

LBPI INSURANCE BROKERAGE, INC.
ANNUAL PROCUREMENT PLAN FOR C.Y 2014

CODE (P AP)	PROCUREMENT PROGRAM/PROJECT	PMO/ END USER	MODE OF PROCUREMENT	SCHEDULE OF PROCUREMENT ACTIVITY				ESTIMATED BUDGET (PHP) TOTAL COST PER UNIT	Mode of Payments	REMARKS		
				AS NEEDED Pre proc. conf.	AS NEEDED Notice to Proceed	Completion Delivery	Acceptance/ turnover				Source of Funds	
1	Procurement of 16 units PC to replace defective unserviceable units	LIBI & FOREX PERSONNEL	SHOPPING	do	do	do	do	do	do	384,000.00 @ 16 units	30 days after delivery/ completion	To replace old P.C's which are more than 5 yrs (the said units need constant maintenance and there is possibility to breakdown)
2	DATA CENTER	LIBI	Bidding	do	do	do	do	do	do	1,300,000.00	do	For the hosting and operation of LIBI's Data System
3	Unified Threat Management/ Firewall network security	Admly/LIBI Personnel	Canvass/shopping DBM	do	do	do	do	do	do	120,000.00	do	Firewall network security
4	1 unit Uninterruptible Power Supply (UPS)	LIBI SERVER ROOM	SHOPPING	do	do	do	do	do	do	45,000.00	do	Old UPS might break down due to old one/ back-up for power interruption & security for LIBI Server
5	Acquisition of 4 Printers	LIBI PERSONNEL	do	do	do	do	do	do	do	2 @8,500.00/Unit 2 @ 30,000.00/Unit	do	For possible replacement of old units
5	Acquisition of 1 unit MFD Printer	LIBI PERSONNEL	do	do	do	do	do	do	do	11,000.00/Unit	do	Back-up for copier when full of operation
7	ANTI-VIRUS	LIBI PERSONNEL	Canvass/Shopping/ DBM	do	do	do	do	do	do	80,000.00	do	For network security to prevent intrusion & blocking of unnecessary sites & USB Ports (60 license)
8	Recorder	Admly.	Canvass/Shopping	do	do	do	do	do	do	8,000.00	do	For possible replacement. Use during Excom & Board meeting
9	Repair/Cleaning LIBI & LCDFI Airconditioned (left & right wing)	LIBI OFFICE	Canvass/Shopping	do	do	do	do	do	do	150,000.00	do	Repair and Maintenance of LIBI Airconditioning/ unexpected repair such as replacement of acc. Valve, bearings & other Parts including Bimonthly Preventive Maintenance. (LIBI & LCDFI) wing
10	10 Pcs Mono-block Chairs	LIBI OFFICE	do	do	do	do	do	do	do	3,500.00	do	For LIBI staff meetings, Seminars & other activities
11	Procurement/Trade-in 1 Unit SERVICE VEHICLE	LIBI Officers	PUBLIC BIDDING/ DBM/LEASE	Upon approved	Upon approved	do	do	do	do	812,000.00	do	Replacement of 2009 Toyota Vios
12	Rental of 1 Unit Stand Alone Copier Machine	LIBI-FOREX	Canvass/Shopping	do	do	do	do	do	do	.56/copy	do	To replace old unit.
13	LIBI-FOREX (PAGCOR) (office Equipments)	LIBI-FOREX	Canvass/Shopping	do	do	do	do	do	do	140,000.00	do	The equipment will be use for possible outlet at PAGCOR
14	CCTV SECURITY CAMERA	LIBI	do	do	do	do	do	do	do	104,000.00	do	Supply & Installation surveillance with monthly 24/7 monitoring services & CCTV maintenance
15	Pest Control	LIBI	do	Quarterly	Quarterly	do	do	do	do	7,200.00	do	Quarterly Pest control for continuous sanitation
16	Carpet Cleaning	LIBI	do	Annually	Annually	do	do	do	do	18,000.00	do	Annual Cleaning of LIBI Carpet

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RECOMMENDED BY: ANTONETTE C. SERAPIO
Administrative Head

APPROVED BY: GEORGER FRANCISCO
General Manager

