

DBP LEASING CORPORATION (DBPLC) Annual Procurement Plan for FY 2025

Code (PAP)	Procurement Project	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Submission/Opening of Bids			Source of Funds	Estimated Budget (Php)			Remarks (brief description of Project)	TOTAL APP PER GROUP 2025
					Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO		
		AMG	NO	NP-53.9 - Small Value Procurement	February	February	February	Corporate Budget	40,000	40,000	0	Regular business requirement for Marketing	2,562,800
	Marketing Kits for Caravan (marketing paraphernalia/caravan giveaways)	AMG	NO	NP-53.9 - Small Value Procurement	February	February	February	Corporate Budget	100,000	100,000	0	Regular business requirement for Marketing	
	Marketing Summit	AMG	NO	NP-53.10 Lease of Real Property and Venue	Feb	Feb	Feb	Corporate Budget	150,000	150,000	0	Strategic Planning for Marketing Plans and Endeavors	
	Marketing Planning Activities	AMG	NO	NP-53.10 Lease of Real Property and Venue	Aug Nov	Aug Nov	Aug Nov	Corporate Budget	600,000	60,000	0	Regular business requirement for Marketing	
	Miscellaneous Expense - Christmas Giveaways	AMG	NO	10.0 Competitive Bidding	September	October	November	Corporate Budget	500,000	500,000	0	Regular business requirement for Marketing	
	Hotel Accommodations (2 pax per month; 2 nights)	AMG	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Corporate Budget	105,600	105,600	0	Regular business requirement for Marketing	
	Airfare (2 pax per month)	AMG	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Corporate Budget	312,000	312,000	0	Regular business requirement for Marketing	
	Meals (2 pax per month; 3 days)	AMG	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Corporate Budget	47,520	47,520	0	Regular business requirement for Marketing	
	Transportation (2 pax per month; 3 days)	AMG	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Corporate Budget	72,000	72,000	0	Regular business requirement for Marketing	
	Incidentals (2 pax per month; 3 days)	AMG	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Corporate Budget	31,680	31,680	0	Regular business requirement for Marketing	
	Registered Mail	AMG	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Corporate Budget	20,000	20,000	0	Regular business requirement for Marketing	
	Courier	AMG	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Corporate Budget	54,000	54,000	0	Regular business requirement for Marketing	
	REPRESENTATION AND ENTERTAINMENT	AMG	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Corporate Budget	480,000	480,000	0	Regular business requirement for Marketing	
	File cabinets vertical (without vault)	AMG	NO	NP-53.9 - Small Value Procurement	January	January	January	Corporate Budget	50,000	0	50,000	Regular business requirement for Marketing	
	SEC Express (formerly SEC Online I-View Load)	CREG	NO	NP-53.5 Agency-to-Agency	Monthly	Monthly	Monthly	Corporate Budget	189,000	189,000	0	Requirement in relation to the acquisition of credit checking facility	826,200
	Credit Analysis and Financial Analysis Technique	CREG	NO	NP-53.9 - Small Value Procurement	February	March	March	Corporate Budget	80,000	80,000	0	Requirement in relation to the acquisition of credit checking facility	
	BAP (NFIS/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	360,000	360,000	0	Requirement in relation to the acquisition of credit checking facility	
	Credit Management Association of the Phils. Inc. (CMAPI)	CREG	NO	50.0 Direct Contracting	Monthly	Monthly	Monthly	Corporate Budget	24,000	24,000	0	Requirement in relation to the acquisition of credit checking facility	
	CREG Reference Materials (Top 15,000 Corporation by Business World)	CREG	NO	NP-53.9 - Small Value Procurement	Jun	Jun	Jun	Corporate Budget	5,000	5,000	0	Miscellaneous expense pursuant to normal business requirement	
	Office Equipment - Recorder	CREG	NO	NP-53.9 - Small Value Procurement	February	February	March	Corporate Budget	5,000	0	5,000	Miscellaneous expense pursuant to normal business requirement	
	IT Equipment - Laptop	CREG	NO	NP-53.9 - Small Value Procurement	February	February	March	Corporate Budget	60,000	0	60,000	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	20,000	20,000	0	Miscellaneous Expense pursuant to normal business requirement	
	DOLI	EG	NO	NP-53.5 Agency-to-Agency	Jan	Jan	Jan	Corporate Budget	1,400,000	1,400,000	0	Miscellaneous Expense pursuant to normal business requirement	
	Corporate Social Responsibility Program	EG	NO	NP-53.5 Agency-to-Agency	March	April	June	Corporate Budget	275,000	275,000	0	Miscellaneous Expense pursuant to normal business requirement	
	Drug PEAR Program	EG	NO	NP-53.9 - Small Value Procurement	May	May	June	Corporate Budget	100,000	100,000	0	Miscellaneous Expense pursuant to normal business requirement	

