

Project Procurement Management Plan (PPMP) 2021

FORM I-MANPOWER OR CONSULTANCY

SOCIAL HOUSING FINANCE CORPORATION

Office of the Board Secretary

BY INDIVIDUAL	COMPETENCY REQUIREMENT & PROJECT NAME	NO.	ESTIMATED BUDGET		NO. OF MONTHS	PROJECT DESCRIPTION	PURPOSE
			Monthly	Yearly			
1	Technical Staff -III	2	67,663.24	405,979.44	12	Agency hired	Writer/Technical support
2	Technical Staff - I	1	26,006.31	312,075.72	12	Agency hired	Administrative support
3	Messenger	1	15,536.17	186,434.04	12	Agency hired	Messenger
4	Attorney Due diligence consultant compliance	1	70,000.00	840,000.00		Consultant project based	To act as compliance officer
5	Consultant Liaise Congress/Senate	1	55,000.00	660,000.00	12	Consultant project based	Lobby for the passage of SHFDC Bill in Congress/Senate and other legal task assign from time to time
6	Driver	1	15,536.17	186,434.04	12	Agency hired	Chauffeur assigned to VP
7	Clerk	1	15,536.17	186,434.04	12	Agency hired	Admin staff
Total 7			P265,278.06	P3,183,336.72			

FORM II-CAPITAL OUTLAY SPECIAL EQUIPMENT, FURNITURE & FIXTURES

CODE		TECHNICAL SPECIFICATIONS	NO. OF ITEM S	ESTIMATED BUDGET	PROJECT NAME	PROJECT DESCRIPTION	PURPOSE
2021	01	Steel cabinet lateral	2	30,000			Storage
	02	Computer unit	2	80,000			New/Replacement
	03	Feeder scanner		47,000			New
	04	Heavy Printer with Xerox/Scanner	2	90,000			New
TOTAL 4				P247,000.00			

Project Procurement Management Plan (PPMP) 2021

FORM III-CORPORATE GROUP/DEPARTMENTAL ACTIVITIES

CODE		GENERAL DESCRIPTIONS	NO. OF PERSONNEL	ESTIMATED BUDGET	PROJECT NAME	PROJECT DESCRIPTION	SCHEDULE	PURPOSE
2021	01	MCLE seminar for lawyers	1	15,000	MCLE	MCLE	Indefinite	Mandatory for the lawyers to update their skills/professional to know how for the benefit of the corporation.
	02	Seminar, Planning activity for the Board of Directors & Officers	20	1,000,000	Seminar/planning or Training	Seminar/planning	Indefinite	GCG requirement to supplant their skills/directorship savvy as part of Board qualification/training and Part of corporate affair/team bldg.
	03	Seminar/Training (special request local)	2 or 3	30,000	seminar	seminar	Indefinite	Part of work re-tooling to keep abreast with current domestic corporate best practice
	04	Seminar/Training (reserved special request out-of-the-country) as needed only	No specific headcount	700,000	Seminar/study or visit	Seminar/study or visit	Indefinite	Part of work current world-class corporate best practices
	05	Travel expenses local (w/in Phils.)	No specific headcount	300,000	Seminar/training site visit	Seminar/training site visit	Indefinite	As need arises in the interest of the service
Total 5				₱2,045,000				

PER DIEM OF BOARD OF DIRETORS, REIMBURSABLE & TRAVEL EXPENSES

MEAL EXPENSES COMMITTEE & BOARD MEETINGS/OGCC LAWYERS MONTHLY & OTHER ALLOWANCES

CODE		GENERAL DESCRIPTIONS	NO. OF PERSONNEL	ESTIMATED BUDGET Per Meeting	ESTIMATED BUDGET Annual	PROJECT DESCRIPTION	SCHEDULE	PURPOSE
2021	01	Per diem Board Meeting (Board of Directors) Per BM Php15K x2max=P30K	7	210,000 (Monthly)	2,520,000	Two (2) meetings in a month or maximum of 24 meetings in a year	Monthly	Payment for per diem each meeting attended
	02	Per diem Committee Meeting (Board of Directors)	7	126,000	1,512,000	Two (2) meetings in a month or	Monthly	Payment for per diem each meeting attended

