

LBP Insurance Brokerage, Inc.

Annual Procurement Plan for FY2025

Indicative FY2025 APP

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/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
ADM-FF-001	Furniture and Fixtures	LIBI	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	1,000,000.00	0.00	1,000,000.00	Furniture and Fixtures (Improvement of GAD Office, Chairs, Tables)
ADM-FF-002	Cleaning Tools and Equipment	LIBI	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	150,000.00	150,000.00	0.00	Heavy Duty Cleaning Tools and Equipment
ADM-FF-003	Accountable and Non-Accountable Forms	LIBI	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	220,000.00	220,000.00	0.00	Accountable and Non-Accountable Forms
ADM-GAD-001	GAD Social Protection Orientation Program Token	GAD	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	300,000.00	300,000.00	0.00	GAD Social Protection Orientation Program Token
ADM-GAD-002	GAD National Women's Month Advocacy Token/Materials	GAD	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	331,600.00	331,600.00	0.00	Gender & Development National Women's Month Advocacy Token/Materials
ADM-GAD-003	GAD Capacity-Development Program for BOD, Officers and Employees	GAD	NO	Direct Contracting	As Needed	As Needed	As Needed	As Needed	Corporate Budget	300,000.00	300,000.00	0.00	GAD Capacity-Development Program for BOD, Officers and Employees
ADM-GAD-004	GAD Strategic Planning	GAD	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	300,000.00	300,000.00	0.00	GAD Strategic Planning
ADM-GAD-005	GAD 18-day VAWC Advocacy Materials	GAD	NO	NP-53.9 - Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	358,619.40	358,619.40	0.00	GAD 18-day VAWC Advocacy Materials
ADM-GS-001	LIBI's Vehicle Repairs and Maintenance	LIBI	NO	Direct Contracting	As Needed	As Needed	As Needed	As Needed	Corporate Budget	400,000.00	400,000.00	0.00	LIBI's Vehicle Repairs and Maintenance thru its Vehicle Local Dealership
ADM-GS-002	Supply, Delivery and Installation of Smoke Detectors and Emergency Signages	LIBI	NO	Direct Contracting	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	750,000.00	0.00	750,000.00	Supply, Delivery and Installation of Smoke Detectors and Emergency Signages
ADM-GS-003	Procurement of Hybrid Car	LIBI	NO	Competitive Bidding	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	2,000,000.00	0.00	2,000,000.00	Procurement of Hybrid Car in replacement of old vehicles that cost high cost in repair and maintenance
ADM-GS-004	Pest Control Services	LIBI	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	60,000.00	60,000.00	0.00	Pest Control Services
ADM-GS-005	Checking and General Cleaning for the Preventive Maintenance of VRF Air Conditioning System and Compressor	Admin	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	600,000.00	600,000.00	0.00	Checking and General Cleaning for the Preventive Maintenance of VRF Air Conditioning System and Compressor
ADM-GS-006	Renewal of Print-All-You-Can Contract Services and Multi-Function Printer Rental	LIBI	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	702,000.00	702,000.00	0.00	Renewal of Print-All-You-Can Contract Services
ADM-GS-007	Corporate Giveaways for CY2025	LIBI	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	2,000,000.00	2,000,000.00	0.00	Corporate Giveaways for CY2025, includes the Award System
ADM-GS-008	Office Supplies	LIBI	NO	NP-53.9 - Small Value Procurement	As Needed	As Needed	As Needed	As Needed	Corporate Budget	1,000,000.00	1,000,000.00	0.00	Office Supplies
ADM-GS-009	Courier Services	LIBI	NO	NP-53.9 - Small Value Procurement	As Needed	As Needed	As Needed	As Needed	Corporate Budget	780,000.00	780,000.00	0.00	Courier Services
ADM-GS-010	Fire Extinguisher Refill	LIBI	NO	NP-53.9 - Small Value Procurement	As Needed	As Needed	As Needed	As Needed	Corporate Budget	150,000.00	150,000.00	0.00	
ADM-HR-001A	Security Services	LIBI	NO	NP-53.5 Agency-to-Agency	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	484,939.00	484,939.00	0.00	Security Services
ADM-HR-001B	Manpower Services	LIBI	NO	NP-53.5 Agency-to-Agency	As Needed	As Needed	As Needed	As Needed	Corporate Budget	7,310,713.00	7,310,713.00	0.00	Manpower Services (11 TAs, 14COS, 5Add+1Acct)
ADM-HR-002	Annual Customer Satisfaction Measurement (CSM)	LIBI	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	500,000.00	500,000.00	0.00	Annual Customer Satisfaction Measurement (CSM)
ADM-HR-003	Actuarial Services for the Valuation of Retirement Fund	Acct	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	75,000.00	75,000.00	0.00	Actuarial Services for the Valuation of Retirement Fund
ADM-HR-004	Employee's Uniform and Clothing	LIBI	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	420,000.00	420,000.00	0.00	Employee's Uniform and Clothing
ADM-HR-005	QMS-ISO Surveillance Audit	LIBI	NO	Direct Contracting	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	50,000.00	50,000.00	0.00	QMS-ISO Surveillance Audit
ADM-HR-006	LIBI Insurances	LIBI	NO	NP-53.5 Agency-to-Agency	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	2,092,000.00	2,092,000.00	0.00	Directors' and Officers' Liability Insurance (DOLI) and other insurances
ADM-HR-007	Strategic/Corporate Planning	LIBI	NO	NP-53.9 - Small Value Procurement	As Needed	As Needed	As Needed	As Needed	Corporate Budget	550,000.00	550,000.00	0.00	Strategic/Corporate Planning

