

LBP Insurance Brokerage, Inc.  
Annual Procurement Plan for FY2025  
First Submission

Code (PAP)	Procurement Project	PMO/ End-User	Is this an In-Scope Procurement Activity?	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description)
					Advertisement/Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
ADMIN-IT-016	Compliance with DICT DC No. 003, s. 2024 - Cybersecurity Protection of Government Digital Assets Stipulated in the National Cybersecurity Plan 2023-2028	IT	NO	Competitive Bidding	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	8,000,000.00	8,000,000.00	0.00	Compliance with DICT DC No. Protection of Government Digital National Cybersecurity Plan 2023-2028 (Trainings)
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-GS-006	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
ADM-HR-001	Security Services	LIBI	NO	Direct Contracting	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	484,939.00	484,939.00	0.00	Security Services
ADM-HR-003	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
ADM-HR-004	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-005	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
ADMIN-IT-004	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-012	Renewal of Firewall License	IT	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	190,000.00	190,000.00	0.00	Renewal of Firewall License
ADMIN-IT-013	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 (libi.libs.com and lbp-insurance.com)
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-HR-006	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
ADMIN-IT-014	Renewal of Microsoft 365 License	IT	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-015	Renewal of Virtual Machine Hosting for Remote Access	IT	NO	Direct Contracting	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	570,000.00	570,000.00	0.00	Renewal of Virtual Machine Hosting for Remote Access
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	150,000.00	150,000.00	0.00	GAD Capacity-Development Program for BOD, Officers and Employees
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 Dealership
ADM-GS-007	Office Supplies	LIBI	NO	NP-53.9 - Small Value Procurement	As Needed	As Needed	As Needed	As Needed	Corporate Budget	408,400.00	408,400.00	0.00	Office Supplies
ADM-GS-008	Courier Services	LIBI	NO	Direct Contracting	As Needed	As Needed	As Needed	As Needed	Corporate Budget	780,000.00	780,000.00	0.00	Courier Services
ADM-GS-009	Fire Extinguisher Refill	Admin	NO	NP-53.9 - Small Value Procurement	As Needed	As Needed	As Needed	As Needed	Corporate Budget	80,000.00	80,000.00	0.00	Fire Extinguisher Refill
ADM-GS-010	Storage Rental Facilities for LIBI Disposal Assets	Admin	NO	Direct Contracting	As Needed	As Needed	As Needed	As Needed	Corporate Budget	70,000.00	70,000.00	0.00	Storage Rental Facilities for LIBI Disposal Assets
ADM-GS-011	Professional Photography Services and Supply, Delivery, Installation, and Testing of PVC ID Printer and Consumables	LIBI	NO	NP-53.9 - Small Value Procurement	As Needed	As Needed	As Needed	As Needed	Corporate Budget	320,000.00	170,000.00	150,000.00	Professional Photography Services and Supply, Delivery, Installation, and Testing of PVC ID Printer and Consumables
ADM-HR-002	Manpower Services	LIBI	NO	NP-53.5 Agency-to-Agency	As Needed	As Needed	As Needed	As Needed	Corporate Budget	8,157,681.43	8,157,681.43	0.00	Manpower Services (11 TAs, 14 TAs)
ADM-HR-007	Strategic/Corporate Planning	LIBI	NO	NP-53.9 - Small Value Procurement	As Needed	As Needed	As Needed	As Needed	Corporate Budget	300,000.00	300,000.00	0.00	Strategic/Corporate Planning

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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 (Improv 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	0.00	150,000.00	Heavy Duty Cleaning Tools and
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 Orienta
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 Nation Token/Materials
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 Installatio Emergency Signages
ADM-HR-009	Conduct of Competency Framework Workshop	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	Competency Framework
ADM-HR-010	Time and Motion Study for Accounting and Administrative Functions	LIBI	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	Time and Motion Study for Acc Functions
ADM-OTH-002	Energy Saving Consultancy	Admin	NO	NP-53.5 Agency-to-Agency	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	1,000,000.00	1,000,000.00	0.00	Compliance with IAECC Resol 2022
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	30,000.00	30,000.00	0.00	Procurement of Access Point
ADMIN-IT-002	Procurement of Laptop and Peripherals (Mouse, Keyboard, Memory, SSD, LCD, Power Supply)	LIBI	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	1,050,000.00	300,000.00	750,000.00	Procurement of Laptop
ADMIN-IT-003	Procurement of Document Management System	LIBI	NO	Competitive Bidding	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	1,000,000.00	0.00	1,000,000.00	Replacement of Document Man
ADMIN-IT-006	Renewal of Antivirus License	IT	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	Renewal of Antivirus License
ADMIN-IT-007	Renewal of Google Workspace License and Additional Licenses	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
ADMIN-IT-010	System Enhancement	IT	NO	Direct Contracting	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	2,000,000.00	2,000,000.00	0.00	System Enhancement for the H
ADMIN-IT-017	Interactive Display	IT	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	210,000.00	0.00	210,000.00	Procurement of One (1) Unit In Room
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	200,000.00	200,000.00	0.00	Accountable and Non-Accounta
ADM-GS-003	Pest Control Services	LIBI	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	40,800.00	40,800.00	0.00	Pest Control Services
ADM-GS-004	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	950,000.00	950,000.00	0.00	Checking and General Cleaning Maintenance of VRF Air Condition Compressor
ADM-GS-005	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 C
ADMIN-IT-008	Renewal of Zoom License	Admin	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	50,000.00	50,000.00	0.00	Renewal of Zoom License
ADMIN-IT-009	Procurement of Enterprise Resource Planning (ERP) System	LIBI	NO	Competitive Bidding	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	14,800,000.00	0.00	14,800,000.00	Procurement of Insurance Brok inclusion of eSL, responsive to 8-2024 under RA11976, other Onboarding, AI capability and e and Consultation with third-part management)
ADMIN-IT-011	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 Maint