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					Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO		
	Risk Management Program	EG	NO	NP-53.9 - Small Value Procurement				Corporate Budget	400,800	400,800	0	Miscellaneous Expense pursuant to normal business requirement	5,699,800
	Notarial Fees	EG	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Corporate Budget	18,000	18,000	0	Miscellaneous Expense pursuant to normal business requirement	
	Go Bags, First Aid Kits, Disaster Kits	EG	NO	10.0 Competitive Bidding	Monthly	Monthly	Monthly	Corporate Budget	110,000	110,000	0	Miscellaneous Expense pursuant to normal business requirement	
	Trainings (DBPLC Directors)	EG	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Corporate Budget	276,000	276,000	0	Miscellaneous Expense pursuant to normal business requirement	
	Corporate Vehicle	EG	NO	10.0 Competitive Bidding	March	May	May	Corporate Budget	3,000,000	0	3,000,000	Miscellaneous Expense pursuant to normal business requirement	
	CGS and other Association Membership	EG	NO	NP-53.9 - Small Value Procurement	May	May	June	Corporate Budget	100,000	100,000	0	Miscellaneous Expense pursuant to normal business requirement	
	Berthing	OG	NO	10.0 Competitive Bidding	Monthly	Monthly	Monthly	Corporate Budget	180,000	180,000	0	Provision for vessels	
	Watchkeeping	OG	NO	10.0 Competitive Bidding	Monthly	Monthly	Monthly	Corporate Budget	1,440,000	1,440,000	0	Provision for vessels	
	Fuel, Water and Miscellaneous Expense	OG	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Corporate Budget	864,000	864,000	0	Provision for vessels	
	Insurance - Marine	OG	NO	NP-53.5 Agency-to-Agency	May	May	May	Corporate Budget	442,500	442,500	0	Provision for vessels	
	Various Repossession Expenses	OG	NO	10.0 Competitive Bidding	Aug	Aug	Aug	Corporate Budget	2,000,000	2,000,000	0	Operational requirements	
	Insurance - Non-Marine	OG	NO	NP-53.5 Agency-to-Agency	Oct to Dec	Oct to Dec	Oct to Dec	Corporate Budget	203,176	203,176	0	Operational requirements	
	Notary and other Miscellaneous Expenses	OG	NO	NP-53.9 - Small Value Procurement	Jul to Dec	Jan	Jan	Corporate Budget	24,000	24,000	0	for the notarization of documents	
	BCP- Insurance, Taxes and Licenses	OG	NO	NP-53.9 - Small Value Procurement	January	June to Dec	June to Dec	Corporate Budget	25,000	25,000	0	For the BCP property	
	BCP- Association Dues and Utilities	OG	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Corporate Budget	120,000	120,000	0	For the BCP property	
	Printing of Citizen's Charter Handbook	OG	NO	10.0 Competitive Bidding	January	February	February	Corporate Budget	50,000	50,000	0	In compliance with ARTA requirements	
	Assessment 2025 (Mid Year/Year End)	OG	NO	10.0 Competitive Bidding	July	July	July	Corporate Budget	250,000	250,000	0	Strategic planning activity designed to evaluate future plans and programs	
	Strategic Planning	OG	NO	10.0 Competitive Bidding	Monthly	Monthly	Monthly	Corporate Budget	150,000	150,000	0	Strategic planning activity designed to evaluate future plans and programs	
	Business Continuity Management Plan	OG	NO	10.0 Competitive Bidding	January	January	March	Corporate Budget	500,000	500,000	0	Regular business expense	
	Asset Management System - Enhancement (AMS-E)	OG	NO	10.0 Competitive Bidding	February	March	April	Corporate Budget	2,000,000	0	2,000,000	Operational requirements (ISSP Endorsed)	
	Document Management System - Enhancement (DMS-E)	OG	NO	10.0 Competitive Bidding	February	March	April	Corporate Budget	2,150,000	0	2,150,000	Operational requirements (ISSP Endorsed)	

