business requirement | |
| | GAD Collaterals | EG | NO | NP-53.9 - Small Value Procurement | May Nov | May Nov | May Nov | Corporate Budget | 60,000 | 60,000 | 0 | Miscellaneous Expense pursuant to normal business requirement | |
| | DOLI | EG | NO | NP-53.5 Agency-to-Agency | Jan | Jan | Jan | Corporate Budget | 1,500,000 | 1,500,000 | 0 | Miscellaneous Expense pursuant to normal business requirement | |

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|--|--|-----|----|-----------------------------------|------------|------------|------------|------------------|-----------|-----------|-----------|--|
| | GAD Activities | EG | NO | NP-53.9 - Small Value Procurement | Jul Dec | Jul Dec | Jul Dec | Corporate Budget | 200,000 | 200,000 | 0 | Miscellaneous Expense pursuant to normal business requirement |
| | Corporate Social Responsibility Program | EG | NO | NP-53.9 - Small Value Procurement | Jul | Jul | Jul | Corporate Budget | 100,000 | 100,000 | 0 | Miscellaneous Expense pursuant to normal business requirement |
| | Risk Management Program (Survival & Disaster Risk Management Program such as MRE, Go-Bags) | EG | NO | NP-53.9 - Small Value Procurement | Monthly | Monthly | Monthly | Corporate Budget | 300,000 | 300,000 | 0 | Miscellaneous Expense pursuant to normal business requirement |
| | Trainings (DBPLC Directors) | EG | NO | NP-53.9 - Small Value Procurement | Monthly | Monthly | Monthly | Corporate Budget | 300,000 | 300,000 | 0 | Miscellaneous Expense pursuant to normal business requirement |
| | Corporate Giveaways | EG | NO | NP-53.9 - Small Value Procurement | Aug Sept | Aug Sept | Aug Sept | Corporate Budget | 600,000 | 600,000 | 0 | Miscellaneous Expense pursuant to normal business requirement |
| | Trainings (DBPLC Officers and Employees) | EG | NO | NP-53.9 - Small Value Procurement | Monthly | Monthly | Monthly | Corporate Budget | 780,000 | 780,000 | 0 | Miscellaneous Expense pursuant to normal business requirement |
| | Psychological Testing | EG | NO | NP-53.9 - Small Value Procurement | Monthly | Monthly | Monthly | Corporate Budget | 60,000 | 60,000 | 0 | Miscellaneous Expense pursuant to normal business requirement |
| | Competency Exam | EG | NO | NP-53.5 Agency-to-Agency | Apr | Apr | Apr | Corporate Budget | 2,000,000 | 2,000,000 | 0 | Miscellaneous Expense pursuant to normal business requirement |
| | Annual Physical Exam (APE) & Drug PEAR Program | EG | NO | NP-53.9 - Small Value Procurement | Mar | Mar | Mar | Corporate Budget | 80,000 | 80,000 | 0 | Miscellaneous Expense pursuant to normal business requirement |
| | Health and Wellness Program | EG | NO | NP-53.9 - Small Value Procurement | Aug | Aug | Aug | Corporate Budget | 100,000 | 100,000 | 0 | Miscellaneous Expense pursuant to normal business requirement |
| | HRIS | EG | NO | NP-53.9 - Small Value Procurement | Jan | Jan | Jan | Corporate Budget | 246,360 | 0 | 246,360 | Miscellaneous Expense pursuant to normal business requirement |
| | Recruitment and Sourcing | EG | NO | NP-53.9 - Small Value Procurement | Apr | Apr | Apr | Corporate Budget | 170,000 | 170,000 | 0 | Miscellaneous Expense pursuant to normal business requirement |
| | Auditing Services - COA | FG | NO | NP-53.5 Agency-to-Agency | Monthly | Monthly | Monthly | Corporate Budget | 1,023,699 | 1,023,699 | 0 | Miscellaneous Expense pursuant to normal business requirement |
| | License Fees | FG | NO | NP-53.5 Agency-to-Agency | Monthly | Monthly | Monthly | Corporate Budget | 24,625 | 24,625 | 0 | Miscellaneous Expense pursuant to normal business requirement |
| | Bond/Insurance (Petty Cash Custodian/Accounting Assistant) | FG | NO | NP-53.5 Agency-to-Agency | Sept Nov | Sept Nov | Sept Nov | Corporate Budget | 150,000 | 150,000 | 0 | Miscellaneous Expense pursuant to normal business requirement |
| | Printer Dot Matrix | FG | NO | NP-53.9 - Small Value Procurement | Monthly | Monthly | Monthly | Corporate Budget | 38,101 | 38,101 | 0 | Regular Business Requirement |
| | Books and Other Reference Materials | LSG | NO | NP-53.9 - Small Value Procurement | Jun Dec | Jun Dec | Jun Dec | Corporate Budget | 48,560 | 48,560 | 0 | Miscellaneous Expense pursuant to normal business requirement |
| | Assessment 2023 (Mid Year) | OG | NO | NP-53.9 - Small Value Procurement | Jul | Jul | Jul | Corporate Budget | 150,000 | 150,000 | 0 | Strategic planning activity designed to evaluate effectiveness of the business plans and programs |
| | Assessment 2023 (Year End) | OG | NO | NP-53.9 - Small Value Procurement | Dec | Dec | Dec | Corporate Budget | 100,000 | 100,000 | 0 | Strategic planning activity designed to evaluate the present year's performance and formulate the programs, requirements and plans for the incoming year |
| | Satisfaction Survey of DBPLC Clients 2021 and 2022 | OG | NO | NP-53.9 - Small Value Procurement | Jun | Jun | Jun | Corporate Budget | 300,000 | 300,000 | 0 | In compliance with GCG requirements |
| | Strategic Planning 2023 to 2028 | OG | NO | NP-53.9 - Small Value Procurement | May | May | May | Corporate Budget | 150,000 | 150,000 | 0 | Strategic planning activity designed to evaluate future plans and programs |
| | Printing Services (Templates of Contracts and Other Documents) | OG | NO | NP-53.9 - Small Value Procurement | Aug | Aug | Aug | Corporate Budget | 50,000 | 50,000 | 0 | Operational requirements |
| | Asset Management System - Enhancement | OG | NO | NP-53.9 - Small Value Procurement | Oct to Dec | Oct to Dec | Oct to Dec | Corporate Budget | 100,000 | 0 | 100,000 | IT System to monitor and/or arrange corporate assets |
| | Document Management and Imaging System with Workflow (DMISW) Enhancement | OG | NO | 10.0 Competitive Bidding | Jul to Dec | Jul to Dec | Jul to Dec | Corporate Budget | 1,500,000 | 0 | 1,500,000 | Computer IT deliverables to regulators such as GCG |

