

AMENDED ANNUAL PROCUREMENT PLAN OF DBP LEASING CORPORATION FOR 2017 (REMAINING 2nd SEMESTER)

Code (PAP)	Procurement Prog./Proj	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	MOOE	CO	
	Procurement of Desktop Computers (15 Units)	FG (1) SSG (4) AMG (1)	Small Value	09/17	09/17	09/17	09/17	COB	300,000		300,000	Asset Maintenance
	Steel Filing Cabinets <ul style="list-style-type: none"> • Vertical Steel Filing Cabinet with Safe • Horizontal Steel Filing Cabinet • Vertical Steel Filing Cabinets 	OG (1) EG (1) AMG (1) CREG (1) SSG (2) RCO (1) AMG (2) FG (2)	Small Value	10/17	10/17	10/17	10/17	COB	240,000		240,000	Regular business requirements in relation to growth in personnel and expansion; Security of files and documents.
	Laptops	SSG RCO	Small Value	11/17	11/17	11/17	11/17	COB	100,000		100,000	Replacement to the existing Laptop which is now encountering technical failures and troubles; Back-up/Security System; Personnel and business expansion
	UPS	FG (4) RCO (2) AMG (3)	Small Value	12/17	12/17	12/17	12/17	COB	45,000		45,000	Asset Maintenance; Miscellaneous expense in relation to the regular business operations.
	External Drive -1TB (2 Units)	FG RCO	Shopping	12/17	12/17	12/17	12/17	COB	3,000	3,000		Back-up/Security System



Marketing Collaterals (1) a. Brochures b. Flyers c. Calling Cards	AMG	Small Value	09/17 10/17 03/17 05/17 06/17 07/17 08/17 09/17 11/17	09/17 10/17 03/17 05/17 06/17 07/17 08/17 09/17 11/17	09/17 10/17 03/17 05/17 06/17 07/17 08/17 09/17 11/17	09/17 10/17 03/17 05/17 06/17 07/17 08/17 09/17 11/17	COB	87,000	87,000		Regular Business Requirement for Product Marketing. Implementation is within the next 12 months
Christmas Give-Aways (Marketing Collaterals-2) • Standard Windbreaker Umbrella (200) • Golf Windbreaker Umbrella (200) • Executive Planner (100) • Shoe Bag (100) • Clear Glass or Plastic Tumbler (50) • Foldable Car Shade (100) • Miscellaneous Give-Away (50)	AMG	Small Value	09/17	09/17	09/17	09/17	COB	280,000	280,000		Regular Business Requirement for Marketing
Marketing Programs a. Venue b. Food & Amenities c. Standees d. Backdrops e. Posters	AMG	Small Value	04/17, 07/17 & 10/17	04/17, 07/17 & 10/17	04/17, 07/17 & 10/17	04/17, 07/17 & 10/17	COB	163,000	163,000		Business and Operational Needs in Account Solicitation and Product Marketing.



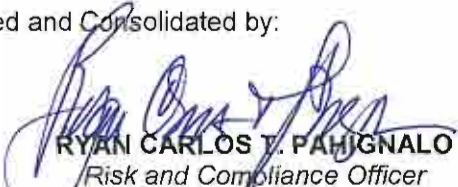
	Motor Vehicle	AMG	Small Value	10/17 06/17	10/17 06/17	10/17 06/17	10/17 06/17	COB	850,000	850,000		Business Expansion and purchases in relation to marketing strategies
	Parking Slots (4 units - AMG) (2 units - RMLSG/SSG)	AMG & RMLSG/SSG	Small Value	06/17	06/17	06/17	06/17	COB	300,000 72,000	300,000 72,000		Customer Service Requirements and Asset Protection Mechanism.
	Competency Framework Phase 2 Phase 3	OG	Public Bidding	07/17	07/17	07/17	07/17	COB	2,000,000	2,000,000		In Compliance to GCG requirements
	Assessment a. Venue and Accommodation b. Meals c. Transportation	OG	Small Value	10/17	10/17	10/17	11/17	COB	150,000	150,000		Strategic program designed to evaluate the present year's performance and formulate the programs, requirements and plans for the incoming year.
	Printing Services 1. (Templates of Contracts and other Documents)	OG	Small Value	10/17	10/17	10/17	10/17	COB	500,000	500,000		Operational requirement
	QMS Certification 1. QMS Consultancy 2. Workshops and/or Training 3. 3 rd Party Certification	OG	Small Value	03/17 04/17 09/17	03/17 04/17 09/17	03/17 04/17 09/17	03/17 04/17 09/17	COB	1,100,000 300,000 450,000 350,000	1,100,000 300,000 450,000 350,000		Compliance to the mandatory requirement of GCG
	GAD Related Activities 1. Consultancy	OG	Small Value	03/17	03/17	03/17	03/17	COB	540,000 100,000	540,000 100,000		Compliance to the Gender And

