

# LBP Insurance Brokerage, Inc.

## Annual Procurement Plan for FY2024

Changes within the 2nd Semester

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Check)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
LIBI-2024-01	Annual Customer Satisfaction Measurement (CSM)	Admin	NO	NP-53.9 - Small Value Procurement	3rd Qu...	3rd Qu...	3rd Qu...	3rd Qu...	Corporate Budget	550,000.00	550,000.00	0.00	Pursuant to the Guidelines in the Implementation of the Harmonized Client Satisfaction Measurement (CSM)
LIBI-2024-02	Checking and General Cleaning for the Preventive Maintenance of VRF Air Conditioning System and Compressor	Admin	NO	NP-53.9 - Small Value Procurement	1st Qu...	1st Qu...	1st Qu...	1st Qu...	Corporate Budget	750,000.00	750,000.00	0.00	Checking and General Cleaning for the Preventive Maintenance of VRF Air Conditioning System and Compressor (Expiration of Contract: June 30, 2024)
LIBI-2024-03	Procurement of Laptop Computers	Admin	NO	NP-53.9 - Small Value Procurement	1st Qu...	1st Qu...	1st Qu...	1st Qu...	Corporate Budget	720,000.00	0.00	720,000.00	10 Laptops for New Employees
LIBI-2024-04	Computer/Laptop Peripherals and Components	Admin	NO	NP-53.9 - Small Value Procurement	As Ne...	As Ne...	As Ne...	As Ne...	Corporate Budget	400,000.00	400,000.00	0.00	Computer/Laptop Peripherals and Components
LIBI-2024-05	Renewal of Firewall License	IT	NO	NP-53.9 - Small Value Procurement	2nd Q...	2nd Q...	2nd Q...	2nd Q...	Corporate Budget	400,000.00	400,000.00	0.00	Renewal of Firewall License (Expiration: July 26, 2024)
LIBI-2024-06	Renewal of Google Workspace (Email System)	IT	NO	Direct Contracting	1st Qu...	1st Qu...	1st Qu...	1st Qu...	Corporate Budget	1,500,000.00	1,500,000.00	0.00	Renewal of Google Workspace (Email System)
LIBI-2024-07	Renewal of Domain and Web Hosting with SSL Certificate	IT	NO	Direct Contracting	3rd Qu...	3rd Qu...	3rd Qu...	3rd Qu...	Corporate Budget	67,000.00	67,000.00	0.00	Renewal of Domain and Web Hosting with SSL Certificate www.lbp-insurance.com (September 2023 – September 2024) libi-ibs.com (January 2024 - January 2025)
LIBI-2024-08	Renewal of Subscription of Internet Service (Bandwidth)	IT	NO	Direct Contracting	3rd Qu...	3rd Qu...	3rd Qu...	3rd Qu...	Corporate Budget	1,300,000.00	1,300,000.00	0.00	Renewal of Subscription of Internet Service (Bandwidth)
LIBI-2024-09	Renewal of License of Microsoft Office 365	IT	NO	NP-53.9 - Small Value Procurement	3rd Qu...	3rd Qu...	3rd Qu...	3rd Qu...	Corporate Budget	600,000.00	600,000.00	0.00	Renewal of License of Microsoft Office 365
LIBI-2024-11	Renewal of e-Signature Application	IT	NO	Direct Contracting	2nd Q...	2nd Q...	2nd Q...	2nd Q...	Corporate Budget	200,000.00	200,000.00	0.00	Renewal of e-Signature Application (Expiration: July 6, 2024)
LIBI-2024-12	Antivirus Subscription	IT	NO	NP-53.9 - Small Value Procurement	1st Qu...	1st Qu...	1st Qu...	1st Qu...	Corporate Budget	150,000.00	150,000.00	0.00	Antivirus Subscription
LIBI-2024-13	Annual Subscription/Maintenance for Virtual Machine for Remote Access / Cloud Virtualization	IT	NO	NP-53.9 - Small Value Procurement	4th Qu...	4th Qu...	4th Qu...	4th Qu...	Corporate Budget	400,000.00	400,000.00	0.00	Annual Subscription/Maintenance for Virtual Machine for Remote Access / Cloud Virtualization
LIBI-2024-14	Strategic/Corporate Planning	Admin	NO	NP-53.9 - Small Value Procurement	1st Qu...	1st Qu...	1st Qu...	1st Qu...	Corporate Budget	500,000.00	500,000.00	0.00	Strategic/Corporate Planning
LIBI-2024-15	Actuarial Services for the Valuation of Retirement Fund	Admin	NO	NP-53.9 - Small Value Procurement	3rd Qu...	3rd Qu...	3rd Qu...	3rd Qu...	Corporate Budget	50,000.00	50,000.00	0.00	Actuarial Services for the Valuation of Retirement Fund
LIBI-2024-16	Renewal of Print-All-You-Can Contract Services	Admin	NO	NP-53.9 - Small Value Procurement	1st Qu...	1st Qu...	1st Qu...	1st Qu...	Corporate Budget	1,000,000.00	1,000,000.00	0.00	Renewal of Print-All-You-Can Contract Services