8,541,360

1,236,425

48,560

| | | | | | | | | | | | |
|--|-----|----|---|-------------------|-------------------|-------------------|------------------|-----------|-----------|---------|---|
| Appraisal Services (Retainer/On-Call) | OG | NO | NP-53.9 - Small Value Procurement | Monthly | Monthly | Monthly | Corporate Budget | 300,000 | 300,000 | 0 | Provision for appraisal services for vessels and/or other company leased assets |
| QMS Re-Certification Audit | OG | NO | NP-53.9 - Small Value Procurement | Oct | Oct | Oct | Corporate Budget | 100,000 | 100,000 | 0 | Miscellaneous Expense pursuant to normal business requirement |
| Repairs and Upkeep of BCP | OG | NO | NP-53.9 - Small Value Procurement | Monthly | Monthly | Monthly | Corporate Budget | 50,000 | 50,000 | 0 | Miscellaneous Expense pursuant to normal business requirement |
| Vessel and Other Asset Related Expense | OG | NO | NP-53.9 - Small Value Procurement | Monthly | Monthly | Monthly | Corporate Budget | 3,301,494 | 3,301,494 | 0 | Miscellaneous Expense pursuant to normal business requirement |
| Common Office Supplies | SSU | NO | 52.1b Shopping | Monthly | Monthly | Monthly | Corporate Budget | 600,000 | 600,000 | 0 | Office supplies that are being sourced out not from DBM-PS. |
| Office Supplies - Calling Card | SSU | NO | NP-53.9 - Small Value Procurement | Mar | Mar | Mar | Corporate Budget | 100,000 | 100,000 | 0 | Regular business expense |
| Copying Machine Rental | SSU | NO | NP-53.9 - Small Value Procurement | Monthly | Monthly | Monthly | Corporate Budget | 120,000 | 120,000 | 0 | Regular business expense |
| Drinking Water Supply / Electricity | SSU | NO | NP-53.9 - Small Value Procurement | Monthly | Monthly | Monthly | Corporate Budget | 216,000 | 216,000 | 0 | Regular business expense |
| Driver / Utility | SSU | NO | NP-53.9 - Small Value Procurement | Monthly | Monthly | Monthly | Corporate Budget | 2,520,000 | 2,520,000 | 0 | Regular business expense |
| Gasoline / Toll | SSU | NO | NP-53.9 - Small Value Procurement | Monthly | Monthly | Monthly | Corporate Budget | 972,000 | 972,000 | 0 | Regular business expense |
| Office Equipment (Paper Shredder, Voice Recorder, Electric Fan, etc.) | SSU | NO | NP-53.9 - Small Value Procurement | Apr | Apr | Apr | Corporate Budget | 95,000 | 0 | 95,000 | Regular business requirement |
| Furniture and Fixtures (Clerical Chair / Mobile Pedestal, etc.) | SSU | NO | NP-53.9 - Small Value Procurement | Apr | Apr | Apr | Corporate Budget | 300,000 | 0 | 300,000 | Regular business requirement |
| Office Space | SSU | NO | NP-53.10 Lease of Real Property and Venue | Monthly | Monthly | Monthly | Corporate Budget | 6,000,000 | 6,000,000 | 0 | Regular business requirement |
| Parking Space (day / overnight) | SSU | NO | NP-53.9 - Small Value Procurement | Monthly | Monthly | Monthly | Corporate Budget | 720,000 | 720,000 | 0 | Regular business expense |
| Repairs & Maintenance (Office Equipment / Premises) | SSU | NO | NP-53.9 - Small Value Procurement | Monthly | Monthly | Monthly | Corporate Budget | 300,000 | 300,000 | 0 | Regular business expense |
