

Social Housing Finance Corporation Annual Procurement Plan for FY 2025

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; AKPF, GAD	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	16,229,160.00	16,229,160.00	-	LOCAL and FOREIGN
2	Capacity Building	CMP; HDH, DOTr, GAD	NO	NP-53.10 Lease of Real Property ar	N/A	N/A	As Needed	As Needed	Corporate Budget	13,896,200.00	13,896,200.00	-	To provide trainings, facilitate and develop partnership with LGUs and other stakeholders.
3	Training and Scholarship Expenses	CMP; HDH; AKPF, GAD	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	15,852,900.00	15,852,900.00	-	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, GAD	NO	Shopping	As Needed	N/A	As Needed	As Needed	Corporate Budget	7,650,159.13	7,650,159.13	-	ordinary and regular office supplies consumed in day-to-day operations that are not available in PS-DBM
5	Office Supplies	CMP; HDH; DOTR; AKPF, GAD	NO	NP-53.5 Agency-to-Agency	N/A	N/A	As Needed	As Needed	Corporate Budget	2,500,000.00	2,500,000.00	-	ordinary and regular office supplies consumed in day-to-day operations available in PS
6	IT Supplies	CMP; HDH; AKPF, GAD	NO	Shopping	As Needed	N/A	As Needed	As Needed	Corporate Budget	7,135,366.00	7,135,366.00	-	ordinary and regular office supplies consumed in day-to-day operations that are not available in PS-DBM
7	IT Supplies	CMP; HDH; AKPF, GAD	NO	NP-53.5 Agency-to-Agency	N/A	N/A	As Needed	As Needed	Corporate Budget	1,500,000.00	1,500,000.00	-	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	9,233,815.80	9,233,815.80	-	-

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10	Drugs and Medicines Ex	CMP; DOTR	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	3,242,265.00	3,242,265.00	-	Intended for medical emergency use
11	Other Supplies	CMP; HDH; DOTR, GAD	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	3,861,388.53	3,861,388.53	-	Consists of Janitorial Supplies, Electrical Supplies, Plumbing Supplies, Other Office Supplies
12	Other Supplies	CMP; HDH; DOTR, GAD	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
13	Water Expenses	CMP; AKPF;	NO	Direct Contracting	N/A	N/A	As Needed	As Needed	Corporate Budget	2,490,700.57	2,490,700.57	-	Utility Expense
14	Electrical Expenses	CMP; DOTR;	NO	Direct Contracting	N/A	N/A	As Needed	As Needed	Corporate Budget	15,007,189.44	15,007,189.44	-	-
15	Postage & deliveries	CMP, AKPF, GAD	NO	NP-53.9 - Small Value Procurement	As Needed	As Needed	As Needed	As Needed	Corporate Budget	4,028,101.87	4,028,101.87	-	-
16	Communication Expense - Landline	CMP; AKPF	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	1,550,495.05	1,550,495.05	-	-
17	Communication Expense - Mobile	CMP; HDH; AKPF	NO	NP-53.9 - Small Value Procurement		N/A	As Needed	As Needed	Corporate Budget	1,728,650.00	1,728,650.00	-	-
18	Internet Expense	CMP; HDH; DOTR	NO	NP-53.9 - Small Value Procurement		N/A	As Needed	As Needed	Corporate Budget	6,361,616.00	6,361,616.00	-	-
19	Advertising Expense	CMP; HDH; DOTR; AKPF, GAD	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	16,207,564.25	16,207,564.25	-	Includes Promotional and Marketing Activities, Materials, Tokens, Tarpaulins, and other kinds of advertising.
20	Advertising Expense	CMP; HDH; DOTR; AKPF, GAD	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, GAD	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	3,546,994.00	3,546,994.00	-	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	22,745,234.32	22,745,234.32	-	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	5,543,920.00	5,543,920.00	-	Intended for newly hired employees and other related
24	Rental - Warehouse	CMP	NO	NP-53.10 Lease of Real Property ar	N/A	N/A	2nd Quarte	2nd Quarte	Corporate Budget	4,334,400.00	4,334,400.00	-	For safekeeping of files
25	Rental - Other Equipme	CMP;	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	2,451,943.56	2,451,943.56	-	-
26	Rental - Parking	CMP	NO	NP-53.10 Lease of Real Property ar	N/A	N/A	As Needed	As Needed	Corporate Budget	336,000.00	336,000.00	-	-


