

Social Housing Finance Corporation 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/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
1	Travel Expense	CMP; HDH; DOTR; AKPF	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	20,082,700.00	20,082,700.00	✓	- LOCAL
2	Capacity Building	CMP; HDH; DOTR	NO	NP-53.10 Lease of Real Property and	N/A	N/A	As Needed	As Needed	Corporate Budget	100,574,600.00	100,574,600.00	✓	- To provide trainings, facilitate and develop partnership with LGUs and other stakeholders.
3	Training and Scholarsh	CMP; HDH; DOTR; AKPF	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	18,880,400.00	18,880,400.00	✓	- 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; DOTR; AKPF	NO	Shopping	As Needed	N/A	As Needed	As Needed	Corporate Budget	5,000,000.00	5,000,000.00	✓	- ordinary and regular office supplies consumed in day-to-day operations that are not available in PS-DEM
5	Office Supplies	CMP; HDH; DOTR; AKPF	NO	NP-53.5 Agency-to-Agency	N/A	N/A	As Needed	As Needed	Corporate Budget	5,919,700.00	5,919,700.00	✓	- ordinary and regular office supplies consumed in day-to-day operations available in PS Virtual Store
6	IT Supplies	CMP; HDH; DOTR; AKPF	NO	Shopping	As Needed	N/A	As Needed	As Needed	Corporate Budget	3,000,000.00	3,000,000.00	✓	- ordinary and regular office supplies consumed in day-to-day operations that are not available in PS-DEM
7	IT Supplies	CMP; HDH; DOTR; AKPF	NO	NP-53.5 Agency-to-Agency	N/A	N/A	As Needed	As Needed	Corporate Budget	2,231,546.00	2,231,546.00	✓	- ordinary and regular office supplies consumed in day-to-day operations available in PS Virtual Store
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; DOTR; AKPF	NO	NP-53.14 Direct Retail Purchase of	N/A	N/A	As Needed	As Needed	Corporate Budget	13,357,366.00	13,357,366.00	✓	-

Social Housing Finance Corporation 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/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
10	Drugs and Medicines Ex	CMP; DOTR	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	2,562,197.00	2,562,197.00	✓	- Intended for medical emergency use
11	Other Supplies	CMP; HDH; DOTR	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	2,942,226.00	2,942,226.00	✓	- Consists of Janitorial Supplies, Electrical Supplies, Plumbing Supplies, Other Office Supplies and the like
12	Other Supplies	CMP; HDH; DOTR	NO	Shopping	As Needed	N/A	As Needed	As Needed	Corporate Budget	2,000,000.00	2,000,000.00	✓	- Consists of Janitorial Supplies, Electrical Supplies, Plumbing Supplies, Other Office Supplies and the like
13	Water Expenses	CMP; AKPF	NO	Direct Contracting	N/A	N/A	As Needed	As Needed	Corporate Budget	2,257,073.00	2,257,073.00	✓	- Utility Expense
14	Electrical Expenses	CMP; DOTR; AKPF	NO	Direct Contracting	N/A	N/A	As Needed	As Needed	Corporate Budget	13,902,899.00	13,902,899.00	✓	-
15	Communication Expense - Landline	CMP; DOTR; AKPF	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	425,700.00	425,700.00	✓	-
16	Communication Expense - Mobile	CMP; HDH; DOTR; AKPF	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	7,517,381.00	7,517,381.00	✓	-
17	Internet Expense	CMP; HDH; DOTR	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	7,023,459.00	7,023,459.00	✓	-
18	Advertising Expense	CMP; HDH; AKPF	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	3,645,000.00	3,645,000.00	✓	- Includes Promotional and Marketing Activities, Materials, Tokens, Tarpaulins, and other kinds of advertising.
19	Advertising Expense	CMP; HDH; AKPF	NO	NP-53.6 Scientific, Scholarly, Art	N/A	N/A	As Needed	As Needed	Corporate Budget	4,000,000.00	4,000,000.00	✓	- Newspaper publications
20	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.
21	Rental - Office Space	CMP; DOTR; AKPF	NO	NP-53.10 Lease of Real Property an	N/A	N/A	As Needed	As Needed	Corporate Budget	23,698,297.00	23,698,297.00	✓	- Consists of existing and proposed regional office space
22	Rental - IT Equipment	CMP; DOTR	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	2,316,600.00	2,316,600.00	✓	- Intended for newly hired employees and other related purposes
23	Rental - Warehouse	CMP	NO	NP-53.10 Lease of Real Property an	N/A	N/A	2nd Quarter	2nd Quarter	Corporate Budget	3,190,414.00	3,190,414.00	✓	- For safekeeping of files
24	Rental - Other Equipme	CMP; DOTR	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	1,229,800.00	1,229,800.00	✓	-
25	Rental - Parking	CMP	NO	NP-53.10 Lease of Real Property an	N/A	N/A	As Needed	As Needed	Corporate Budget	369,600.00	369,600.00	✓	-