	Services 2. GAD Workshop and Training								450,000	450,000		Development Law
	HMO Benefit for all DBPLC Regular Employees	EG	Public Bidding	09/17	09/17	09/17	10/17	COB	1,208,880	1,208,880		HMO and medical benefit for all regular employees of the company.
	Psychological Testing Services	EG	Small Value	10/17	10/17	10/17	10/17	COB	75,000	75,000		Operational requirement for pre-employment screening.
	Corporate Social Responsibility Program a. Venue and Accommodation b. Meals c. Transportation	EG	Small Value	12/17	12/17	12/17	12/17	COB	350,000	350,000		Compliance to the mandated CSR Programs of the GCG
	Computer Parts and Accessories	SSG	Small Value	Monthly Basis	Monthly Basis	Monthly Basis	Monthly Basis	COB	210,000	210,000		Asset Maintenance
	Common Office Supplies and Equipment	RMLSG/ SSG	Small Value (DBM-PS)	Monthly Basis	Monthly Basis	Monthly Basis	Monthly Basis	COB	480,000	480,000		Office supplies that are being sourced out from DBM-PS
	Colored Toners	RMLSG/ SSG	Small Value	11/17	11/17	11/17	11/17	COB	360,000	360,000		Daily business requirement
	Newspaper Subscription	SSG	Small Value	12/17	12/17	12/17	12/17	COB	14,000	14,000		Miscellaneous Expense pursuant to normal business requirement
	Insurance of Office Space & Motor Vehicle	RMLSG/SSG	Small Value	08/17	08/17	08/17	08/17	COB	65,000	65,000		Miscellaneous Expense pursuant to normal business requirement
	IT Maintenance Services (Website, Webmailer, and Cyberoam)	RMLSG/SSG	Small Value	08/17	08/17	08/17	08/17	COB	60,000	60,000		Miscellaneous Expense pursuant to


												normal business requirement
	Office Equipment (shredder, Camera and etc.)	SSG	Small Value	04/17	04/17	04/17	04/17	COB	7,500		7,500	Miscellaneous Expense pursuant to normal business requirement
	Computer Software	SSG	Small Value	11/17	11/17	11/17	11/17	COB	20,000		20,000	Operational Requirements
	Black Toners	SSG	Small Value	11/17	11/17	11/17	11/17	COB	30,000	30,000		Miscellaneous Expense pursuant to normal business requirement
	Anti-Virus and Malware (50 units)	SSG	Small Value	10/17	10/17	10/17	10/17	COB	50,000	50,000		Miscellaneous Expense pursuant to normal business requirement
	Personnel Services (3)	RMLSG/SSG	Small Value	10/17	10/17	10/17	10/17	COB	612,000	612,000		Miscellaneous Expense pursuant to normal business requirement
	Gasoline and Other Petroleum Products	SSG	Small Value	10/17	10/17	10/17	10/17	COB	144,000	144,000		Miscellaneous Expense pursuant to normal business requirement
	Copying Machine	SSG	Small Value	10/17	10/17	10/17	10/17	COB	120,000		120,000	Miscellaneous Expense pursuant to normal business requirement
	Printers (2 Units)	SSG	Small Value	12/17	12/17	12/17	12/17	COB	30,000		30,000	Miscellaneous Expense pursuant to normal business requirement

IT Services	SSG	Small Value	08/17	08/17	08/17	08/17	COB	300,000	300,000		Miscellaneous Expense pursuant to normal business requirement
Office, Equipment and Car Maintenance	RMLSG/SSG	Small Value	Monthly Basis	Monthly Basis	Monthly Basis	Monthly Basis	COB	150,000	150,000		Miscellaneous Expense pursuant to normal business requirement
Modular Tables and Chairs	SSG	Small Value	07/17	07/17	07/17	07/17	COB	525,000		525,000	Miscellaneous Expense pursuant to normal business requirement
IT Systems Customization (LFMS)	SSG	Limited Source Bidding	09/17	09/17	09/17	09/17	COB	750,000		750,000	Miscellaneous Expense pursuant to normal business requirement
Books and Other Legal Materials and Reference	RMLSG/SSG	Shopping	12/17	12/17	12/17	12/17	COB	40,000	40,000		Miscellaneous Expense pursuant to normal business requirement
Digital Recorder	RCO	Small Value (DBM-PS)	09/17	09/17	09/17	09/17	COB	5,000		5,000	Miscellaneous Expense pursuant to normal business requirement


Prepared and Consolidated by:


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Recommending Approval


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 AVP – RMLSG & SSG
 Chairman of the Bids and Awards Committee

Approved:


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 Head of the Procuring Entity