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ADM-HR-008	Seminar/Training Programs for Employees and Directors	LIBI	NO	NP-53.5 Agency-to-Agency	As Needed	As Needed	As Needed	As Needed	Corporate Budget	1,150,000.00	1,150,000.00	0.00	Seminar/Training Programs for Employees and Directors (RA 10121: Effective Disaster Risk Reduction Management Plan - DBM JMC No. 2015-01 dated March 2015 - Revised Guidelines for Climate Change Tagging (CC ET) amending JMC No. 2013-01)
ADM-OTH-001	OGCC Legal Services	Admin	NO	NP-53.5 Agency-to-Agency	As Needed	As Needed	As Needed	As Needed	Corporate Budget	240,000.00	240,000.00	0.00	OGCC Legal Services
ADM-OTH-003	Monitoring and Evaluation of, Accountability for, and Learning from (MEAL)	LIBI	NO	NP-53.9 - Small Value Procurement	As Needed	As Needed	As Needed	As Needed	Corporate Budget	-		0.00	1% of COB
ADM-OTH-004	Development and Implementation of Disaster Risk Reduction and Management (DRRM) Plan	LIBI	NO	NP-53.9 - Small Value Procurement	As Needed	As Needed	As Needed	As Needed	Corporate Budget	500,000.00	500,000.00	0.00	Compliance to RA 10121: Effective Disaster Risk Reduction and Management Plan
ADM-OTH-005	Manpower Requirement for Compliance with IC Memo Circular No. 2023-01 Re: Implementing Rules and Regulations of Republic Act No. 11765, "Financial Products and Services Consumer Protection Act"	Mktg	NO	NP-53.5 Agency-to-Agency	As Needed	As Needed	As Needed	As Needed	Corporate Budget	966,000.00	966,000.00	0.00	Manpower Requirement for Compliance with IC Memo Circular No. 2023-01 Re: Implementing Rules and Regulations of Republic Act No. 11765, "Financial Products and Services Consumer Protection Act"
ADM-SYCIIP	SyCipLaw Special Assessment Project Building Improvement and Maintenance	Admin	NO	Direct Contracting	As Needed	As Needed	As Needed	As Needed	Corporate Budget	1,160,000.00	1,160,000.00	0.00	SyCipLaw Special Assessment Project Building Improvement and Maintenance (Total Project Cost to be LIBI Share is 4.65%)
<b>TOTAL</b>										<b>56,399,127.83</b>	<b>37,589,127.83</b>	<b>18,810,000.00</b>	<b>-</b>

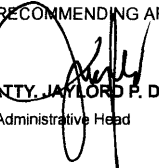
PREPARED BY:

  
 RENALYN P. CANEJA  
 BAC Secretariat

  
 NINO S. RAMOS  
 IT Officer

  
 MELVIN S. RAMOS  
 Administrative Officer

RECOMMENDING APPROVAL:

  
 ATTY. JAYLORD P. DELA CRUZ  
 Administrative Head

  
 MARITES B. RAVELO  
 Treasurer

  
 SHIRLEY A. PALAPAL  
 Accounting Head

  
 ATTY. REYNAULD R. VILLAFUERTE  
 Acting General Manager / BAC Chairperson

  
 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 (APP) (Non-CSEs) First Submission for the FY2025 on its agency website, and it can be accessible through this link:

<https://lbp-insurance.com/images/pdf/2025-app-noncse-FirstSubmission.pdf>

This certification is being issued in compliance with GPPB Circular No. 02-2020, this 30<sup>th</sup> of January, 2025.

**RENALYN P. CANEJA**

Head, Bids and Awards Committee Secretariat