



LBP LEASING AND FINANCE CORPORATION

(A LANDBANK SUBSIDIARY)

29 January 2019

ATTY. DENNIS S. SANTIAGO

Executive Director V

Government Procurement Policy Board – Technical Support Office

Unit 2506 Raffles Corporate Center F, Ortigas Jr, Ortigas Center

Mandaluyong City

Dear Director Santiago:

In compliance with the GPPB requirement, we are submitting the **2019 Annual Procurement Plan (APP) of LBP Leasing and Finance Corporation (LLFC)** in the GPPB approved and prescribed format and as approved by the LLFC Board of Directors on 24 January 2019.

We hope that this submission satisfies your requirement.

Thank you.

Sincerely yours,


MANUEL H. LOPEZ
President & CEO



(LBP Leasing and Finance Corporation) Annual Procurement Plan for FY 2019

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (Brief Description of Program/Activity/Project)
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
LLFC-CO-2019-001	LLFC Office Reconfiguration (Office Space Planning, Ceiling Repairs & Acquisition of Furniture & Fixtures)	Admin. Services Unit	Competitive Bidding	March 4-11	March 24	March 27	March 28	GOP	8,250,000		8,250,000	Additional positions have been projected in the 2019 COB. The existing office layout needs to be redesigned/renovated to accommodate additional personnel. Likewise, there is also a need for additional secured record room and repairs of the lobby ceiling. The additional work areas will be furnished for the additional staff.
LLFC-CO-2019-002	Acquisition of 5 units motor vehicles	Admin. Services Unit	NP-53.5 Agency-to-Agency	N/A	N/A	March 6	March 7	GOP	7,914,000		7,914,000	LLFC's operations have substantially grown and its existing vehicles are costing more to maintain each year because of age and above average utilization rate. The replacement vehicles will enhance operational efficiencies.
LLFC-CO-2019-003	Replacement of blinds	Admin. Services Unit	Competitive Bidding	March 4-11	March 24	March 27	March 28	GOP	1,220,046		1,220,046	Majority of the existing blinds are damaged due to normal wear and tear and are unsightly because of discoloration and stains that can no longer be removed.
LLFC-CO-2019-004	Conversion of Light Bulbs to LED	Admin. Services Unit	NP-53.9 - Small Value Procurement	March 4-11	N/A	March 27	March 28	GOP	375,000		375,000	LLFC will convert to LED lights which are environment-friendly, more efficient and cost-effective.
LLFC-CO-2019-005	CCTV Cameras	Admin. Services Unit	NP-53.9 - Small Value Procurement	March 4-11	N/A	March 27	March 28	GOP	720,000		720,000	As a security measure and in lieu of security personnel or guards, the CCTV is deemed an essential equipment for the LLFC premises.
LLFC-CO-2019-006	2 Split-type airconditioners	Admin. Services Unit	NP-53.9 - Small Value Procurement	April 15-22	N/A	May 8-9	May 10-13	GOP	330,000		330,000	There is a need to upgrade/replace LLFC's current airconditioning system which is over 10 years.
LLFC-CO-2019-007	Air Conditioner - Server Room	Admin. Services Unit	NP-53.9 - Small Value Procurement	March 4-11	N/A	March 27	March 28	GOP	180,000		180,000	LLFC conducts regular Mancom/Boarder business meetings at the Board room which often last after office hours. The President works or holds meetings at the Office of the President outside of the regular hours. To minimize power cost using the centralized aircon, split-type aircons will be placed at the Board Room and the Office of the President.
LLFC-CO-2019-008	2 Vault-type Cabinets	Admin. Services Unit	NP-53.9 - Small Value Procurement	July 1-8	N/A	July 24	July 25	GOP	120,000		120,000	Additional vault-type cabinets are needed to secure vital documents and accountable forms.
LLFC-CO-2019-009	Various Furniture & Fixtures-Ext. Offices	Admin. Services Unit	NP-53.9 - Small Value Procurement	July 1-8	N/A	July 24	July 25	GOP	47,287		47,287	To be used by the Extension Office/Desk.
LLFC-CO-2019-010	Various Equipment- Extension Offices	Admin. Services Unit	NP-53.9 - Small Value Procurement	July 1-8	N/A	July 24	July 25	GOP	40,800		40,800	To be used by the Extension Office/Desk.
Network Infrastructure Upgrade:												
LLFC-CO-2019-011	17 Desktops/Laptops	IT Unit	NP-53.5 Agency-to-Agency	N/A	N/A	May 15	May 16	GOP	851,214		851,214	The new desktops/laptops will be used to replace LLFC's existing units that are more than 8 years old as well as additional employees.
LLFC-CO-2019-012	Back Up System hardware	IT Unit	NP-53.9 - Small Value Procurement	May 6-13	N/A	May 29	May 30	GOP	600,000		600,000	LLFC needs to upgrade its servers and backup hardware system and to acquire additional computers & peripherals to support new applications and support LLFC's expanding operations.
LLFC-CO-2019-013	2 Servers	IT Unit	Competitive Bidding	June 24-July 1	July 14	July 17	July 18	GOP	2,000,000		2,000,000	LLFC needs to upgrade its servers and backup hardware system and to acquire additional computers & peripherals to support new applications and support LLFC's expanding operations.
LLFC-CO-2019-014	1 Projector with motorized ceiling bracket	IT Unit	NP-53.9 - Small Value Procurement	June 3-10	N/A	June 26-27	June 28-July 1	GOP	179,200		179,200	To be used for Board and Executive Committee presentations, as well as presentations to clients.
LLFC-CO-2019-0015	1 Projector	IT Unit	NP-53.9 - Small Value Procurement	June 3-10	N/A	June 26-27	June 28-July 1	GOP	70,800		70,800	To be used for Board and Executive Committee presentations, as well as presentations to clients.
LLFC-CO-2019-016	Upgrade of PABX	IT Unit	Competitive Bidding	Aug. 1-8	Aug. 21	Aug. 26-27	Aug. 28-29	GOP	1,000,000		1,000,000	LLFC needs to upgrade its existing PABX which is over 10 years old to support LLFC's expanding operations.
LLFC-CO-2019-017	PABX Software	IT Unit	NP-53.9 - Small Value Procurement	Aug. 28-Sept.2	N/A	Sept. 18-19	Sept. 20-23	GOP	700,000		700,000	LLFC needs to upgrade its existing PABX which is over 10 years old to support LLFC's expanding operations.
LLFC-CO-2019-018	Firewall	IT Unit	NP-53.9 - Small Value Procurement	Aug. 28-Sept.2	N/A	Sept. 18-19	Sept. 20-23	GOP	201,115		201,115	LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
LLFC-CO-2019-019	Back-Up System Software	IT Unit	Competitive Bidding	Aug. 5-12	Aug. 25	Aug. 28-29	Aug. 30-Sept. 2	GOP	1,750,000		1,750,000	LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
LLFC-CO-2019-020	Enhancement of HRIS & Payroll System	IT Unit	NP-53.9 - Small Value Procurement	Aug. 5-12	N/A	Aug. 28-29	Aug. 30-Sept. 2	GOP	129,520		129,520	LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.


