

Social Housing Finance Corporation Updated Annual Procurement Plan for FY 2024

Code (PAP)	Procurement Project	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Project)
					Advertisement /Posting of IB/REI	Submission/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
1	Travel Expense	CMP; HDH; AKPF	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	10,435,600.00	10,435,600.00	-	LOCAL
2	Capacity Building	CMP; HDH	NO	NP-53.10 Lease of Real Property ar	N/A	N/A	As Needed	As Needed	Corporate Budget	7,499,000.00	7,499,000.00	-	To provide trainings, facilitate and develop partnership with LGUs and other stakeholders.
3	Training and Scholarship Expenses	CMP; HDH; AKPF	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	14,688,400.00	14,688,400.00	-	To update and keep the participants abreast on the latest policies, procedures and the like.; To equip, enhance the skills and knowledge of the target participants
4	Office Supplies	CMP; HDH; AKPF	NO	Shopping	As Needed	N/A	As Needed	As Needed	Corporate Budget	6,859,829.59	6,859,829.59	-	ordinary and regular office supplies consumed in day-to-day operations that are not available in PS-DBM
5	Office Supplies	CMP; HDH; AKPF	NO	NP-53.5 Agency-to-Agency	N/A	N/A	As Needed	As Needed	Corporate Budget	2,000,000.00	2,000,000.00	-	ordinary and regular office supplies consumed in day-to-day operations available in PS
6	IT Supplies	CMP; HDH; AKPF	NO	Shopping	As Needed	N/A	As Needed	As Needed	Corporate Budget	3,801,940.70	3,801,940.70	-	ordinary and regular office supplies consumed in day-to-day operations that are not available in PS-DBM
7	IT Supplies	CMP; HDH; AKPF	NO	NP-53.5 Agency-to-Agency	N/A	N/A	As Needed	As Needed	Corporate Budget	1,000,000.00	1,000,000.00	-	ordinary and regular office supplies consumed in day-to-day operations available in PS
8	Accountable Forms	CMP	NO	NP-53.5 Agency-to-Agency	N/A	N/A	1st Quarter	1st Quarter	Corporate Budget	1,720,000.00	1,720,000.00	-	Includes Official Receipt and Community Mortgage Receipt
9	Gasoline Oil & Lubricants	CMP; AKPF	NO	NP-53.14 Direct Retail Purchase of	N/A	N/A	As Needed	As Needed	Corporate Budget	8,394,378.00	8,394,378.00	-	-

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10	Drugs and Medicines Ex	CMP	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	2,512,697.00	2,512,697.00	-	Intended for medical emergency use
11	Other Supplies	CMP; HDH	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	2,087,153.16	2,087,153.16	-	Consists of Janitorial Supplies, Electrical Supplies, Plumbing Supplies, Other Office Supplies
12	Other Supplies	CMP; HDH	NO	Shopping	As Needed	N/A	As Needed	As Needed	Corporate Budget	1,000,000.00	1,000,000.00	-	Consists of Janitorial Supplies, Electrical Supplies, Plumbing Supplies, Other Office Supplies
13	Water Expenses	CMP; AKPF;	NO	Direct Contracting	N/A	N/A	As Needed	As Needed	Corporate Budget	2,264,273.25	2,264,273.25	-	Utility Expense
14	Electrical Expenses	CMP; DOTR;	NO	Direct Contracting	N/A	N/A	As Needed	As Needed	Corporate Budget	13,642,899.49	13,642,899.49	-	-
15	Postage & deliveries	CMP, AKPF, GAD	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	3,661,910.79	3,661,910.79	-	-
16	Communication Expense - Landline	CMP; AKPF	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	1,409,540.95	1,409,540.95	-	-
17	Communication Expense - Mobile	CMP; HDH; AKPF	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	1,571,500.00	1,571,500.00	-	-
18	Internet Expense	CMP; HDH; DOTR	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	6,230,560.00	6,230,560.00	-	-
19	Advertising Expense	CMP; HDH; AKPF	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	10,738,500.00	10,738,500.00	-	Includes Promotional and Marketing Activities, Materials, Tokens, Tarpaulins, and other kinds of advertising.
20	Advertising Expense	CMP; HDH; AKPF	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	As Needed	As Needed	Corporate Budget	6,000,000.00	6,000,000.00	-	Newspaper publications
21	Printing and Binding E	CMP; HDH; AKPF	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	3,224,540.00	3,224,540.00	-	Official Forms such as but not limited to Lease Purchase Agreement, loan documents, etc.
22	Rental - Office Space	CMP; DOTR; AKPF	NO	NP-53.10 Lease of Real Property ar	N/A	N/A	As Needed	As Needed	Corporate Budget	16,056,296.50	16,056,296.50	-	Consists of existing and proposed regional office space
23	Rental - IT Equipment	CMP; DOTR	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	1,999,800.00	1,999,800.00	-	Intended for newly hired employees and other related