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					Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO		
	Financial Management Support System (FMSS)	OG	NO	10.0 Competitive Bidding	August	September	October	Corporate Budget	2,500,000	0	2,500,000	Operational requirements (ISSP Endorsed)	
	Credit Management System (CMS)	OG	NO	10.0 Competitive Bidding	February	March	April	Corporate Budget	2,200,000	0	2,200,000	Operational requirements (ISSP Endorsed)	
	Leasing and Financial Management System - Enhancement (LFMS-E)	OG	NO	10.0 Competitive Bidding	May	June	July	Corporate Budget	6,350,000	0	6,350,000	Operational requirements (ISSP Endorsed)	
	Appraisal Services (Retainer/On Call)	OG	NO	10.0 Competitive Bidding	monthly	monthly	monthly	Corporate Budget	720,000	720,000	0	Operational requirements (ISSP Endorsed)	
	Printing Services (Templates of Contracts and other Documents)	OG	NO	NP-53.9 - Small Value Procurement	June	July	August	Corporate Budget	100,000	100,000	0	Operational requirements (ISSP Endorsed)	
	QMS Re-certification Audit	OG	NO	NP-53.5 Agency-to-Agency	December	December	December	Corporate Budget	37,500	37,500	0	GCG requirement	
	Warehouse	OG	NO	10.0 Competitive Bidding	Monthly	Monthly	Monthly	Corporate Budget	2,400,000	2,400,000	0	for non-marine repossession purpose	
	Security Guard	OG	NO	10.0 Competitive Bidding	Monthly	Monthly	Monthly	Corporate Budget	720,000	720,000	0	for non-marine repossession purpose	
	Extraordinary Expenses	OG	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Corporate Budget	90,000	90,000	0	for non-marine repossession purpose	
	Personal Protective Equipment (PPE)	OG	NO	NP-53.9 - Small Value Procurement	Apr	Apr	Apr	Corporate Budget	50,000	50,000	0	Regular business expense	25,566,176
	Commemoration of Corporate Existence Strategic Planning	LASG	NO	NP-53.9 - Small Value Procurement	January	January	February	Corporate Budget	60,000	60,000	0	Expense for milestone event of the corporation	
	Psychological Testing	LASG	NO	10.0 Competitive Bidding	Monthly	Monthly	Monthly	Corporate Budget	720,000	720,000	0	Miscellaneous Expense pursuant to normal business requirement	
	APE (Annual Physical Exam) and DRUG Program	LASG	NO	10.0 Competitive Bidding	Monthly	Monthly	Monthly	Corporate Budget	100,000	100,000	0		
	Communication Allowance	LASG	NO	NP-53.9 - Small Value Procurement	Mar	Mar	Mar	Corporate Budget	642,000	642,000	0	Miscellaneous Expense pursuant to normal business requirement	
	Health and Wellness Program	LASG	NO	NP-53.9 - Small Value Procurement	Aug	Aug	Aug	Corporate Budget	120,000	120,000	0	Miscellaneous Expense pursuant to normal business requirement	
	Training Program -Local	LASG	NO	10.0 Competitive Bidding	Apr	Apr	Apr	Corporate Budget	1,080,000	1,080,000	0	Miscellaneous Expense pursuant to normal business requirement	
	Miscellaneous Expenses	LASG	NO	NP-53.9 - Small Value Procurement	May Nov	May Nov	May Nov	Corporate Budget	240,000	240,000	0	Miscellaneous Expense pursuant to normal business requirement	
	GAD Collaterals	LASG	NO	NP-53.9 - Small Value Procurement	Jul Dec	Jul Dec	Jul Dec	Corporate Budget	60,000	60,000	0	Miscellaneous Expense pursuant to normal business requirement	
	Gad Activities	LASG	NO	NP-53.9 - Small Value Procurement	Aug Sept	Aug Sept	Aug Sept	Corporate Budget	150,000	150,000	0	Miscellaneous Expense pursuant to normal business requirement	
	LICENCES AND TAXES	LASG	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Corporate Budget	500,000	500,000	0	Miscellaneous Expense pursuant to normal business requirement	
	INSURANCE (Fire Insurance, Motor Vehicle)	LASG	NO	52.1b Shopping	Monthly	Monthly	Monthly	Corporate Budget	275,000	275,000	0	Office supplies that are being sourced out not from DBM-PS.	
	OFFICE SPACE (PACSTAR)	LASG	NO	NP-53.10 Lease of Real Property and Venue	Mar	Mar	Mar	Corporate Budget	6,660,000	6,660,000	0	Regular business expense	
	PARKING SPACE (day / overnight)	LASG	NO	NP-53.10 Lease of Real Property and Venue	Monthly	Monthly	Monthly	Corporate Budget	1,080,000	1,080,000	0	Regular business expense	
	LEASE OF NEW OFFICE SPACE AND PARKING SPACE	LASG	NO	NP-53.10 Lease of Real Property and Venue	Monthly	Monthly	Monthly	Corporate Budget	7,200,000	7,200,000	0	Regular business expense	
	COMMON OFFICE SUPPLIES	LASG	NO	NP-53.9 - Small Value Procurement	Apr	Apr	Apr	Corporate Budget	480,000	480,000	480,000	Regular business requirement	