27	Transportation and Delivery Expense	CMP; DOTR; AKPF	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	3,092,260.00	3,092,260.00	-	To be used for clearing operations and relocation of project affected persons
28	Subscription Expense	CMP, GAD	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	2,450,500.00	2,450,500.00	-	Consists of Cable, Fortinet Firewall, Newspaper etc.
29	Subscription Expense	CMP, GAD	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	2,376,000.00	2,376,000.00	-	-
31	Auditing Services	CMP	NO	NP-53.5 Agency-to-Agency	As Needed	N/A	As Needed	As Needed	Corporate Budget	1,210,000.00	1,210,000.00	-	-
32	Consultancy Services	CMP; AKPF; HDH	NO	NP-53.7 Highly Technical Consultar	N/A	N/A	As Needed	As Needed	Corporate Budget	13,100,000.00	13,100,000.00	-	-
33	General Services	CMP; HDH; DOTR; AKPF	NO	Competitive Bidding	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	326,056,691.00	326,056,691.00	-	To assists and support the plantilla employees to meet SHFC's goal
34	Janitorial Services	CMP; HDH; AKPF	NO	Competitive Bidding	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	17,909,670.75	17,909,670.75	-	To maintain order and cleanliness in the workplace
35	Security Services	CMP; AKPF	NO	Competitive Bidding	4th Quarter of 2022	4th Quarter of 2022	1st Quarter	1st Quarter	Corporate Budget	92,088,021.96	92,088,021.96	-	To secure orderliness and safety of employees and the company
36	Other Professional Services (direct hired contractual)	CMP; HDH; DOTR; AKPF, GAD	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	15,230,000.00	15,230,000.00	-	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	6,210,019.00	6,210,019.00	-	-
38	R&M - Office Equipment	CMP	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	710,000.00	710,000.00	-	-
39	R&M - Furniture & Fixt	CMP	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	130,000.00	130,000.00	-	-
40	R&M - IT Equipment & Software	CMP	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	965,000.00	965,000.00	-	-
41	R&M - Communication Equipment	CMP	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	121,000.00	121,000.00	-	-
42	R&M - Motor Vehicles	CMP	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	5,450,000.00	5,450,000.00	-	-
43	R&M - Motor Vehicles	CMP	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
44	R&M - Other Equipment	CMP	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	181,500.00	181,500.00	-	-
45	Donations	CMP	NO	NP-53.2 Emergency Cases	As Needed	N/A	As Needed	As Needed	Corporate Budget	3,025,000.00	3,025,000.00	-	Relief Goods

46	Christmas Celebration	CMP; AKPF	NO	NP-53.9 - Small Value Procurement	4th Quarter	N/A	4th Quarter	4th Quarter	Corporate Budget	1,316,500.00	1,316,500.00	-	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 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.
48	Christmas Corporate Giveaways	CMP; 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; AKPF	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	4,407,500.00	4,407,500.00	-	For external/ 3rd party partners
50	Other Corporate Activities (i.e. teambuilding, planning etc.)	CMP; HDH; DOTR; AKPF, GAD	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	17,514,100.00	17,514,100.00	-	For meetings, planning, awardings, Team Building it covers meals, admin logistics, prizes/awards, etc. and other related purposes
51	Other Corporate Activities (i.e. teambuilding, planning etc.)	CMP; HDH; DOTR; AKPF, GAD	NO	NP-53.10 Lease of Real Property ar	N/A	N/A	As Needed	As Needed	Corporate Budget	40,000,000.00	40,000,000.00	-	To showcase and recognize employees' talent, cooperation and creativity.
52	Cultural & Athletics A	CMP; AKPF	NO	NP-53.9 - Small Value Procurement	2nd Quarter	N/A	2nd Quarter	2nd Quarter	Corporate Budget	2,010,500.00	2,010,500.00	-	For activities promoting cooperation and unity among employees
53	Cultural & Athletics A	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	-	For activities promoting cooperation and unity among employees
54	Books	CMP;	NO	NP-53.9 - Small Value Procurement	As Needed	As Needed	As Needed	As Needed	Corporate Budget	30,000.00	30,000.00	-	-
55	Office Equipment	CMP; HDH; DOTR	NO	NP-53.9 - Small Value Procurement	As Needed	As Needed	As Needed	As Needed	Corporate Budget	1,794,000.00	-	1,794,000.00	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


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56	Semi-Expendable Office Equipment	CMP;	NO	NP-53.5 Agency-to-Agency	As Needed	As Needed	As Needed	As Needed	Corporate Budget	216,000.00	216,000.00	-	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	Semi-Expendable Furniture and Fixtures	CMP;	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	335,000.00	335,000.00	-	For Regional Offices Such as but not limited to Chairs, Tables, Ganchair, Cork Board, Whiteboard, Fire Extinguisher, Flipchart, Sofa, Guards Podium etc
58	IT Equipment	CMP;	NO	Competitive Bidding	1st Quarter	2nd Quarte	2nd Quarte	2nd Quarte	Corporate Budget	3,800,000.00	-	3,800,000.00	Such as but not limited to Printers, Scanners, Laptops, Desktops etc.
59	IT Software	CMP; HDH	NO	Competitive Bidding	As Needed	As Needed	As Needed	As Needed	Corporate Budget	7,314,000.00	-	7,314,000.00	-
60	Semi-Expendable - IT Equipment & Software	CMP;	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	225,000.00	225,000.00	-	-
61	Semi-expendable - other machineries	CMP;	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	208,000.00	208,000.00	-	For Head Office and nearby branch offices
62	Other MOOE	CMP; AKPF;	NO	NP-53.9 - Small Value Procurement	As Needed	N/A	As Needed	As Needed	Corporate Budget	5,019,500.00	5,019,500.00	-	-

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