Project Procurement Management Plan (PPMP) 2021

		Per Committee Php9Kx2max=P18K		(Monthly)		maximum of 24 meetings in a year		
	03	Reimbursable expenses of Board of Directors	No specific headcount	-	240,000	Reimbursement each Director has a maximum of P60,000 per year	Monthly	Actual expenses incurred of each Board of Directors with justifiable reason at reasonable cost is subject for reimbursement.
	04	OGCC Lawyers GCAP4,000x4,AGCCP6,000x1	5	22,000 monthly	264,000	Monthly allowance	Monthly	Monthly allowance for the OGCC lawyers assigned to SHFC as GOCC counsel.
	05	Board/Committee Meeting Food, Accommodations & Airfare expenses of Board Directors & Officers	-	250,000 monthly	3,000,000	Board Meeting and Committee Meetings and Airfare expenses	Weekly & Monthly	Actual expenses incurred during the meetings conducted
	06	Chair 25K, Directors/alternate 20K-14pax, VIP's 6K-14pax	-	-	389,000	Giveaways	December	Christmas Giveaways
	07	Coffee capsule, milk, sugar & cup	Min. purchase 3 boxes	5,000 Monthly	60,000	Coffee	Monthly	For Committee & Board Meetings
TOTAL 7					₱7,985,000			

FORM IV-SUPPLIES & MATERIALS EXCLUSIVE UNIQUE

CODE		GENERAL DESCRIPTIONS	NO.	Unit Price	ESTIMATE D BUDGET	PROJECT DESCRIPTION	PURPOSE
2021	01	Storage Box	24 pcs.	250.00	6,000	Storage box	Safekeeping of Documents
TOTAL 01					6,000		

FORM V- FURNITURES & EQUIPMENTS (15th FLOOR INCLUDING BOARD ROOM FACILITIES & DIRECTORS LOUNGE) (FY 2020 & 2021)

CODE		GENERAL DESCRIPTIONS	NO.	Unit Price	ESTIMATE D BUDGET	PROJECT DESCRIPTION	PURPOSE
2021	01	Android TV with camera for videoconferencing	3 pcs.	65,000	195,000	Board Room 1, 2 & Directors Lounge	Screen for Presentation during the Committee and other meeting
	02	Conference Microphone with Audio and Sound System (fixed with complete accessories)	15pcs.	For canvass	150,000	Board Room 2 (15 th Floor) fixed conference microphone for the LONG TABLE	Committee and other Meetings
	03	Refrigerator Inverter, 8' cubic Auto-defrost	1	18,000	20,000	Directors Lounge	Directors Lounge
	04	Microwave	1	7,000	10,000	Microwave	Directors
	05	Aircon (Stand-type) Inverter	1	100,000	100,000	Board Room 2 (15 th Floor)	Back up aircon
	06	Projector HDMI latest version slim type for android tv	2	20,000-25,000	50,000	Fixed at Board Room 2 (15 th Floor) and OBS for outside use meeting	Screen presentation during the meeting
	07	Sofa good for 3 pax/seat, with Center table	5pcs	15,000-18,000	100,000	Sofa for the guest waiting area and directors lounge	Directors Lounge, Waiting Area for presenter
	08	Cubicle table	8pcs	40,000	320,000	Replacement of office table for staff	OBS Staff table
	09	Small clerk table	1	6,000	10,000	Board Room 2, Laptop presentation during the committee meeting	Committee and other meetings
	10	Chairs	15pcs.	For canvass	50,000	Board Room 2 (15 th Floor) for the presenter chairs	Committee and other meetings
	11	Conference Table (long/ presidential type)		For Canvass	150,000	Board Room 2 (15 th Floor) Fixed conference table at least 15 capacity	Committee/Conference meeting
	12	Conference Chairs	15pcs.	For Canvass	200,000	Board Room 2 (15 th Floor) Fixed conference table at least 15 capacity	Committee/Conference meeting
	13	Conference Table with 6 chairs	1 set	30,000-35,000	35,000	Directors Lounge	Directors lounge
	14	Complete Utensils plate, glass, coffee cup, spoon, fork, wine glass, knife	set	100-300 or set	100,000	Board of Directors utensils	Committee meeting
	15	Coffee maker automatic grind brew 12 cup coffee maker	1	15,000	15,000	Board of Directors	Committee meeting

Project Procurement Management Plan (PPMP) 2021


	16	Automatic hand dryer for men & women bathroom	2	5,000	10,000	Bathroom	Directors and Guest
	17	One (1) year supply tissue	1 yr. supply	500	6,000	Bathroom	Directors and Guest
	18	heavy duty tissue dispenser for men & women bathroom	2	2,000	5,000	Bathroom	Directors and Guest
	19	Personal Cabinet for Board Directors /pedestal	4pcs	5,000-6,000	30,000	Board of Directors PSR	Director Lounge
	20	White wide screen	2pcs	10,000	20,000	Board Room 2	For presentation
TOTAL		20			1,576,000		

Total estimated budget ₱15,022,356.70

Prepared by:


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OBS-EA

Noted by:


ATTY. MELANIE B. VALENCIANO
Acting Board Secretary

Date: 30 March 2020