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					Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO		
	OFFICE SUPPLIES - (CALLING CARD)	LASG	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Corporate Budget	50,000	50,000	0	Regular business expense	
	COPYING MACHINE RENTAL	LASG	NO	10.0 Competitive Bidding	Every other month	Every other month	Every other month	Corporate Budget	108,000	108,000	0	Regular business expense	
	DRINKING WATER SUPPLY / ELECTRICITY	LASG	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Corporate Budget	264,000	264,000	0	Regular business expense	
	DRIVER / UTILITY	LASG	NO	10.0 Competitive Bidding	Monthly	Monthly	Monthly	Corporate Budget	2,400,000	2,400,000	0	Regular business requirement	
	TRAVELLING (MESSENGER)	LASG	NO	10.0 Competitive Bidding	Monthly	Monthly	Monthly	Corporate Budget	72,000	72,000	0	Regular business requirement	
	GASOLINE / TOLL	LASG	NO	10.0 Competitive Bidding	Jun	Jun	Jun	Corporate Budget	600,000	600,000	0	Regular business requirement	
	OFFICE EQUIPMENT (Air Purifier, Electric Fan, Clerical Chair, mobile pedestal etc.)	LASG	NO	10.0 Competitive Bidding	Jan	Jan	Jan	Corporate Budget	500,000	500,000	0	Regular business requirement	
	REPAIRS & MAINTENANCE(Office Premises)	LASG	NO	NP-53.9 - Small Value Procurement	Jan	Jan	Jan	Corporate Budget	60,000	60,000	0	Regular business requirement	
	REPAIRS & MAINTENANCE(Service Vehicle)	LASG	NO	NP-53.9 - Small Value Procurement	Jan	Jan	Jan	Corporate Budget	900,000	900,000	0	Regular business requirement	
	REPAIRS & MAINTENANCE (Civil Works for possible lease in DBP)	LASG	NO	10.0 Competitive Bidding	May	May	May	Corporate Budget	1,000,000	1,000,000	0	Regular business requirement	
	REPAIRS & MAINTENANCE (Civil Works for fit out of two rooms in Pacstar)	LASG	NO	10.0 Competitive Bidding				Corporate Budget	500,000	500,000	0	Regular business requirement	
	TONER CARTRIDGES (black and colored toners)	LASG	NO	10.0 Competitive Bidding				Corporate Budget	600,000	600,000	0	Regular business requirement	
	TRAINING PROGRAM-LOCAL/REPRESENTATION	LASG	NO	NP-53.9 - Small Value Procurement				Corporate Budget	30,000	30,000	0	Regular business requirement	
	DIRECT LINES	LASG	NO	NP-53.9 - Small Value Procurement				Corporate Budget	264,000	264,000	0	Regular business requirement	
	TRAVEL - LOCAL	LASG	NO	NP-53.9 - Small Value				Corporate Budget					
	Hotel Accommodations	LASG	NO	NP-53.9 - Small Value Procurement				Corporate Budget	255,200	255,200	0	for the official travel out of town	
	Airfare	LASG	NO	NP-53.9 - Small Value Procurement				Corporate Budget	1,104,000	1,104,000	0	for the official travel out of town	
	Meals	LASG	NO	NP-53.9 - Small Value Procurement				Corporate Budget	182,160	182,160	0	for the official travel out of town	
	Transportation for AMG & CREG	LASG	NO	NP-53.9 - Small Value Procurement				Corporate Budget	132,000	132,000	0	for official travel out of town for marketing activities of AMG and credit investigation of CREG	
	Transportation for OG	LASG	NO	NP-53.9 - Small Value Procurement				Corporate Budget	96,000	96,000	0	for inspection of assets	