Social Housing Finance Corporation 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	
26	Transportation and Delivery Expense	CMP; DOTR; AKPF	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	51,296,600.00	51,296,600.00		- To be used for clearing operations and relocation of project affected persons
27	Subscription Expense	CMP; DOTR	NO	NP-53.14 Direct Retail Purchase of	As Needed	N/A	As Needed	As Needed	Corporate Budget	1,000,000.00	1,000,000.00		- Consists of Zoom, Cable, Gmail Account, Website, Domain Registration, Fortinet Firewall, Newspaper etc.
28	Subscription Expense	CMP; DOTR	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	3,976,509.00	3,976,509.00		- Consists of Zoom, Cable, Gmail Account, Website, Domain Registration, Fortinet Firewall, Newspaper etc.
29	Legal Services	CMP	NO	NP-53.7 Highly Technical Consultan	N/A	N/A	As Needed	As Needed	Corporate Budget	1,302,800.00	1,302,800.00		-
30	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		-
31	Consultancy Services	CMP; DOTR; AKPF	NO	NP-53.9 - Small Value Procurement	4th Quarter	N/A	4th Quarter	4th Quarter	Corporate Budget	9,683,400.00	9,683,400.00		-
32	Consultancy Services	CMP	NO	NP-53.7 Highly Technical Consultan	N/A	N/A	As Needed	As Needed	Corporate Budget	5,380,000.00	5,380,000.00		-
33	General Services	CMP; HDH; DOTR: AKPF	NO	Competitive Bidding	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	461,948,012.00	461,948,012.00		- To assists and support the plantilla employees to meet SHFC's goal
34	Janitorial Services	CMP; HDH; DOTR: AKPF	NO	Competitive Bidding	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	17,037,128.00	17,037,128.00		- To maintain order and cleanliness in the workplace
35	Security Services	CMP; HDH; DOTR: AKPF	NO	Competitive Bidding	4th Quarter of 2022	4th Quarter of 2022	1st Quarter	1st Quarter	Corporate Budget	110,993,863.00	110,993,863.00		- To secure orderliness and safety of employess and the company
36	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	13,479,369.00	13,479,369.00		- Consists of External Appraiser, Geodetic Engineer, securitization professional fees, Customer Satisfaction Survey, and other specialist and the like
37	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		-