| Repairs & Maintenance (Service Vehicles) | SSU | NO | NP-53.9 - Small Value Procurement | Every other month | Every other month | Every other month | Corporate Budget | 720,000 | 720,000 | 0 | Regular business expense |
| Toner Cartridges (black & colored toners) | SSU | NO | NP-53.9 - Small Value Procurement | Monthly | Monthly | Monthly | Corporate Budget | 540,000 | 540,000 | 0 | Regular business expense |
| Direct Lines | SSU | NO | NP-53.9 - Small Value Procurement | Monthly | Monthly | Monthly | Corporate Budget | 240,000 | 240,000 | 0 | Regular business requirement |
| Telecommunication (Local Lines) | SSU | NO | NP-53.9 - Small Value Procurement | Monthly | Monthly | Monthly | Corporate Budget | 600,000 | 600,000 | 0 | Regular business requirement |
| Anti-Virus with console | SSU | NO | NP-53.9 - Small Value Procurement | Jun | Jun | Jun | Corporate Budget | 180,000 | 180,000 | 0 | Regular business requirement |
| Laptop | SSU | NO | NP-53.9 - Small Value Procurement | Jan | Jan | Jan | Corporate Budget | 600,000 | 0 | 600,000 | Regular business requirement |
| Office Suite Software | SSU | NO | NP-53.9 - Small Value Procurement | Jan | Jan | Jan | Corporate Budget | 360,000 | 0 | 360,000 | Regular business requirement |
| Image Editing Software & Document Format Software | SSU | NO | NP-53.9 - Small Value Procurement | Jan | Jan | Jan | Corporate Budget | 256,000 | 0 | 256,000 | Regular business requirement |
| IT Maintenance/Upgrade (Website, Webmail, Firewall Subscription, Domain) | SSU | NO | NP-53.9 - Small Value Procurement | May | May | May | Corporate Budget | 100,000 | 100,000 | 0 | Regular business requirement |

6,101,494

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|---|-----|----|-----------------------------------|---------|---------|---------|------------------|---------|---------|--------|------------------------------|
| IT Accessories / Peripherals / Equipment (Wireless mouse, External Hard drives, USB Camera, USB Flash Drives, USB Keyboard, etc.) | SSU | NO | NP-53.9 - Small Value Procurement | Feb | Feb | Feb | Corporate Budget | 110,000 | 110,000 | 0 | Regular business requirement |
| SATA / SSD Hard Disk Drivers for AD-Server Additional Storage | SSU | NO | NP-53.9 - Small Value Procurement | Feb | Feb | Feb | Corporate Budget | 30,000 | 30,000 | 0 | Regular business requirement |
| Uninterruptible Power Supply (UPS) | SSU | NO | NP-53.9 - Small Value Procurement | Jan | Jan | Jan | Corporate Budget | 40,000 | 40,000 | 0 | Regular business requirement |
| Network Tools (Cables Ties, RJ45, Cable Organizer, etc.) | SSU | NO | NP-53.9 - Small Value Procurement | Jun | Jun | Jun | Corporate Budget | 10,000 | 10,000 | 0 | Regular business requirement |
| ISP / Internet | SSU | NO | NP-53.9 - Small Value Procurement | Monthly | Monthly | Monthly | Corporate Budget | 360,000 | 360,000 | 0 | Regular business requirement |
| Scanner for DMS Server | SSU | NO | NP-53.9 - Small Value Procurement | Apr | Apr | Apr | Corporate Budget | 80,000 | 0 | 80,000 | Regular business requirement |

16,169,000

TOTAL 33,123,839 27,506,479 5,617,360

33,123,839

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