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					Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO		
	Incidentals	LASG	NO	NP-53.9 - Small Value Procurement				Corporate Budget	121,440	121,440	0	Regular business requirement	
	POSTAGE, TELEPHONE, AND TELEGRAMS												
	Registered Mail for AMG and OG	LASG	NO	NP-53.9 - Small Value Procurement				Corporate Budget	26,000	26,000	0	Regular business requirement	
	Courier for AMG	LASG	NO	NP-53.9 - Small Value Procurement				Corporate Budget	54,000	54,000	0	Regular business requirement	
	Courier for OG	LASG	NO	NP-53.9 - Small Value Procurement				Corporate Budget	12,000	12,000	0	Regular business requirement	
	OFFICE SUITE SOFTWARE	LASG	NO	10.0 Competitive Bidding				Corporate Budget	396,000	0	396,000	Regular business requirement	
	LAPTOP	LASG	NO	10.0 Competitive Bidding				Corporate Budget	770,000	0	770,000	Regular business requirement	
	IMAGE EDITING SOFTWARE AND DOCUMENT FORMAT SOFTWARE	LASG	NO	10.0 Competitive Bidding				Corporate Budget	455,000	455,000	0	Regular business requirement	
	ANTI-VIRUS with console	LASG	NO	NP-53.9 - Small Value Procurement	Feb	Feb	Feb	Corporate Budget	165,000	165,000	0	Regular business requirement	
	IT ACCESSORIES / PERIPHERALS / EQUIPMENT (Wireless mouse, External Hard drives, USB Camera, USB Flash drives,USB Keyboard, Microphone, extension cord etc.)	LASG	NO	NP-53.9 - Small Value Procurement	Feb	Feb	Feb	Corporate Budget	121,000	121,000	0	Regular business requirement	
	SATA/SSD Hard Disk Drives for AD-SERVER Additional Storage	LASG	NO	NP-53.9 - Small Value Procurement	Jun	Jun	Jun	Corporate Budget	50,000	50,000	0	Regular business requirement	
	NETWORK TOOLS (Cables Ties, RJ45, cable organizer, etc.)	LASG	NO	NP-53.9 - Small Value Procurement	June	June	June	Corporate Budget	50,000	50,000	0	Regular business requirement	
	IT MAINTENANCE/UPGRADE (Website, Webmail, Firewall subscription,Domain)	LASG	NO	NP-53.9 - Small Value Procurement	June	June	June	Corporate Budget	200,000	200,000	0	Regular business requirement	
	IT Management Development Consulting (ITMDC)	LASG	NO	10.0 Competitive Bidding	June	June	June	Corporate Budget	500,000	500,000	0	Operational requirements (ISSP Endorsed)	
	Professional Services for ISSP Bankend and Network Upgrade (BANU)	LASG	NO	10.0 Competitive Bidding	January	January	January	Corporate Budget	100,000	100,000	0	Operational requirements (ISSP Endorsed)	
	Professional Services for ISSP Development of the Enterprise Leasing Management Information System (ELMIS)	LASG	NO	10.0 Competitive Bidding	Monthly	Monthly	Monthly	Corporate Budget	400,000	400,000	0	Operational requirements (ISSP Endorsed)	
	Professional Services for ISSP Conduct of the Vulnerability Assessment and penetration Testing (VA / PT) (mirroring of system DBPLC with BCP system)	LASG	NO	10.0 Competitive Bidding	Apr	Apr	Apr	Corporate Budget	150,000	150,000	0	Operational requirements (ISSP Endorsed)	
	Travelling - Local	FG	NO	NP-53.9 - Small Value Procurement	monthly	monthly	monthly	Corporate Budget	43,560	43,560	0	Regular business requirement	
	Postage, Telephone and Telegrams	FG	NO	NP-53.9 - Small Value Procurement	monthly	monthly	monthly	Corporate Budget	15,840	15,840	0	Regular business requirement	
	Training	FG	NO	10.0 Competitive Bidding	February	February	March	Corporate Budget	100,000	100,000	0	Regular business requirement	
	Periodicals& Magazines	FG	NO	NP-53.9 - Small Value Procurement	January	January	January	Corporate Budget	7,000	7,000	0	Regular business requirement	
	Miscellaneous Expense	FG	NO	NP-53.9 - Small Value Procurement	monthly	monthly	monthly	Corporate Budget	283,382	283,382	0	Regular business requirement	
													<b>32,054,800</b>

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									Total	MOOE	CO		
	Laptop	FG	NO	NP-53.9 - Small Value Procurement	January	January	January	Corporate Budget	60,000	0	60,000	Regular business requirement	
	EPSON LX-310	FG	NO	NP-53.9 - Small Value Procurement	February	February	February	Corporate Budget	15,000	0	15,000	Regular business requirement	524,782
<b>TOTAL</b>									<b>66,669,776</b>	<b>46,648,776</b>	<b>19,961,000</b>		<b>66,709,776</b>

Prepared and Consolidated by:

Reviewed by:

Confirmed by:

Approved by:

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Legal Officer IV - LASG  
BAC Secretariat - Head

**THYRZA F. PACRIS**

Manager - AMG  
BAC Vice Chairperson

**ATTY. JOHN DX S. LAPID**

Vice President for Operations  
Group  
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**ENGR. ANDREW C. KONG**

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Head of the Procuring Entity