# LBP Insurance Brokerage, Inc.

## Annual Procurement Plan for FY2024

Changes within the 2nd Semester

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Check)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
LIBI-2024-17	QMS-ISO Surveillance Audit	Admin	NO	NP-53.9 - Small Value Procurement	4th Qu...	4th Qu...	4th Qu...	4th Qu...	Corporate Budget	50,000.00	50,000.00	0.00	QMS-ISO Surveillance Audit
LIBI-2024-18	Seminar/Training Programs for Employees	Admin	NO	NP-53.9 - Small Value Procurement	As Ne...	As Ne...	As Ne...	As Ne...	Corporate Budget	1,000,000.00	1,000,000.00	0.00	Seminar/Training Programs for Employees
LIBI-2024-19	Seminar/Training Programs for Directors	Admin	NO	NP-53.5 Agency-to-Agency	As Ne...	As Ne...	As Ne...	As Ne...	Corporate Budget	250,000.00	250,000.00	0.00	Seminar/Training Programs for Directors
LIBI-2024-20	Directors' and Officers' Liability Insurance (DOLI)	Admin	NO	NP-53.5 Agency-to-Agency	4th Qu...	4th Qu...	4th Qu...	4th Qu...	Corporate Budget	1,600,000.00	1,600,000.00	0.00	Directors' and Officers' Liability Insurance (DOLI)
LIBI-2024-21	Furniture and Fixtures for Main Office Building	Admin	NO	NP-53.9 - Small Value Procurement	2nd Q...	2nd Q...	2nd Q...	2nd Q...	Corporate Budget	1,000,000.00	0.00	1,000,000.00	Furniture and Fixtures for Main Office Building
LIBI-2024-23	IIBS Technical Support/Maintenance	IT	NO	Direct Contracting	1st Qu...	1st Qu...	1st Qu...	1st Qu...	Corporate Budget	1,000,000.00	1,000,000.00	0.00	IIBS Technical Support/Maintenance
LIBI-2024-24	Server Health Check	IT	NO	Direct Contracting	3rd Qu...	3rd Qu...	3rd Qu...	3rd Qu...	Corporate Budget	160,000.00	160,000.00	0.00	Server Health Check
LIBI-2024-25	Supplies and Inventory Management System	IT	NO	NP-53.9 - Small Value Procurement	2nd Q...	2nd Q...	2nd Q...	2nd Q...	Corporate Budget	1,000,000.00	0.00	1,000,000.00	Supplies and Inventory Management System
LIBI-2024-26	HRIS Annual Maintenance Support	IT	NO	Direct Contracting	1st Qu...	1st Qu...	1st Qu...	1st Qu...	Corporate Budget	220,000.00	220,000.00	0.00	HRIS Annual Maintenance Support
LIBI-2024-27	IIBS Cloud Hosting and Managed Services	IT	NO	Direct Contracting	4th Qu...	4th Qu...	4th Qu...	4th Qu...	Corporate Budget	2,000,000.00	2,000,000.00	0.00	IIBS Cloud Hosting and Managed Services
LIBI-2024-28	Production of Identification Cards for Employees and Directors	Admin	NO	NP-53.9 - Small Value Procurement	1st Qu...	1st Qu...	1st Qu...	1st Qu...	Corporate Budget	100,000.00	100,000.00	0.00	Production of Identification Cards for Employees and Directors
LIBI-2024-29	Consultancy for the Reengineering and Time and Motion Study of External and Internal Processes	Admin	NO	NP-53.9 - Small Value Procurement	1st Qu...	1st Qu...	1st Qu...	1st Qu...	Corporate Budget	100,000.00	100,000.00	0.00	Updating of LIBI's Citizen's Charter
LIBI-2024-30	Employee's Uniform and Clothing	Admin	NO	NP-53.9 - Small Value Procurement	4th Qu...	4th Qu...	4th Qu...	4th Qu...	Corporate Budget	426,000.00	426,000.00	0.00	Employee's Uniform and Clothing
LIBI-2024-31	Manpower and Security Services	Admin	NO	NP-53.5 Agency-to-Agency	As Ne...	As Ne...	As Ne...	As Ne...	Corporate Budget	8,325,879.00	8,325,879.00	0.00	Manpower and Security Services
LIBI-2024-32	Accountable Forms	Admin	NO	NP-53.9 - Small Value Procurement	As Ne...	As Ne...	As Ne...	As Ne...	Corporate Budget	200,000.00	200,000.00	0.00	Accountable Forms
LIBI-2024-33	Pest Control Services	Admin	NO	NP-53.9 - Small Value Procurement	1st Qu...	1st Qu...	1st Qu...	1st Qu...	Corporate Budget	60,000.00	60,000.00	0.00	Pest Control Services
LIBI-2024-34	Renewal of Subscription of Zoom License	Admin	NO	Direct Contracting	3rd Qu...	3rd Qu...	3rd Qu...	3rd Qu...	Corporate Budget	55,000.00	55,000.00	0.00	Renewal Subscription of Zoom Meetings App License (Expiration Jul 21, 2024)

