

**DBP LEASING CORPORATION (DBPLC) Annual Procurement Plan for FY 2024**

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Submission/ Opening of Bids	Notice of Award	Contract Signing	Source of Funds	Estimated Budget (Php)			Remarks (Brief description of Project)	TOTAL APP PER GROUP 2024
									Total	MOOE	CO		
	Marketing Collaterals (Flyers/Brochures/CallingCards)	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	41,000	41,000	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 Planning Activities	AMG	NO	NP-53.9 - Small Value Procurement	Aug Nov	Aug Nov	Aug Nov	Corporate Budget	500,000	500,000	0	Regular business requirement for Marketing	
	Furniture and Fixtures	AMG	NO	NP-53.9 - Small Value Procurement	Feb	Feb	Feb	Corporate Budget	30,000	0	30,000	Regular business requirement for Marketing	
	Enhancement of LFNs (ISSP Endorsed)	AMG	NO	10.0 Competitive Bidding	Feb	Feb	Feb	Corporate Budget	5,600,000	0	5,600,000	IT System for the automation of the leasing operation and financial management	<b>6,271,000</b>
	SEC Express (formerly SEC Online 1-View Load)	CRGG	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 (NFI/Loanbox/SafeThe)	CRGG	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)	CRGG	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 - NFI/5 (VAT Inclusive)	CRGG	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)	CRGG	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 Loanbox (VAT Inclusive)	CRGG	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	
	CRGG Reference Materials (Top 15,000 Corporation by Business World)	CRGG	NO	NP-53.5 Agency-to-Agency	Jun	Jun	Jun	Corporate Budget	25,000	25,000	0	Miscellaneous expense pursuant to normal business requirement	
	Credit Management System (CMS)	CRGG	NO	10.0 Competitive Bidding	Feb	Feb	Feb	Corporate Budget	1,840,000	0	1,840,000	IT System that provides portfolio information, helps guide origination, improves portfolio structure, and reduces concentrations, manages risk appetite, and supports the management of capital and financial returns.	<b>2,304,600</b>
	Company Vehicle	EG	NO	10.0 Competitive Bidding	Mar	Mar	Mar	Corporate Budget	2,300,000	0	2,300,000	Miscellaneous Expense pursuant to normal business requirement	
	GPS	EG	NO	NP-53.9 - Small Value Procurement	May	May	May	Corporate Budget	33,000	0	33,000	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	16,500	16,500	0	Miscellaneous Expense pursuant to normal business requirement	
	DOLI	EG	NO	NP-53.5 Agency-to-Agency	Jan	Jan	Jan	Corporate Budget	1,650,000	1,650,000	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	220,000	220,000	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	330,000	330,000	0	Miscellaneous Expense pursuant to normal business requirement	
	Trainings (DBPLC Directors)	EG	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Corporate Budget	330,000	330,000	0	Miscellaneous Expense pursuant to normal business requirement	
	Asset Management System - Enhancement (carry-over from 2023)	OG	NO	NP-53.9 - Small Value Procurement	Jan	Jan	Jan	Corporate Budget	100,000	0	100,000	IT System to monitor and/or arrange corporate assets	
	Assessment 2024 (Mid Year/Year End)	OG	NO	NP-53.9 - Small Value Procurement	Jul	Jul	Jul	Corporate Budget	250,000	250,000	0	Strategic planning activity designed to evaluate effectiveness of the business plans and programs	
	Satisfaction Survey of DBPLC Clients 2023 & 2024	OG	NO	NP-53.9 - Small Value Procurement	Jun	Jun	Jun	Corporate Budget	400,000	400,000	0	In compliance with GCG requirements	
	Strategic Planning	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	100,000	100,000	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	1,900,000	0	1,900,000	IT System to monitor and/or arrange corporate assets	
													<b>4,879,500</b>

