

LBP INSURANCE BROKERAGE, INC.
ANNUAL PROCUREMENT PLAN FOR C.Y. 2020

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	Reorganization/Competency Conference	LIBI	Small Value Procurement (Sec. 53.9)	1st Quarter- 2020	1st Quarter- 2020	1st Quarter- 2020	1st Quarter- 2020	do	300,000.00	300,000.00		For Annual Team Building Activities
2	Procurement of Photoshop License	I.T Personnel	Government to Government (Sec.53.5)	1st Quarter- 2020	1st Quarter- 2020	1st Quarter- 2020	1st Quarter- 2020	do	10,000.00		10,000.00	For annual customer satisfaction survey
3	Procurement of (1) Unit Binding Machine (Wire & Plastic)	LIBI	Small Value Procurement (Sec. 53.9)	1st Quarter- 2020	1st Quarter- 2020	1st Quarter- 2020	1st Quarter- 2020	do	30,000.00		30,000.00	For binding of documents/reports
4	Procurement of Adobe Enterprise License	I.T Personnel	Small Value Procurement (Sec. 53.9)	1st Quarter- 2020	1st Quarter- 2020	1st Quarter- 2020	1st Quarter- 2020	do	300,000.00		300,000.00	For PDF editing
5	Procurement of (1) Unit 4 Terabyte External Drive	I.T Personnel	Small Value Procurement (Sec. 53.9)	1st Quarter- 2020	1st Quarter- 2020	1st Quarter- 2020	1st Quarter- 2020	do	20,000.00		20,000.00	For Back-up file storage of the General Manager
6	Procurement of (1) Unit Laser Printer	Gen. Manager	Small Value Procurement (Sec. 53.9)	1st Quarter- 2020	1st Quarter- 2020	1st Quarter- 2020	1st Quarter- 2020	do	25,000.00		25,000.00	For replacement of Deskjet Printer assigned to the General Manager
7	Procurement of (1) Unit Desk Lamp	Gen. Manager	Small Value Procurement (Sec. 53.9)	1st Quarter- 2020	1st Quarter- 2020	1st Quarter- 2020	1st Quarter- 2020	do	5,000.00		5,000.00	Desk lamp for the office of the General Manager
8	Replacement of LIBI Office furnitures & Fixtures including Restoration/Polish of LIBI Conference Table & replacement of roller blinds	LIBI	Public Bidding	1st Quarter- 2020	1st Quarter- 2020	1st Quarter- 2020	1st Quarter- 2020	do	3,600,000.00	3,600,000.00		Replacement of office furniture & fixtures including restoration of the original color and designed of LIBI Conference table & replacement of rooler blinds
9	Procurement of (1) Unit Cross Shredder	LIBI	Small Value Procurement (Sec. 53.9)	1st Quarter- 2020	1st Quarter- 2020	1st Quarter- 2020	1st Quarter- 2020	do	45,000.00		45,000.00	For replacement of old shredder
10	External DVD Burner	I.T Personnel	Small Value Procurement (Sec. 53.9)	1st Quarter- 2020	1st Quarter- 2020	1st Quarter- 2020	1st Quarter- 2020	do	10,000.00		10,000.00	For CD/DVD Writing requirements of the General Manager
11	Renewal of License of Firewall	I.T Personnel	Small Value Procurement (Sec. 53.9)	1st Quarter- 2020	1st Quarter- 2020	1st Quarter- 2020	1st Quarter- 2020	do	100,000.00	100,000.00		Renewal of Fire License
12	PABX SYSTEM	I.T Personnel	Public Bidding	2nd Quarter - 2020	2nd Quarter - 2020	2nd Quarter - 2020	2nd Quarter - 2020	do	1,200,000.00		1,200,000.00	For upgrading of telephone system
13	Website Digitization for LIBI's Public Disclosures	LIBI	Public Bidding	2nd Quarter - 2020	2nd Quarter - 2020	2nd Quarter - 2020	2nd Quarter - 2020	do	1,500,000.00	1,500,000.00		For Website Digitization
14	Additional (10) UPS	LIBI	Small Value Procurement (Sec. 53.9)	2nd Quarter - 2020	2nd Quarter - 2020	2nd Quarter - 2020	2nd Quarter - 2020	do	100,000.00		100,000.00	Additional UPS for PC's
15	Procurement of Load Balancer Device	I.T Personnel	Small Value Procurement (Sec. 53.9)	2nd Quarter - 2020	2nd Quarter - 2020	2nd Quarter - 2020	2nd Quarter - 2020	do	500,000.00		500,000.00	For I.T Infrastructure Program Implementation
16	Upgrade of Operating System (O.S)	I.T Personnel	Small Value Procurement (Sec. 53.9)	2nd Quarter - 2020	2nd Quarter - 2020	2nd Quarter - 2020	2nd Quarter - 2020	do	600,000.00	600,000.00		Upgrading of Operating System (O.S) of LIBI
17	Procurement of two (2) Units Service Vehicle	LIBI	Government to Government (Sec.53.5)	3rd Quarter - 2020	3rd Quarter - 2020	3rd Quarter - 2020	3rd Quarter - 2020	do	5,000,000.00		5,000,000.00	For LIBI day-to-day operations and LIBI Executive Functions
18	Renewal of License of WEB Hosting	I.T Personnel	Small Value Procurement (Sec. 53.9)	3rd Quarter - 2020	3rd Quarter - 2020	3rd Quarter - 2020	3rd Quarter - 2020	do	80,000.00	80,000.00		Renewal of Web Hosting Liscense
19	Procurement of (5) Units PC's	I.T Personnel	Small Value Procurement (Sec. 53.9)	3rd Quarter - 2020	3rd Quarter - 2020	3rd Quarter - 2020	3rd Quarter - 2020	do	250,000.00		250,000.00	Replacement of Old Personal Computer
20	Customer Satisfaction Survey	LIBI	Small Value Procurement (Sec. 53.9)	3rd Quarter - 2020	3rd Quarter - 2020	3rd Quarter - 2020	3rd Quarter - 2020	do	600,000.00	600,000.00		For annual customer satisfaction survey
21	Renewal of Email System Subscription	LIBI	Direct Contracting	4th Quarter- 2020	4th Quarter- 2020	4th Quarter- 2020	4th Quarter- 2020	do	600,000.00	600,000.00		For LIBI Email System/Subscription
22	Strategic/Corporate Planning	LIBI	Small Value Procurement (Sec. 53.9)	4th Quarter- 2020	4th Quarter- 2020	4th Quarter- 2020	4th Quarter- 2020	do	300,000.00	300,000.00		For Annual Corporate Management Strategic Planning
23	Renewal of Chatbot Licensing and Hosting	LIBI	Direct Contracting	4th Quarter- 2020	4th Quarter- 2020	4th Quarter- 2020	4th Quarter- 2020	do	300,000.00	300,000.00		For app/diabase
24	Monthly checking and quarterly general cleaning for the Preventive Maintenance of LIBI & MSI VRF-Airconditioning System (renewal)	LIBI	Public Bidding	Quarterly - 2020	Quarterly - 2020	Quarterly - 2020	Quarterly - 2020	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
25	Structured Cabling at renovated/vacated areas	LIBI	Public Bidding	AS NEEDED - 2020	AS NEEDED - 2020	AS NEEDED - 2020	AS NEEDED - 2020	do	1,500,000.00	1,500,000.00		Re-cabling of Telephone Lines and Data of LIBI working Station
26	QMS/Surveillance Audit	LIBI	Small Value Procurement (Sec. 53.9)	AS NEEDED - 2020	AS NEEDED - 2020	AS NEEDED - 2020	AS NEEDED - 2020	do	200,000.00	200,000.00		For Annual Surveillance audit
27	SEMINARS/TRAININGS	LIBI- Personnel	Direct Contracting	AS NEEDED - 2020	AS NEEDED - 2020	AS NEEDED - 2020	AS NEEDED - 2020	do	6,000,000.00	6,000,000.00		For Continuous educational training & level of competency of LIBI-Personnel (career program in Life/Non-life insurance data analytics/Non-life Actuarial
28	Procurement of (2) Units TV	LIBI	Small Value Procurement (Sec. 53.9)	AS NEEDED - 2020	AS NEEDED - 2020	AS NEEDED - 2020	AS NEEDED - 2020	do	120,000.00		120,000.00	For (2) Conference Room's of LIBI
29	Disaster Recovery for Data Back-Up (Storage)	I.T Personnel	Public Bidding	AS NEEDED - 2020	AS NEEDED - 2020	AS NEEDED - 2020	AS NEEDED - 2020	do	2,000,000.00		2,000,000.00	For storage of data back-up and protection services
TOTAL									25,395,000.00	15,780,000.00	9,615,000.00	

