

LBP INSURANCE BROKERAGE, INC.
ANNUAL PROCUREMENT PLAN FOR C.Y. 2019

CODE (PAP)	PROCUREMENT PROGRAM/PROJECT	PMO/ END USER	MODE OF PRUCREMENT	SCHEDULE OF PROCUREMENT ACTIVITY				Source of Funds	ESTIMATED BUDGET (PHP)			REMARKS (Brief Description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
1	Procurement of (1) unit Laptop	LIBI-Gen. Manager	Small Value Procurement (Sec. 53.9)	1st Quarter- 2019	1st Quarter- 2019	1st Quarter- 2019	1st Quarter- 2019	Corporate Operating Budget	70,000.00	70,000.00		For replacement of slow/defective unit
2	Procurement of (1) unit Electronic Typewriter	LIBI-Personnel	Small Value Procurement	1st Quarter- 2019	1st Quarter- 2019	1st Quarter- 2019	1st Quarter- 2019	do	30,000.00	30,000.00		For replacement of old effective unit
3	Replacemen of LIBI I.D with Lace	LIBI-Personnel	Small Value Procurement (Sec. 53.9)	1st Quarter- 2019	1st Quarter- 2019	1st Quarter- 2019	1st Quarter- 2019	do	20,000.00	20,000.00		Replacement of Old I.D's
4	LIBI Team Building	LIBI	Small Value Procurement (Sec. 53.9)	1st Quarter- 2019	1st Quarter- 2019	1st Quarter- 2019	1st Quarter- 2019	do	300,000.00	300,000.00		For Annual Team Building Activities
5	Restoration/Polish of LIBI Conference Table	LIBI	Small Value Procurement (Sec. 53.9)	1st Quarter- 2019	1st Quarter- 2019	1st Quarter- 2019	1st Quarter- 2019	do	100,000.00	100,000.00		To restore the original color and designed of LIBI Conference table
6	Customer Satisfaction Survey	LIBI	Government to Government (Sec.53.5)	1st Quarter- 2019	1st Quarter- 2019	1st Quarter- 2019	1st Quarter- 2019	do	1,000,000.00	1,000,000.00		For annual customer satisfaction survey
7	Digitla Advertisement Service & Equipment	LIBI	Small Value Procurement (Sec. 53.9)	1st Quarter- 2019	1st Quarter- 2019	1st Quarter- 2019	1st Quarter- 2019	do	150,000.00	150,000.00		For ARTA Compliance
8	Firewall/Data Switches Device	I.T Personnel	Government to Government (Sec.53.5)	2nd Quarter - 2019	2nd Quarter - 2019	2nd Quarter - 2019	2nd Quarter - 2019	do	300,000.00		300,000.00	For the replacement of old firewall device to lessen network interruption/downtime
9	PABX SYSTEM	I.T Personnel	Public Bidding	2nd Quarter - 2019	2nd Quarter - 2019	2nd Quarter - 2019	2nd Quarter - 2019	do	1,200,000.00		1,200,000.00	For upgrading of telephone system
10	Fiber Optic Internet Connection	I.T Personnel	Small Value Procurement (Sec. 53.9)	3rd Quarter - 2019	3rd Quarter - 2019	3rd Quarter - 2019	3rd Quarter - 2019	do	700,000.00		700,000.00	For the replacement of slow and unreliable network connection to lessen business interruption
11	Disaster Recovery for Data Back-Up	I.T Personnel	Government to Government (Sec.53.5)	3rd Quarter - 2019	3rd Quarter - 2019	3rd Quarter - 2019	3rd Quarter - 2019	do	2,000,000.00		2,000,000.00	For data back-up and protection services
12	Strategic/Corporate Planning	LIBI	Small Value Procurement (Sec. 53.9)	4th Quarter- 2019	4th Quarter- 2019	4th Quarter- 2019	4th Quarter- 2019	do	300,000.00	300,000.00		For Annual Corporate Management Planning
13	Monthly checking and quarterly general cleaning for the Preventive Maintenance of LIBI & MSI VRF-Airconditioning System	LIBI	Small Value Procurement (Sec. 53.9)	Quarterly - 2019	Quarterly - 2019	Quarterly - 2019	Quarterly - 2019	do	1,600,000.00	1,600,000.00		For the monthly preventive maintenance & quarterly general cleaning of (36) units VRF airconditioning System of LIBI & MSI office & other possible repairs
14	Carpet Cleaning	LIBI	Small Value Procurement (Sec. 53.9)	Semi-Annually - 2019	Semi-Annually - 2019	Semi-Annually - 2019	Semi-Annually - 2019	do	40,000.00		40,000.00	Annual Cleaning of LIBI Carpet
15	Procurement of (5) units PC'S	LIBI	Small Value Procurement (Sec. 53.9)	AS NEEDED - 2019	AS NEEDED - 2019	AS NEEDED - 2019	AS NEEDED - 2019	do	150,000.00		150,000.00	For replacemen t of old P/C & possible replacement during Breakdown
16	Six (6) units Uninterruptible Power Supply (UPS) for SERVER Room & Marketing & Admin.	LIBI SERVER ROOM	Small Value Procurement (Sec. 53.9)	AS NEEDED - 2019	AS NEEDED - 2019	AS NEEDED - 2019	AS NEEDED - 2019	do	300,000.00		300,000.00	Back-up for power interruption for LIBI server room, Admin. Accounting and Marketing Division
17	Filing Cabinet (7) Units	Marketing, Admin. & Accounting	Small Value Procurement (Sec. 53.9)	AS NEEDED - 2019	AS NEEDED - 2019	AS NEEDED - 2019	AS NEEDED - 2019	do	140,000.00		140,000.00	For replacement of old defective units
18	SEMINARS/TRAININGS	LIBI-Personnel	Direct Contracting	AS NEEDED - 2019	AS NEEDED - 2019	AS NEEDED - 2019	AS NEEDED - 2019	do	1,000,000.00	1,000,000.00		For Continuous educational training & level of competency of LIBI-Personnel
TOTAL									9,400,000.00	4,570,000.00	4,830,000.00	

RECOMMENDED BY: ANTONETTE C. SERAPIC
Administrative Head

Certified Funds Available/
Certified Appropriate Funds Available: SHIRLEY A. PALAPAL

APPROVED BY: TOMAS T. DELON, JR.
President, CEO