

LBP INSURANCE BROKERAGE, INC.
ANNUAL PROCUREMENT PLAN FOR C.Y 2016

CODE (PAP)	PROCUREMENT PROGRAM/PROJECT	PMO/END USER	MODE OF PROCUREMENT	SCHEDULE OF PROCUREMENT ACTIVITY			ESTIMATED BUDGET (P/H) TOTAL COST PER UNIT	TOTAL	Mode of Payments	REMARKS (Brief Description of Program/Project)
				Pre-proc. conf.	Notice to Procured	Delivery Completion				
1	Procurement of 11 units PCs	LIBI & FOREX PERSONNEL	DBM-PS/Canvass/ Shopping	AS NEEDED	AS NEEDED	Atleast 15 days depend on the availability of stock	24,000.00	264,000.00	30 days after delivery/ completion	For replacement of old PC & possible replacement during breakdown
2	Procurement of 1 unit Laptop	LIBI	do	do	do	do	30,000.00	30,000.00	do	For presentation of reports every committee meetings, training & seminars
3	Documents Tracking System	LIBI	do	do	do	do	300,000.00	400,000.00	do	For tracking/tracing of documents
4	Timekeeping and Payroll System	LIBI	DBM-PS/Canvass/ Shopping	do	do	do	200,000.00	200,000.00	do	To replace old payroll system
5	1 unit Uninterruptible power Supply (UPS) for SERVER	LIBI SERVER ROOM	DBM-PS/Canvass/ Shopping	do	do	do	45,000.00	45,000.00	do	Back-up for power interruption for LIBI server
6	1 unit Uninterruptible power supply (UPS) for personal computers	LIBI PERSONNEL	DBM-PS/Canvass/ Shopping	do	do	do	8,000.00	144,000.00	do	Backup for power interruption for LIBI PERSONAL COMPUTERS
7	Acquisition of 3 Dot Matrix Printer	LIBI PERSONNEL	DBM-PS/Canvass/ Shopping	do	do	do	8,000.00	24,000.00	do	For possible replacement of old units 1 for Accounting & 2 for (Marketing)
8	Repair/cleaning of LIBI (left & Right wing)	LIBI OFFICE	Canvass/shopping	do	do	do	250,000.00	250,000.00	do	Repair and Maintenance of LIBI Airconditioning/ unexpected repair such as replacement of Compressor, acc. Valve, bearings, cleaning & other parts including Bimonthly Preventive Maintenance. (Left & Right wing)
9	Replacement of Lighting System	LIBI	G to G	do	do	do	475,000.00	475,000.00	do	Replacement of Electrical lighting system to LED including emergency lights, supply of material, labor, tools & equipments
10	Multi-function Device (2) units	LIBI	DBM-PS/Canvass/ Shopping	do	do	do	10,000.00	20,000.00	do	For possible replacement of old units
11	Carpet Cleaning	LIBI	do	Semi-Annually	Semi-Annually	do	16,000.00	32,000.00	do	Annual Cleaning of LIBI Carpet
12	SEMINAR/TRAINING	LIBI- Personnel	Direct Contacting	AS NEEDED	AS NEEDED	do	200,000.00	200,000.00	do	For Continuous educational training & level of competency of LIBI-Personnel
13	GQMS Seminar	LIBI	Direct Contacting	AS NEEDED	AS NEEDED	do	600,000.00	600,000.00	do	Mandatory requirements of GCG
14	7 Units CLERICAL CHAIR	LIBI	DBM-PS/Canvass/	do	do	do	6,000.00	42,000.00	do	Chair for the office of 3 B.O & replacement of defective clerical chairs
14	ANTI-VIRUS Software	LIBI	DBM-PS/Canvass/	AS NEEDED	AS NEEDED	do	150,000.00	150,000.00	do	For protection, detections & removal of spyware & malware
15	RENOVATION OF LIBI OFFICE (Formerly CDFI)	LIBI & MSI Personnel	Gov't. to Gov't. / LBDMC	AS NEEDED	AS NEEDED	do	900,000.00	900,000.00	do	For expansion LIBI Office & to be leased by Masagang Sakahan, Inc. (MSI)
							TOTAL	4,984,000.00		

RECOMMENDED BY: ANTONETTE C. SERAFIO
Administrative Head

Certified Funds Available/
Certified Appropriate Funds Available

Accounting Head

APPROVED BY: GEORGE V. FRANCISCO
President & CEO