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ADM-HR-008	Seminar/Training Programs for Employees	LIBI	NO	NP-53.5 Agency-to-Agency	As Needed	As Needed	As Needed	As Needed	Corporate Budget	1,000,000.00	1,000,000.00	0.00	Seminar/Training Programs for Employees (incl. Consumer Protection Act) RA 10121: Effective Disaster Risk Reduction and Management Plan *DBM JMC No. 2015-01 dated March 24, 2015 - Revised Guidelines for Climate Change Expenditure Tagging (CC ET) amending JMC No. 2013-01"
ADM-HR-009	Seminar/Training Programs for Directors	LIBI	NO	NP-53.5 Agency-to-Agency	As Needed	As Needed	As Needed	As Needed	Corporate Budget	300,000.00	300,000.00	0.00	Seminar/Training Programs for Directors
ADM-OTH-001	OGCC Legal Services	LIBI	NO	NP-53.5 Agency-to-Agency	As Needed	As Needed	As Needed	As Needed	Corporate Budget	300,000.00	300,000.00	0.00	OGCC Legal Services
ADM-OTH-002	Energy Efficiency Act	LIBI	NO	NP-53.5 Agency-to-Agency	As Needed	As Needed	As Needed	As Needed	Corporate Budget	1,000,000.00	1,000,000.00	0.00	Energy Efficiency Act
ADM-OTH-003	Monitoring and Evaluation of, Accountability for, and Learning from (MEAL)	LIBI	NO	Competitive Bidding	As Needed	As Needed	As Needed	As Needed	Corporate Budget	-		0.00	1% of COB
ADM-SYCIP	SyCipLaw Special Assessment Project Building Improvement and Maintenance	LIBI	NO	Direct Contracting	As Needed	As Needed	As Needed	As Needed	Corporate Budget	916,042.93	1,157,843.00	0.00	SyCipLaw Special Assessment Project Building Improvement and Maintenance (Total Project Cost: Php24,899,848.00 will be LIBI Share is 4.65%)
ADMIN-IT-001	Procurement of Access Point	IT	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	50,000.00	0.00	50,000.00	Procurement of Access Point
ADMIN-IT-002	Procurement of Laptop/Desktop	LIBI	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	750,000.00	0.00	750,000.00	Procurement of Laptop
ADMIN-IT-003	Computer/Laptop Peripherals and Components (Mouse, Keyboard, Memory, SSD)	IT	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	300,000.00	300,000.00	0.00	Computer/Laptop Peripherals and Components (Mouse, Keyboard, Memory, SSD)
ADMIN-IT-004	Procurement of Document Management System	LIBI	NO	Competitive Bidding	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	1,500,000.00	0.00	1,500,000.00	Replacement of Document Management System
ADMIN-IT-005	Renewal of ISP (Infinivan)	LIBI	NO	Direct Contracting	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	809,088.00	809,088.00	0.00	Renewal of ISP (Infinivan)
ADMIN-IT-005	Renewal of ISP (Eastern)	IT	NO	Direct Contracting	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	360,000.00	360,000.00	0.00	Renewal of ISP (Eastern)
ADMIN-IT-006	Renewal of Antivirus License	IT	NO	Direct Contracting	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	150,000.00	150,000.00	0.00	Renewal of Antivirus License
ADMIN-IT-007	Renewal of Google Workspace License	LIBI	NO	Competitive Bidding	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	1,600,000.00	1,600,000.00	0.00	Renewal of Google Workspace License
ADMIN-IT-010	Renewal of Zoom License	LIBI	NO	Direct Contracting	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	50,000.00	50,000.00	0.00	Renewal of Zoom License
ADMIN-IT-011	Procurement of Insurance Brokerage System	LIBI	NO	Competitive Bidding	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	14,000,000.00	0.00	14,000,000.00	Procurement of Insurance Brokerage System inclusion of eSL, responsive to PFRS 15 and BIR RR No. 8-2024 under RA11976, and
ADMIN-IT-012	System Incident Report (SIR)	IT	NO	Direct Contracting	As Needed	As Needed	As Needed	As Needed	Corporate Budget	200,000.00	200,000.00	0.00	System Incident Report (SIR) Support for the IIBS
ADMIN-IT-013	HRIS Annual Maintenance	IT	NO	Direct Contracting	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	200,000.00	200,000.00	0.00	Renewal of HRIS Annual Maintenance
ADMIN-IT-014	Renewal of Firewall License	IT	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	200,000.00	200,000.00	0.00	Renewal of Firewall License
ADMIN-IT-016	Renewal of Domain and Web Hosting with SSL Certificate	IT	NO	Direct Contracting	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	135,000.00	135,000.00	0.00	Renewal of Domain and Web Hosting with SSL Certificate (libi.iibs.com and lbp-insurance.com)
ADMIN-IT-018	Renewal of Microsoft 365 License	LIBI	NO	NP-53.9 - Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	500,000.00	500,000.00	0.00	Renewal of Microsoft 365 License
ADMIN-IT-020	Renewal of Virtual Machine Hosting for Remote Access	IT	NO	Direct Contracting	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	600,000.00	600,000.00	0.00	Renewal of Virtual Machine Hosting for Remote Access
TOTAL										47,805,002.33	27,996,802.40	20,050,000.00	