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					Advertisement /Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
24	Rental - Warehouse	CMP	NO	NP-53.10 Lease of Real Property ar	N/A	N/A	2nd Quarter	2nd Quarter	Corporate Budget	3,190,414.00	3,190,414.00	-	For safekeeping of files
25	Rental - Other Equipme	CMP; DOTR	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	1,410,857.78	1,410,857.78	-	-
26	Rental - Parking	CMP	NO	NP-53.10 Lease of Real Property ar	N/A	N/A	As Needed	As Needed	Corporate Budget	369,600.00	369,600.00	-	-
27	Transportation and Delivery Expense	CMP; AKPF	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	1,296,600.00	1,296,600.00	-	To be used for clearing operations and relocation of project affected persons
28	Subscription Expense	CMP	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	4,003,000.00	4,003,000.00	-	Consists of Cable, Fortinet Firewall, Newspaper etc.
29	Subscription Expense	CMP	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL)	As Needed	N/A	As Needed	As Needed	Corporate Budget	1,000,000.00	1,000,000.00	-	Consists of Zoom, Gmail Account, Website, Domain Registration, etc.
30	Legal Services	CMP	NO	NP-53.7 Highly Technical Consultar	N/A	N/A	As Needed	As Needed	Corporate Budget	1,302,799.61	1,302,799.61	-	-
31	Auditing Services	CMP	NO	NP-53.5 Agency-to-Agency	As Needed	N/A	As Needed	As Needed	Corporate Budget	1,100,000.00	1,100,000.00	-	-
32	Consultancy Services	CMP; DOTR;	NO	NP-53.7 Highly Technical Consultar	N/A	N/A	As Needed	As Needed	Corporate Budget	19,000,000.00	19,000,000.00	-	-
33	Consultancy Services	CMP; DOTR;	NO	NP-53.9 - Small Value Procurement	3rd Quarter	N/A	3rd Quarter	3rd Quarter	Corporate Budget	1,141,000.00	1,141,000.00	-	-
34	General Services	CMP; HDH; DOTR; AKPF	NO	Competitive Bidding	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	350,718,481.13	350,718,481.13	-	To assists and support the plantilla employees to meet SHFC's goal
35	Janitorial Services	CMP; HDH; AKPF	NO	Competitive Bidding	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	16,281,518.87	16,281,518.87	-	To maintain order and cleanliness in the workplace
36	Security Services	CMP; HDH; DOTR; AKPF	NO	Competitive Bidding	4th Quarter of 2022	4th Quarter of 2022	1st Quarter	1st Quarter	Corporate Budget	106,286,448.07	106,286,448.07	-	To secure orderliness and safety of employees and the company
37	Other Professional Services (direct hired contractual)	CMP; HDH; DOTR; AKPF	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	10,186,536.80	10,186,536.80	-	Consists of External Appraiser, Geodetic Engineer, securitization professional fees, Customer Satisfaction Survey, and other specialist and the like

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					Advertisement /Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
38	R&M - Office Building/	CMP	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	385,000.00	385,000.00	-	-
39	R&M - Office Equipment	CMP; DOTR	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	523,600.00	523,600.00	-	-
40	R&M - Furniture & Fixt	CMP	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	214,500.00	214,500.00	-	-
41	R&M - IT Equipment & Software	CMP	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	3,578,300.00	3,578,300.00	-	-
42	R&M - Communication Equipment	CMP	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	110,000.00	110,000.00	-	-
43	R&M - Motor Vehicles	CMP; DOTR	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	2,547,244.26	2,547,244.26	-	-
44	R&M - Motor Vehicles	CMP; DOTR	NO	Direct Contracting	As Needed	N/A	As Needed	As Needed	Corporate Budget	700,000.00	700,000.00	-	For vehicles still under warranty; to avoid voiding the warranty
45	R&M - Motor Vehicles	CMP; DOTR	NO	NP-53.2 Emergency Cases	As Needed	N/A	As Needed	As Needed	Corporate Budget	1,000,000.00	1,000,000.00	-	For unforeseen
46	R&M - Other Equipment	CMP	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	165,000.00	165,000.00	-	-
47	Donations	CMP	NO	NP-53.2 Emergency Cases	As Needed	N/A	As Needed	As Needed	Corporate Budget	2,750,000.00	2,750,000.00	-	Relief Goods
48	Christmas Celebration	CMP; AKPF	NO	NP-53.9 - Small Value Procurement	4th Quarter	N/A	4th Quarter	4th Quarter	Corporate Budget	1,774,000.00	1,774,000.00	-	To showcase and recognize employees' talent, cooperation and creativity. It covers meals, admin logistics, prizes/awards, etc.
49	Christmas Celebration	CMP; AKPF	NO	NP-53.10 Lease of Real Property ar	N/A	N/A	As Needed	As Needed	Corporate Budget	3,000,000.00	3,000,000.00	-	To showcase and recognize employees' talent, cooperation and creativity.
50	Christmas Corporate Giveaways	CMP; AKPF	NO	Competitive Bidding	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	4,000,000.00	4,000,000.00	-	-
51	Christmas Corporate Giveaways	CMP; AKPF	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	2,675,000.00	2,675,000.00	-	For external/ 3rd party partners
52	Other Corporate Activities (i.e. teambuilding, planning etc.)	CMP; HDH; DOTR; AKPF	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	5,448,500.00	5,448,500.00	-	For meetings, planning, awardings, Team Building it covers meals, admin logistics, prizes/awards, etc. and other related purposes