Document Management and Imaging System with Workflow (DMISW) Enhancement (Carry-over from 2023)	OG	NO	10.0 Competitive Bidding	Jul to Dec	Jan	Jan	Corporate Budget	1,500,000	0	1,500,000	Operational requirements (ISSP Endorsed)	
Document Management and Imaging System with Workflow (DMISW) Enhancement 2024	OG	NO	NP-53.9 - Small Value Procurement		June to Dec	June to Dec	Corporate Budget	650,000		650,000	Operational requirements (ISSP Endorsed)	
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 Certification (carry-over from 2023)	OG	NO	NP-53.9 - Small Value Procurement		Jan	Jan	Corporate Budget	300,000	300,000	0	In compliance with GCG requirements	
QMS Re-Certification Audit	OG	NO	NP-53.9 - Small Value Procurement	July	July	July	Corporate Budget	150,000	150,000	0	In compliance with GCG requirements	
Non-Marine Reposition Expenses (CCTV, Logistics, Asset Tracing, Ship Tracing, Appraisal, Insurance, etc)	OG	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Corporate Budget	2,000,000	2,000,000	0	Regular business expense	
Marine Equipment Reposition Expenses	OG	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Corporate Budget	2,448,000	2,448,000	0	Regular business expense	
Repairs and Upkeep of BCP	OG	NO	NP-53.9 - Small Value Procurement	March	March	March	Corporate Budget	50,000	50,000		Regular business expense	
Warehouse	OG	NO	10.0 Competitive Bidding	Monthly	Monthly	Monthly	Corporate Budget	2,400,000	2,400,000	0	Regular business expense	
Security Guard	OG	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Corporate Budget	720,000	720,000	0	Regular business expense	
File Cabinet (4-Rows)	OG	NO	NP-53.9 - Small Value Procurement	Apr	Apr	Apr	Corporate Budget	12,000		12,000	Regular business expense	13,430,000
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	48,560
Psychological Testing	SSG	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Corporate Budget	750,000	750,000	0	Miscellaneous Expense pursuant to normal business requirement	
Competency Framework	SSG	NO	NP-53.5 Agency-to-Agency	Feb	Feb	Feb	Corporate Budget	2,000,000	2,000,000	0	Miscellaneous Expense pursuant to normal business requirement	
Annual Physical Exam (APE) & Drug PEAR Program	SSG	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	SSG	NO	NP-53.9 - Small Value Procurement	Aug	Aug	Aug	Corporate Budget	100,000	100,000	0	Miscellaneous Expense pursuant to normal business requirement	
Recruitment and Sourcing	SSG	NO	NP-53.9 - Small Value Procurement	Apr	Apr	Apr	Corporate Budget	300,000	300,000	0	Miscellaneous Expense pursuant to normal business requirement	
GAD Collaborators	SSG	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	

GAD Activities	SSG	NO	NP-53.9 - Small Value Procurement	Jul Dec	Jul Dec	Jul Dec	Corporate Budget	100,000	100,000	0	Miscellaneous Expense pursuant to normal business requirement	
Corporate Gateways	SSG	NO	NP-53.9 - Small Value Procurement	Aug Sept	Aug Sept	Aug Sept	Corporate Budget	300,000	300,000	0	Miscellaneous Expense pursuant to normal business requirement	
Trainings (DBPLC Officers and Employees)	SSG	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Corporate Budget	960,000	960,000	0	Miscellaneous Expense pursuant to normal business requirement	
Common Office Supplies	SSG	NO	52.1b Shopping	Monthly	Monthly	Monthly	Corporate Budget	360,000	360,000	0	Office supplies that are being sourced out not from DBM-PS.	
Office Supplies - Calling Card	SSG	NO	NP-53.9 - Small Value Procurement	Mar	Mar	Mar	Corporate Budget	105,000	105,000	0	Regular business expense	
Copying Machine Rental	SSG	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Corporate Budget	84,000	84,000	0	Regular business expense	
Driver / Utility	SSG	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Corporate Budget	2,100,000	2,100,000	0	Regular business expense	
Office Equipment (Paper Shredder, Voice Recorder, Electric Fan, etc.	SSG	NO	NP-53.9 - Small Value Procurement	Apr	Apr	Apr	Corporate Budget	60,000	0	60,000	Regular business requirement	
Repairs & Maintenance (Office Equipment / Premises)	SSG	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Corporate Budget	120,000	120,000	0	Regular business expense	
Repairs & Maintenance (Service Vehicles)	SSG	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)	SSG	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Corporate Budget	540,000	540,000	0	Regular business requirement	
Direct Lines	SSG	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Corporate Budget	240,000	240,000	0	Regular business requirement	
Telecommunication (Local Lines)	SSG	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Corporate Budget	600,000	600,000	0	Regular business requirement	
Anti-Virus with console	SSG	NO	NP-53.9 - Small Value Procurement	Jun	Jun	Jun	Corporate Budget	165,000	165,000	0	Regular business requirement	
Laptop	SSG	NO	NP-53.9 - Small Value Procurement	Jan	Jan	Jan	Corporate Budget	720,000	0	720,000	Regular business requirement	
Office Suite Software	SSG	NO	NP-53.9 - Small Value Procurement	Jan	Jan	Jan	Corporate Budget	396,000	0	396,000	Regular business requirement	
Image Editing Software & Document Format Software	SSG	NO	NP-53.9 - Small Value Procurement	Jan	Jan	Jan	Corporate Budget	448,000	0	448,000	Regular business requirement	
IT Maintenance/Upgrade (Website, Webmail, Firewall Subscription, Domain)	SSG	NO	NP-53.9 - Small Value Procurement	May	May	May	Corporate Budget	110,000	110,000	0	Regular business requirement	

