

UCPB Leasing and Finance Corporation's Annual Procurement Plan for FY 2022

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)
				Advertisement/Posting	Submission/Opening	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	391,537.43	391,537.43		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	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; one skill development seminar
	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
	Car transport services	ULFC	NP-53.9 - Small Value Procurement	within the FY 2022				Corporate Budget	960,000.00	960,000.00		Transport services within Metro Manila and entire Luzon necessary for the day-to-day operations of ULFC
	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. Lights bulbs and flourscent lights are defective, tiles, etc
RENTALS												
	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
IT SOFTWARE												
	Software maintenance MS SQL 2017 with SA license	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
		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; anti-virus and microsoft office

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; monitoring and inspection of leased and
	Conduct of Valuation and Issue Fairness Opinion	ULFC	NP-53.9 - Small Value Procurement	within the FY 2021				Corporate Budget	700,000.00	700,000.00		Engagement of the Independent Valuation Expert to conduct a valuation and issue fairness opinion
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.
MAINTENANCE AND OPERATING EXPENSES												
	Marketing Collaterals	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; brochures, flyers and calling cards
	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
								SUBTOTAL:	9,645,275.10	6,679,977.50	2,965,297.60	
	4% Contingency Fund (Foreseeable Emergencies)	ULFC	NP-53.9 - Small Value Procurement	within the FY 2021				Corporate Budget	267,199.10	267,199.10		Miscellaneous expense pursuant to normal business requirement

TOTAL: 9,912,474.20 6,947,176.60 2,965,297.60

Prepared by: Atty. Pearl Marjorie G. Vidal
Legal Officer

Recommending Approval

Atty. Warren B. Concepcion
BAC Chairperson

María Luisa S. Gopico
BAC Vice Chairperson

Elenita T. Dela Cruz
Member

Emma N. Portugalete
Alternate Member

Cesar I. Balangit, Jr.
Member

Iryna E. Japson
Member

Duly Delegated Authority:

Kristine Marie G. Cuevas
OIC; Duly authorized representative of the ULFC Board of Directors (Head of the Procuring Entity/HoPE)

Approved
 Disapproved