100

Social Housing Finance Corporation 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	
38	R&M - Office Equipment	CMP; DOTR	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	952,600.00	952,600.00	-	-
39	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	-	-
40	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	-	-
41	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	-	-
42	R&M - Motor Vehicles	CMP; DOTR	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	9,319,621.00	9,319,621.00	-	-
43	R&M - Motor Vehicles	CMP; DOTR	NO	NP-53.2 Emergency Cases	As Needed	N/A	As Needed	As Needed	Corporate Budget	2,000,000.00	2,000,000.00	-	For unforeseen
44	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	-	-
45	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
46	Christmas Celebration	CMP; AKPF	NO	NP-53.9 - Small Value Procurement	4th Quarter	N/A	4th Quarter	4th Quarter	Corporate Budget	2,774,000.00	2,774,000.00	-	To showcase and recognize employees' talent, cooperation and creativity. It covers meals, admin logistics, prizes/awards, etc.
47	Christmas Celebration	CMP; AKPF	NO	NP-53.10 Lease of Real Property an	N/A	N/A	As Needed	As Needed	Corporate Budget	2,000,000.00	2,000,000.00	-	To showcase and recognize employees' talent, cooperation and creativity.
48	Christmas Corporate Giveaways	CMP; DOTR; AKPF	NO	Competitive Bidding	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	3,000,000.00	3,000,000.00	-	-
49	Christmas Corporate Giveaways	CMP; DOTR; AKPF	NO	Competitive Bidding	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	2,000,000.00	2,000,000.00	-	Corporate Identity Token
50	Christmas Corporate Giveaways	CMP; DOTR; AKPF	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	2,966,200.00	2,966,200.00	-	For external/ 3rd party partners
51	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	25,088,500.00	25,088,500.00	-	For meetings, planning, awardings, Team Building it covers meals, admin logistics, prizes/awards, etc. and other related purposes
52	Other Corporate Activities (i.e. teambuilding, planning etc.)	CMP; HDH; DOTR; AKPF	NO	NP-53.10 Lease of Real Property an	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.
53	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


Social Housing Finance Corporation 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/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
54	Cultural & Athletics A	CMP; AKPF	NO	NP-53.10 Lease of Real Property an	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
55	Office Equipment	CMP; HDH; DOTR	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	8,723,810.00	-	8,723,810.00	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, Drone, Tablet etc
56	Semi-Expendable Office Equipment	CMP; HDH; DOTR	NO	NP-53.5 Agency-to-Agency	As Needed	N/A	As Needed	As Needed	Corporate Budget	1,800,809.00	-	1,800,809.00	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
57	Furniture and Fixtures	CMP; HDH; DOTR	NO	NP-53.9 - Small Value Procurement	1st Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	3,956,600.00	-	3,956,600.00	For Head Office and nearby branch offices such as but not limited to Chairs, Executive tables, Conference tables, office greening, etc.
58	Semi-Expendable Furniture and Fixtures	CMP; HDH; DOTR	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	7,578,547.00	-	7,578,547.00	For Regional Offices Such as but not limited to Chairs, Tables, Ganchair, Cork Board, Whiteboard, Fire Extinguisher, Flipchart, Sofa, Guards Podium etc
59	IT Equipment	CMP; HDH; DOTR; AKPF	NO	Competitive Bidding	1st Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	14,687,572.00	-	14,687,572.00	Such as but not limited to Printers, Scanners, Laptops, Desktops etc.
60	IT Software	CMP; DOTR	NO	Competitive Bidding	As Needed	As Needed	As Needed	As Needed	Corporate Budget	44,565,150.00	-	44,565,150.00	

Social Housing Finance Corporation 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/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
61	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	
62	Office Improvement	CMP; DOTR	NO	Competitive Bidding	1st Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	36,738,235.00		36,738,235.00	For Head Office and nearby branch offices
63	Office Improvement	CMP; DOTR	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	5,000,000.00		5,000,000.00	For Head Office and nearby branch offices
64	Other Machinery	CMP; HDH; DOTR	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	7,993,998.00		7,993,998.00	For Head Office, Regional Offices and nearby branch offices such as but not limited to generators, TV, portable speaker, etc.
65	Semi-expendable - other machineries	CMP; HDH; DOTR	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	1,597,535.00		1,597,535.00	For Head Office and nearby branch offices
66	Other MOOE	CMP; AKPF	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	6,545,000.00	6,545,000.00		
										1,134,477,286.00			

Prepared by:



JUSANNE V. SALVADOR

BAC Secretariat, Member



PAULO SHERWIN P. DUMAN

BAC Secretariat, Head

Recommending Approval:


ATTY. LEO B. DEOCAMPO

BAC Chairperson for Goods and Services


ANNICIA D. VILLAFUERTE

BAC Chairperson for Infrastructure

Funds Availability:


DANTE M. ANABE

Chief Accountant

Approved by:


FEDERICO A. LAXA

President and CEO