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LLFC-CO-2019-021	Microsoft Office Licenses	IT Unit	Competitive Bidding	Aug. 19-26	Sept. 8	Sept. 11-12	Sept. 13-14	GOP	1,500,000		1,500,000	LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
LLFC-CO-2019-022	Enterprise Access Point	IT Unit	NP-53.9 - Small Value Procurement	July 16-23	N/A	Aug. 8-9	Aug. 12-13	GOP	50,000		50,000	LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
LLFC-CO-2019-023	Digital Board Meetings (Software)	IT Unit	NP-53.9 - Small Value Procurement	June 24-July 1	N/A	July 17	July 18	GOP	800,000		800,000	LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
LLFC-CO-2019-024	Document Tracking & Collaboration System Software	IT Unit	Competitive Bidding	July 1-8	July 21	July 24-25	July 26-29	GOP	1,869,757		1,869,757	The new application will enhance LLFC's efficiency as it expands its operations
LLFC-CO-2019-025	System Enhancement/Additional Licenses for FMS, Lease/Loan System, Jet Reports & CRM	IT Unit	Competitive Bidding	July 15-22	Aug. 4	Aug. 7-8	Aug. 9-12	GOP	2,537,485		2,537,485	LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
LLFC-CO-2019-026	Access Points, Network Switches (6)	IT Unit	NP-53.9 - Small Value Procurement	May 6-13	N/A	May 29	May 30	GOP	270,000		270,000	LLFC needs to upgrade its backup hardware system and to acquire additional computers peripherals to support new applications and support LLFC's expanding operations.
LLFC-CO-2019-027	Structured Cabling	IT Unit	NP-53.9 - Small Value Procurement	March 4-11	N/A	March 27	March 28	GOP	600,000		600,000	To support LLFC's expanding operations.
LLFC-CO-2019-028	Internet	IT Unit	NP-53.9 - Small Value Procurement	Feb. 11-18	N/A	March 6	March 7	GOP	530,000		530,000	To support LLFC's expanding operations.
LLFC-CO-2019-029	Anti-Virus (70)	IT Unit	NP-53.9 - Small Value Procurement	May 6-13	N/A	May 29	May 30	GOP	250,000		250,000	LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
LLFC-CO-2019-030	UPS	IT Unit	NP-53.9 - Small Value Procurement	March 4-11	N/A	March 27	March 28	GOP	450,000		450,000	LLFC needs to upgrade and to acquire additional computers peripherals to support t LLFC's expanding operations.
	Other ICT Equipment											
LLFC-CO-2019-031	Monitor Switch, RAM	IT Unit	NP-53.9 - Small Value Procurement	March 4-11	N/A	March 27	March 28	GOP	801,375		801,375	LLFC needs to acquire additional computers peripherals to support new applications and support LLFC's expanding operations.
LLFC-CO-2019-032	Video Tele Conferencing	IT Unit	NP-53.9 - Small Value Procurement	Sept. 23-30	N/A	Oct. 16-17	Oct. 18-19	GOP	950,000		950,000	To be used for the Board and ExCom meetings.
LLFC-CO-2019-033	Network Printer (2)	IT Unit	NP-53.9 - Small Value Procurement	March 4-11	N/A	March 27	March 28	GOP	1,200,000		1,200,000	LLFC needs to upgrade and to acquire additional computers peripherals to support t LLFC's expanding operations.
LLFC-CO-2019-034	Dot Matrix Printer & Laser Jet Printer	IT Unit	NP-53.9 - Small Value Procurement	May 6-13	N/A	May 29	May 30	GOP	60,000		60,000	LLFC needs to acquire additional computers peripherals to support new applications and support LLFC's expanding operations.
LLFC-CO-2019-035	Projectors (2)	IT Unit	NP-53.9 - Small Value Procurement	June 3-10	N/A	June 26-27	June 28-July 1	GOP	141,600		141,600	To be used for Board and Executive Committee presentations, as well as presentations to clients.
LLFC-CO-2019-036	Video Wall Display	IT Unit	NP-53.9 - Small Value Procurement	June 3-10	N/A	June 26-27	June 28-July 1	GOP	100,000		100,000	To be used for Board and Executive Committee presentations, as well as presentations to clients.
LLFC-CO-2019-037	Corporate Messaging Solutions	IT Unit	NP-53.9 - Small Value Procurement	Sept. 23-30	N/A	Oct. 16-17	Oct. 18-19	GOP	350,000		350,000	To be used for Board and Executive Committee meetings.
LLFC-MOOE-2019-01	Annual maintenance of UPS	IT Unit	NP-53.9 - Small Value Procurement	Feb. 11-18	N/A	March 6	March 7	GOP	50,000		50,000	To maintain the efficiency of the equipment.
LLFC-MOOE-2019-02	Internet Subscription ISP1 & ISP 2	IT Unit	NP-53.9 - Small Value Procurement	Feb. 11-18	N/A	March 6	March 7	GOP	240,000		240,000	To support LLFC's expanding operations.
LLFC-MOOE-2019-03	Annual Maintenance of Payroll Suite	IT Unit	NP-53.9 - Small Value Procurement	Feb. 11-18	N/A	March 6	March 7	GOP	165,000		165,000	To support LLFC's expanding operations.
LLFC-MOOE-2019-04	Annual Maintenance of Existing ERP	IT Unit	NP-53.9 - Small Value Procurement	Feb. 11-18	N/A	March 6	March 7	GOP	450,000		450,000	To support LLFC's expanding operations.
LLFC-MOOE-2019-05	Annual Document Management System Subscription	IT Unit	NP-53.9 - Small Value Procurement	Feb. 11-18	N/A	March 6	March 7	GOP	150,000		150,000	To support LLFC's expanding operations.