# LBP Insurance Brokerage, Inc.

## Annual Procurement Plan for FY2024

Changes within the 2nd Semester

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Project)
					Advertisement/Postin g of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
LIBI-2024-35	Replacement of UPS Batteries	Admin	NO	NP-53.9 - Small Value Procurement	As Ne...	As Ne...	As Ne...	As Ne...	Corporate Budget	60,000.00	60,000.00	0.00	Replacement of UPS Batteries
LIBI-2024-36	Switch Hub (48 Ports)	Admin	NO	NP-53.9 - Small Value Procurement	As Ne...	As Ne...	As Ne...	As Ne...	Corporate Budget	350,000.00	350,000.00	0.00	Replacement of Switch Hubs
LIBI-2024-37	Interactive Display	Admin	NO	NP-53.9 - Small Value Procurement	As Ne...	As Ne...	As Ne...	As Ne...	Corporate Budget	300,000.00	0.00	300,000.00	Interactive Screen for Conferenc Room and Meeting Room
LIBI-2024-38	Corporate Giveaways	Admin	NO	Direct Contracting	2nd Q...	2nd Q...	2nd Q...	2nd Q...	Corporate Budget	700,000.00	700,000.00	0.00	Corporate Giveaways
LIBI-2024-39	Additional Nodes for PABX	Admin	NO	NP-53.9 - Small Value Procurement	As Ne...	As Ne...	As Ne...	As Ne...	Corporate Budget	200,000.00	0.00	200,000.00	Additional Nodes for PABX
LIBI-2024-40	Implementing Republic Act No. 11285 (Energy Efficiency and Conservation Act)	Admin	NO	NP-53.9 - Small Value Procurement	As Ne...	As Ne...	As Ne...	As Ne...	Corporate Budget	1,000,000.00	1,000,000.00	0.00	Implementation of Republic Act No. 11285 (Energy Efficiency and Conservation Act)
LIBI-2024-42	LIBI's Vehicle Repairs and Maintenance	Admin	NO	NP-53.9 - Small Value Procurement	As Ne...	As Ne...	As Ne...	As Ne...	Corporate Budget	446,790.98	446,790.98	0.00	LIBI's Vehicle Repairs and Maintenance
LIBI-2024-43	Appraisal Services	Admin	NO	Direct Contracting	1st Qu...	1st Qu...	1st Qu...	1st Qu...	Corporate Budget	10,000.00	10,000.00	0.00	Appraisal Services for the Disposal of Unserviceable and Scrap Materials
LIBI-2024-44	General Repair and Maintenance	Admin	NO	NP-53.9 - Small Value Procurement	As Ne...	As Ne...	As Ne...	As Ne...	Corporate Budget	403,067.28	403,067.28	0.00	General Repair and Maintenance
LIBI-2024-45	Renovation	Admin	NO	Direct Contracting	As Ne...	As Ne...	As Ne...	As Ne...	Corporate Budget	945,902.00	0.00	945,902.00	Change Orders on the Renovation Project
LIBI-2024-46	Wellness and Retreat Program	Admin	NO	NP-53.9 - Small Value Procurement	2nd Q...	2nd Q...	2nd Q...	2nd Q...	Corporate Budget	450,000.00	450,000.00	0.00	Wellness and Retreat Program
LIBI-2024-47	Supply and Delivery of Rice	Admin	NO	NP-53.9 - Small Value Procurement	2nd Q...	2nd Q...	2nd Q...	2nd Q...	Corporate Budget	62,000.00	62,000.00	0.00	Supply and Delivry of Rice for entitled LIBI Employees
LIBI-2024-48	Supply, Delivery and Installation of Smoke Detectors and Emergency Signages	Admin	NO	NP-53.9 - Small Value Procurement	2nd Q...	2nd Q...	2nd Q...	2nd Q...	Corporate Budget	200,000.00	200,000.00	0.00	Supply, Delivery and Installation of Smoke Detectors and Emergency Signages
LIBI-2024-49	Storage & Hauling Services	Admin	NO	NP-53.9 - Small Value Procurement	2nd Q...	2nd Q...	2nd Q...	2nd Q...	Corporate Budget	100,000.00	100,000.00	0.00	Rental of Storage Area and Hauling Services for the Scrap Materials subjected for Disposal
LIBI-2024-50	Updating of Competency Framework Re-establishment of Base Competency Level of the Organization	Admin	NO	NP-53.9 - Small Value Procurement	3rd Qu...	3rd Qu...	3rd Qu...	3rd Qu...	Corporate Budget	1,000,000.00	1,000,000.00	0.00	Updating of Competency Framework Re-establishment of Base Competency Level of the Organization
LIBI-2024-52	Christmas Party Package	Admin	NO	NP-53.9 - Small Value Procurement	4th Qu...	4th Qu...	4th Qu...	4th Qu...	Corporate Budget	100,000.00	100,000.00	0.00	Christmas Party Package
LIBI-2024-GAD-1	GAD Social Protection Orientation Program Token	GAD	NO	NP-53.9 - Small Value Procurement	As Ne...	As Ne...	As Ne...	As Ne...	Corporate Budget	266,594.51	266,594.51	0.00	Gender & Development Social Protection Orientation Program Token

