

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

CODE (PA/P)	PROCUREMENT PROGRAM/PROJECT	PMO/END USER	MODE OF PROCUREMENT	SCHEDULE OF PROCUREMENT ACTIVITY				ESTIMATED BUDGET (P/P)		REMARKS		
				Add/Post of Bid/NEI	Sub/Open of Bids	Notice of Award	Contract Signing	Source of Funds	Total Made		CO	
1	LIBI Office Renovation	LIBI	Government to Government	1st Quarter - 2019	1st Quarter - 2019	1st Quarter - 2019	1st Quarter - 2019	do	6,650,000.00	6,650,000.00	Replacement/renovation of old ceiling, change of carpets, replacement of lighting systems (replace to LED lights) including supply of materials, labor tools, equipments and process of permits to the City Government of Makati for the improvement of LIBI Office	
2	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	
3	Windows 10 Operating System (OS)	LIBI	Small Value Procurement (Sec. 53.9)	1st Quarter - 2019	1st Quarter - 2019	1st Quarter - 2019	1st Quarter - 2019	do	250,000.00	250,000.00	Replacement for the existing operating system (upgrade into latest version of OS)	
4	LIBI Team Building	LIBI	Small Value Procurement (Sec. 53.9)	1st Quarter - 2019	1st Quarter - 2019	1st Quarter - 2019	1st Quarter - 2019	do	200,000.00	200,000.00	For Annual Team Building Activities	
5	Microsoft Office License 2016	LIBI	Small Value Procurement (Sec. 53.9)	2nd Quarter - 2019	2nd Quarter - 2019	2nd Quarter - 2019	2nd Quarter - 2019	do	250,000.00	250,000.00	Upgrade to latest office tools for day-to-day productivity	
6	Firewall/Data Switches Device	LIBI	Small Value Procurement (Sec. 53.9)	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	
7	Fiber Optic Internet Connection	LIBI	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	
8	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	
9	Corporate Planning	LIBI	Small Value Procurement (Sec. 53.9)	4th Quarter - 2019	4th Quarter - 2019	4th Quarter - 2019	4th Quarter - 2019	do	150,000.00	150,000.00	For Annual Corporate Management Planning	
10	Rental of Office Equipments (rendered by Fuji Xerox & Star Laser) & Possible repairs of Old Equipments	LIBI	Direct Contracting	Monthly - 2019	Monthly - 2019	Monthly - 2019	Monthly - 2019	do	800,000.00	800,000.00	Monthly rental rendered by Fuji Xerox & Star Laser including Possible repair of old office equipments	
11	LBC MAILING	LIBI	Direct Contracting	Monthly - 2019	Monthly - 2019	Monthly - 2019	Monthly - 2019	do	900,000.00	700,000.00	Mailing of various of documents rendered by LBC	
12	Monthly checking and quarterly general cleaning for the Preventive Maintenance of LIBI & MSI Airconditioning System	LIBI	Direct Contracting	Quarterly - 2019	Quarterly - 2019	Quarterly - 2019	Quarterly - 2019	do	896,000.00	896,000.00	For the preventive maintenance of (36) units VRF airconditioning System of LIBI & MSI office. (see attached scope of works and services)	
13	Procurement of (5) units PCs	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 replacement of old P.C & possible replacement during Breakdown	
14	Back-up Storage	LIBI	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	For additional storage for back-ups and server storage needs	
15	Acquisition of (5) Dot Matrix Printer	LIBI	DBM+MS	AS NEEDED - 2019	AS NEEDED - 2019	AS NEEDED - 2019	AS NEEDED - 2019	do	50,000.00	50,000.00	For possible replacement of 2 old units 3 for Marketing Dept. per team	
16	Four (4) units Uninterruptible Power Supply (UPS) for SERVER	LIBI	Small Value Procurement (Sec. 53.9)	AS NEEDED - 2019	AS NEEDED - 2019	AS NEEDED - 2019	AS NEEDED - 2019	do	120,000.00	120,000.00	Back-up for power interruption for LIBI server	
17	Adobe Photoshop	LIBI	Small Value Procurement (Sec. 53.9)	AS NEEDED - 2019	AS NEEDED - 2019	AS NEEDED - 2019	AS NEEDED - 2019	do	50,000.00	50,000.00	For annual report and enhancement of website	
18	Filing Cabinet (6) Units	LIBI	Small Value Procurement (Sec. 53.9)	AS NEEDED - 2019	AS NEEDED - 2019	AS NEEDED - 2019	AS NEEDED - 2019	do	120,000.00	120,000.00	For replacement of defective units	
19	Repair and Maintenance of LIBI (4) Units Service Vehicle	LIBI	Small Value Procurement (Sec. 53.9)	AS NEEDED - 2019	AS NEEDED - 2019	AS NEEDED - 2019	AS NEEDED - 2019	do	400,000.00	400,000.00	For PMS, change of batteries, tires, and other possible repairs	
20	SEMINARS/TRAININGS	LIBI	Direct Contracting	AS NEEDED - 2019	AS NEEDED - 2019	AS NEEDED - 2019	AS NEEDED - 2019	do	300,000.00	300,000.00	For Continuous educational training & level of competency of LIBI Personnel	
TOTAL								do	12,726,000.00	3,346,000.00	9,380,000.00	

RECOMMENDED BY: *Antoinette C. Serrano*
ANTOINETTE C. SERRANO
Administrative Head

Certified Funds Available/
Certified Appropriate Funds Available: *Shirley A. Palaso*

APPROVED BY: *Thomas T. De Leon, Jr.*
TOMAS T. DE LEON, JR.
President & CEO