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					Advertisement /Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
53	Other Corporate Activities (i.e. teambuilding, planning etc.)	CMP; HDH; DOTR; AKPF	NO	NP-53.10 Lease of Real Property ar	N/A	N/A	As Needed	As Needed	Corporate Budget	10,000,000.00	10,000,000.00	-	To showcase and recognize employees' talent, cooperation and creativity. -For meetings, planning, awardings, Team Building it covers meals, admin logistics.
54	Cultural & Athletics A	CMP; AKPF	NO	NP-53.9 - Small Value Procurement	2nd Quarter	N/A	2nd Quarter	2nd Quarter	Corporate Budget	3,055,000.00	3,055,000.00	-	For activities promoting cooperation and unity among employees
55	Cultural & Athletics A	CMP; AKPF	NO	NP-53.10 Lease of Real Property ar	N/A	N/A	As Needed	As Needed	Corporate Budget	1,500,000.00	1,500,000.00	-	For activities promoting cooperation and unity among employees
56	Office Equipment	CMP; HDH; DOTR	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	8,723,809.50	-	8,723,809.50	For Head Office and nearby branch offices such as but not limited to Airconditioning Unit, Steel; Filing Cabinet, CCTV, Generator Set, Camera, Speaker, Shredder, Multimedia
57	Semi-Expendable Office Equipment	CMP; HDH; DOTR	NO	NP-53.5 Agency-to-Agency	As Needed	N/A	As Needed	As Needed	Corporate Budget	1,800,809.12	-	1,800,809.12	For Head Office and nearby branch offices such as but not limited to Projector, Electric Fan, Megaphone, CCTV, Digital Voice Recorder, Check Writer, Cash Box etc
58	Furniture and Fixtures	CMP; HDH; DOTR	NO	NP-53.9 - Small Value Procurement	1st Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	4,756,600.48	-	4,756,600.48	For Head Office and nearby branch offices such as but not limited to Chairs, Executive tables, Conference tables, office greening, etc.

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					Advertisement /Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
59	Semi-Expendable Furniture and Fixtures	CMP; HDH; AKPF	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	5,459,991.63	-	5,459,991.63	For Regional Offices Such as but not limited to Chairs, Tables, Ganchair, Cork Board, Whiteboard, Fire Extinguisher, Flipchart, Sofa, Guards Podium etc.
60	IT Equipment	CMP; HDH; DOTR; AKPF	NO	Competitive Bidding	1st Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	10,014,396.50	-	10,014,396.50	Such as but not limited to Printers, Scanners, Laptops, Desktops etc.
61	IT Software	CMP	NO	Competitive Bidding	As Needed	As Needed	As Needed	As Needed	Corporate Budget	4,100,000.00	-	4,100,000.00	-
62	Semi-Expendable - IT Equipment & Software	CMP; HDH; DOTR	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	2,162,130.00	-	2,162,130.00	-
63	Other Machinery	CMP; HDH	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	6,133,775.55	-	6,133,775.55	For Head Office, Regional Offices and nearby branch offices such as but not limited to generators, TV, portable speaker, etc.
64	Semi-expendable - other machineries	CMP; HDH; DOTR	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	1,597,534.34	-	1,597,534.34	For Head Office and nearby branch offices
65	Office Improvement	CMP	NO	Competitive Bidding	As Needed	As Needed	As Needed	As Needed	Corporate Budget	27,188,925.00	-	27,188,925.00	-
66	Transportation Equipment	CMP	NO	Competitive Bidding	As Needed	As Needed	As Needed	As Needed	Corporate Budget	14,850,000.00	-	14,850,000.00	-
67	Other MOOE	CMP; AKPF; DOTR	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	7,795,000.00	7,795,000.00	-	-

Prepared by:

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