

UCPB Leasing and Finance Coporation's Annual Procurement Plan for FY 2021

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement				Source of Funds	Estimated Budget (PHP)			Remarks (brief description of Program/Activity/Project)
				Advertisment/Posting	Submi ssion/ Openi	Notice of Award	Contract Signing		Total	MOOE	CO	
SUPPLIES AND MATERIALS												
	Common-use office supplies and equipment	ULFC	NP-53.5 Agency-to-Agency	Quarterly				Corporate Budget	438,306.52	438,306.52		To be purchased at the PS-DBM Store. Please see attached APP-CSE.
	Toners	ULFC	Shopping	within the FY 2021				Corporate Budget	105,666.60	105,666.60		Miscellaneous expense pursuant to normal business requirement
OFFICE EQUIPMENT												
	Common-use office supplies and equipment (not available at PS-DBM store)	ULFC	Shopping	within the FY 2021				Corporate Budget	100,000.00	100,000.00		For other office supplies and equipment not available at PS-DBM.
IT EQUIPMENT												
	Laptops/Desktops	ULFC	NP-53.9 - Small Value Procurement	within the FY 2021				Corporate Budget	250,000.00		250,000.00	To replace existing units that are with technical failures and also to be used by the new or additional employees
	Printer	ULFC	NP-53.9 - Small Value Procurement	within the FY 2021				Corporate Budget	14,000.00		14,000.00	Replacement of existing defective printer
	Computer Parts and Accessories	ULFC	NP-53.9 - Small Value Procurement	within the FY 2021				Corporate Budget	50,000.00		50,000.00	For replacement of defective computer parts and accessories
COMMUNICATION SERVICES												
	Postage and Deliveries (metered stamps and courier service)	ULFC	NP-53.9 - Small Value Procurement	monthly	N/A	monthly	monthly	Corporate Budget	100,000.00	100,000.00		For delivery of official communications
TRAVEL EXPENSES												
	Local Travel	ULFC	NP-53.9 - Small Value Procurement	as the need arises				Corporate Budget	200,000.00	200,000.00		Airline tickets requirement for local travels needed for official business transactions
TRAINING EXPENSES												
	Training/Seminars	ULFC	NP-53.9 - Small Value Procurement	within the FY 2021				Corporate Budget	100,000.00	100,000.00		Business requirement to enhance competency of employees
	Team Building	ULFC	NP-53.9 - Small Value Procurement	within the FY 2021				Corporate Budget	25,000.00	25,000.00		Business requirement for the improvement and development of ULFC personnel
GENERAL SERVICES												
	Janitorial and Messengerial services	ULFC	NP-53.9 - Small Value Procurement	within the FY 2021				Corporate Budget	970,000.00	970,000.00		Miscellaneous expense pursuant to normal business requirement
	Other general support services	ULFC	NP-53.9 - Small Value Procurement	as the need arises				Corporate Budget	500,000.00	500,000.00		Includes hauling, trucking, and other general support services
REPAIRS AND MAINTENANCE												
	Minor repairs	ULFC	NP-53.9 - Small Value Procurement	within the FY 2021				Corporate Budget	25,000.00	25,000.00		Repair and maintenance of ULFC's office. To include replacement of defective lights bulbs, flourescent lights, tiles, etc
RENTALS AND SUBSCRIPTION												
	Warehouse	ULFC	NP-53.10 Lease of Real Property and Venue	Oct-21	N/A	Oct-21	Oct-21	Corporate Budget	3,705,347.76	3,705,347.76		Rent of warehouse for the repossessed personal properties and others
	Printer/Copier	ULFC	NP-53.9 - Small Value Procurement	within the FY 2021				Corporate Budget	210,773.47	210,773.47		Annual rental of photocopying machines needed n the operations of ULFC
	Subscription materials	ULFC	NP-53.9 - Small Value Procurement	within the FY 2021				Corporate Budget	20,000.00	20,000.00		Miscellaneous expense, to include newspapers, manuals, business books and magazines, pursuant to normal business requirement
IT SOFTWARE												
	Software maintenance	ULFC	NP-53.9 - Small Value Procurement	Apr-21	N/A	Apr-21	Apr-21	Corporate Budget	28,600.00		28,600.00	Software application and maintenance needed
	MS SQL 2017 with SA	ULFC	NP-53.5 Agency-to-Agency	May-21	N/A	May-21	May-21	Corporate Budget	2,073,697.60		2,073,697.60	Software application and maintenance needed
	Various Softwares	ULFC	NP-53.9 - Small Value Procurement	within the FY 2021				Corporate Budget	549,000.00		549,000.00	Software application and maintenance needed

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PROFESSIONAL/CONSULTANCY SERVICES											
	Appraisal Services (third party)	ULFC	NP-53.9 - Small Value Procurement	as the need arises				Corporate Budget	500,000.00	500,000.00	Miscellaneous expense pursuant to normal business requirement
UTILITY EXPENSES											
	Water and Electricity	ULFC	Direct Contracting	monthly	N/A	monthly	monthly	Corporate Budget	1,122,000.00	1,122,000.00	Public utility vital in the continuity of business operations
	Telecommunication	ULFC	Direct Contracting	monthly	N/A	monthly	monthly	Corporate Budget	396,000.00	396,000.00	Public utility vital in the continuity of business operations
	Gasoline and other petroleum products	ULFC	NP-53.9 - Small Value Procurement	monthly	N/A	monthly	monthly	Corporate Budget	144,000.00	144,000.00	Fuel, Oil, Lubricants needed for use of office vehicles in connection with the conduct of various official travels/functions.
OTHER MAINTENANCE AND OPERATING EXPENSES											
	Marketing Collaterals a. Brochures b. Flyers	ULFC	NP-53.9 - Small Value Procurement	within the FY 2021				Corporate Budget	30,000.00	30,000.00	Regular business requirement for product marketing
	Publication and Advertising expense	ULFC	NP-53.9 - Small Value Procurement	within the FY 2021				Corporate Budget	100,000.00	100,000.00	Miscellaneous expense pursuant to normal business requirement

TOTAL: 11,757,391.95 8,792,094.35 2,965,297.60

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Legal/Procurement Officer

Recommending Approval:
Warren B. Concepcion
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Algerico A. Mastuba
Member

Cesar I. Balingit, Jr.
Cesar I. Balingit, Jr.
Member

Elenita Dela Cruz
Elenita Dela Cruz
Member

Duly Delegated Authority:

Mercy K. Chua

Mercy K. Chua
OIC, Duly authorized representative of the ULFC Board of Directors (Head of the Procuring Entity/HoPE)

Approved
 Disapproved