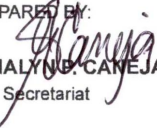
LBP Insurance Brokerage, Inc.

Annual Procurement Plan for FY2024

Changes within the 2nd Semester

Code (PAP)	Procurement Project	PMO/ End-User	In Office Staff Procurement Officer/Employee	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Project)
					Advertisement/Posting g of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
LIBI-2024-GAD-2	Gender & Development National Women's Month Advocacy Token/Materials	GAD	NO	NP-53.9 - Small Value Procurement	1st Qu...	1st Qu...	1st Qu...	1st Qu...	Corporate Budget	320,154.36	320,154.36	0.00	Gender & Development National Women's Month Advocacy Token/Materials
LIBI-2024-GAD-3	GAD Capacity-Development Program for BOD, Officers and Employees	GAD	NO	NP-53.9 - Small Value Procurement	1st Qu...	1st Qu...	1st Qu...	1st Qu...	Corporate Budget	250,000.00	250,000.00	0.00	Gender & Development Capacity-Development Program for BOD, Officers and Employees
LIBI-2024-GAD-4	GAD Strategic Planning	GAD	NO	NP-53.9 - Small Value Procurement	3rd Qu...	2nd Q...	2nd Q...	2nd Q...	Corporate Budget	601,055.77	601,055.77	0.00	Gender & Development Strategic Planning
LIBI-2024-GAD-5	GAD 18-day VAWC Advocacy Materials	GAD	NO	NP-53.9 - Small Value Procurement	4th Qu...	4th Qu...	4th Qu...	4th Qu...	Corporate Budget	322,000.00	322,000.00	0.00	Gender & Development 18-day VAWC Advocacy Token/Materials
										34,221,443.90	30,055,541.90	4,165,902.00	

PREPARED BY:



RENALYN B. CANEJA

BAC Secretariat

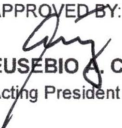
RECOMMENDED BY:



ATTY. RENAUDO R. VILLAFUERTE

Chairperson, BAC / Acting General Manager

APPROVED BY:



EUSEBIO A. CORTEZ

Acting President & CEO



**LBP INSURANCE BROKERAGE, Inc.**

(A SUBSIDIARY OF THE LAND BANK OF THE PHILIPPINES)

12/F SyCip Law Centre Bldg., 105 Paseo De Roxas, Legaspi Village, Makati City 1229



## POSTING CERTIFICATION

This is to certify that the **LBP (Land Bank of the Phil.) Insurance Brokerage, Inc. (LIBI)** has posted its Annual Procurement Plan - Non Common-used Supplies and Equipments (APP-NCSE) Changes within the 2<sup>nd</sup> Semester of FY2024 on its agency website, and it can be accessible through this link:

<https://lbpi-insurance.com/images/pdf/2024-app-noncse-changes-2ndSem.pdf>

This certification is being issued in compliance with GPPB Circular No. 02-2020, this 27<sup>th</sup> of January, 2025.

  
**RENALYN P. CANEJA**  
Head, Bids and Awards Committee Secretariat