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LLFC-MOOE-2019-06	Rent (MOOE)	Admin. Services Unit	NP-53.9 - Small Value Procurement	Jan. 2-9	N/A	Jan.25-28	Jan. 29-30	GOP	516,000	516,000		Various rental e.g parking space.
LLFC-MOOE-2019-007	Repairs & Maintenance	Admin. Services Unit	NP-53.9 - Small Value Procurement	Jan. 2-9	N/A	Jan.25-28	Jan. 29-30	GOP	990,000	990,000		Various Repairs & Maintenance Expenses
LLFC-MOOE-2019-008	Security, Messengerial, Janitorial & Contractual Services	Admin. Services Unit	Competitive Bidding	June 3-10	23-Jun	June 26-27	July 1-2	GOP	3,551,413	3,551,413		Engagement of services thru a service provider.
LLFC-MOOE-2019-009	Office Supplies	Various Units	NP-53.5 Agency-to-Agency	N/A	N/A	Jan.7-15	Jan. 16-17	GOP	677,504	677,504		Various office supplies requirement of LLFC
LLFC-MOOE-2019-010	Subscriptions of Periodicals & Magazines	Various Units	NP-53.9 - Small Value Procurement	Jan.2-8	N/A	Jan.24-25	Jan. 28-29	GOP	33,000	33,000		Subscriptions to various magazines & periodicals
LLFC-MOOE-2019-011	Advertising & Publicity	Various Units	NP-53.9 - Small Value Procurement	Jan. 2-8	N/A	Jan.24-25	Jan. 28-29	GOP	924,000	924,000		Various advertising and publicity expenses including job ads.
LLFC-MOOE-2019-012	ISO/QMS Certification by Third Party	Admin. Services Unit	NP-53.9 - Small Value Procurement	May 6-13	May 26	May 29	May 30	GOP	560,000	560,000		In compliance with Inter-Agency Task Force (AITF) requirement that all GOCCs/ Agencies must secure and submit ISO 9001 QMS certification
LLFC-MOOE-2019-013	Customer Satisfaction Survey	Admin. Services Unit	NP-53.5 Agency-to-Agency	Feb. 11-18	N/A	March 6	March 7	GOP	1,000,000	1,000,000		GCG requires the interpretation of the Customer Satisfaction Survey to be done by a Third Party.
TOTAL									48,446,116	8,251,917	40,194,199	