IT Accessories / Peripherals / Equipment (Wireless mouse, External Hard drives, USB Camera, USB Flash Drives, USB Keyboard, etc.)	SSG	NO	NP-53.9 - Small Value Procurement	Feb	Feb	Feb	Corporate Budget	121,000	0	121,000	Regular business requirement	
SATA / SSD Hard Disk Drivers for AD-Server	SSG	NO	NP-53.9 - Small Value Procurement	Feb	Feb	Feb	Corporate Budget	30,000	0	30,000	Regular business requirement	
Additional Storage	SSG	NO	NP-53.9 - Small Value Procurement	Jun	Jun	Jun	Corporate Budget	50,000	0	50,000	Regular business requirement	
Network Tools (Cables Ties, RJ45, Cable Organizer, etc.)	SSG	NO	NP-53.9 - Small Value Procurement	Jun	Jun	Jun	Corporate Budget	120,000		120,000	Regular business requirement	
Server Rack	SSG	NO	NP-53.9 - Small Value Procurement	Jun	Jun	Jun	Corporate Budget	100,000		100,000	Regular business requirement	
CCTV System	SSG	NO	NP-53.9 - Small Value Procurement	Jun	Jun	Jun	Corporate Budget	100,000		100,000	Regular business requirement	
Professional Services - ICT Consulting Services (Conduct Technology Training to DBPLC Personnel, Formulate the Manual/Guide Process)	SSG	NO	NP-53.9 - Small Value Procurement	Jun	Jun	Jun	Corporate Budget	100,000	100,000	0	Operational requirements (ISSP Endorsed)	
IT Management Development Consulting (ITMDC)	SSG	NO	NP-53.9 - Small Value Procurement	January	January	January	Corporate Budget	250,000	250,000	0	Operational requirements (ISSP Endorsed)	
ISP / Internet	SSG	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Corporate Budget	270,000	270,000	0	Regular business requirement	
Video Conference System	SSG	NO	NP-53.9 - Small Value Procurement	Apr	Apr	Apr	Corporate Budget	150,000	0	150,000	Regular business requirement	
<b>TOTAL</b>								<b>39,542,660</b>	<b>23,830,660</b>	<b>15,712,000</b>		<b>39,542,660</b>

Prepared and Consolidated by:

  
**JOCELYN J. OLIDO**  
 Account Officer - AMG  
 BAC Secretariat

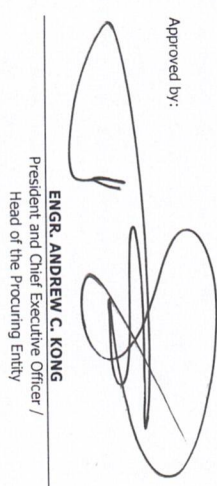
Reviewed by:

  
**MARIEL LOURDES M. SOTO**  
 Asst. Vice President Operations Group  
 BAC Vice Chairperson

Confirmed by:

  
**ALEX A. DE GUZMAN**  
 Asst. Vice President of AMG  
 BAC Chairman

Approved by:

  
**ENGR. ANDREW C. KONG**  
 President and Chief Executive Officer /  
 Head of the Procuring Entity