RECOMMENDED BY: **ANTONETTE C. SERAPIO**
Administrative Head

Certified Funds Available/
Certified Appropriate Funds Available: **SHIRLEY M. PALAPAL**


APPROVED BY: **TOMAS T. DE LEON, JR.**
President

LBP INSURANCE BROKERAGE, INC.

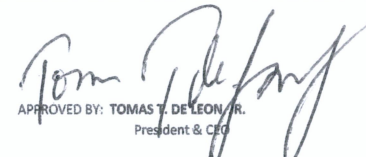
ANNUAL PREVENTIVE MAINTENANCE OF LIBI SERVICE VEHICLES FOR C.Y 2020

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)
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1	2009 Toyota Innova Plate No. NPQ-157	Antonette C. Serapio	Small Value Procurement	AS NEEDED - 2020	AS NEEDED - 2020	AS NEEDED - 2020	AS NEEDED - 2020	Corporate Funds	200,000.00	200,000.00		Budget for repair & preventive maintenance of LIBI service vehicle such as: change oil for every 10,000kms, air-con cleanings/repairs, possible replacement of tires, brakes, battery & other possible repairs & preventive maintenance
2	2012 Hyundai Tucson Plate	Raymund Francis I. Aldeguer	Small Value Procurement	AS NEEDED - 2020	AS NEEDED - 2020	AS NEEDED - 2020	AS NEEDED - 2020	Corporate Funds	250,000.00	250,000.00		Budget for repair & preventive maintenance of LIBI service vehicle Change oil for every 10,000kms, cleaning/repairs of air-con, replacement of brakes, battery Tires & other possible repairs
3	2014 Toyota Innova Plate No. AKA-4177	Tomas T. De Leon Jr.	Small Value Procurement	AS NEEDED - 2020	AS NEEDED - 2020	AS NEEDED - 2020	AS NEEDED - 2020	Corporate Funds	250,000.00	200,000.00		For change oil for every 10,000kms, air-con cleaning/repair, replacement of brakes (4) tires, battery & other possible repairs
4	2017 Isuzu Sportivo Plate DOF-830	Antonette C. Serapio	Small Value Procurement	AS NEEDED - 2020	AS NEEDED - 2020	AS NEEDED - 2020	AS NEEDED - 2020	Corporate Funds	200,000.00	200,000.00		For change oil on every 10,000kms, 30kms, 50kms and other PMS services & repairs
	* NOTHING FOLLOWS *								TOTAL	850,000.00		

PREPARED BY: 
RODELIO N. TAGUBA
Administrative Specialist 1

NOTED BY: 
ANTONETTE C. SERAPIO
Administrative Head


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


APPROVED BY: TOMAS T. DE LEON JR.
President & CEO