gppb Indicative APP 2019

Prepared by: 
NOEL D. CALVEZ
BAC Secretariat

Recommending Approval: 
ATTY. MARLA A. BARCENILLA
BAC Chair

Approved by: 
MANUEL H. LOPEZ
President & CEO

Noel D. Calvez

From: APP Monitoring <app@gppb.gov.ph>
Sent: Wednesday, January 30, 2019 7:49 AM
To: ndcalvez@lbpleasing.com
Subject: RE: LBP Leasing and Finance Corporation's 2019 APP

Good day!

This is to acknowledge receipt of your email. We will review your issues/concerns and will work on sending a response to you as soon as possible.

Annual Procurement Plan/s and its update/s or revision/s must be submitted through this email address: app@gppb.gov.ph.

Procurement Monitoring Report/s must be submitted through this email address: pmr@gppb.gov.ph.

Agency Procurement Compliance and Performance Indicators or APCPI results must be submitted through this email address: apcpi@gppb.gov.ph.

Certification of Compliance with the Early Procurement Activities and concerns must be submitted through this email address: earlyprocurement@gppb.gov.ph.

For urgent concerns, please call us at telephone nos. (02) 900 – 6741 to 44 ext. 117 or 119, Monday-Friday from 8:30 am-5:30 pm.

Thank you very much.

Very truly yours,

PERFORMANCE MONITORING DIVISION
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