



LBP LEASING AND FINANCE CORPORATION

(A LANDBANK SUBSIDIARY)

31 January 2022

ATTY. ROWENA CANDICE M. RUIZ

Executive Director V

Government Procurement Policy Board – Technical Support Office

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

Ortigas Center, Mandaluyong City

Dear Director Ruiz:


In compliance to your requirement, we are submitting the attached Annual Procurement Plan Non-CSE for FY 2022 of LBP Leasing and Finance Corporation (LLFC).

We hope that this submission satisfies your requirement.

Thank you.

Sincerely yours,


MICHAEL P. ARAÑAS

President and CEO 

(LBP LEASING AND FINANCE CORPORATION) Annual Procurement Plan for FY 2022

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity?	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	
LLFC-CO-2022-001	Office Reconfiguration (ASG, OGC and Others) with Supply and Delivery of new furniture	Admin. Unit	NO	Competitive Bidding	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	3,249,500		3,249,500	The LBP Leasing and Finance Corporation office is almost 19 years old such that it needs refurbishing.
LLFC-CO-2022-002	Supply and Delivery of Electrical System	Admin. Unit	NO	NP-53.9 - Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	750,000		750,000	Replacement and installation of electrical system for reconfigured office.
LLFC-CO-2022-003	Supply and Delivery and Installation of Aircon in the IT Room	Admin. Unit	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	750,000		750,000	The aircon in the IT Server room needs replacement to keep the equipment therein in good running condition.
LLFC-CO-2022-004	Acquisition of five (5) units vehicles	Admin. Unit	NO	Competitive Bidding	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	9,000,000		9,000,000	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-2022-005	Various Repairs of LLFC Service Vehicles and other PPE	Admin. Unit	NO	NP-53.9 - Small Value Procurement	As the need arised	As the need arised	As the need arised	As the need arised	Corporate Budget	1,510,000		1,510,000	Various repairs & maintenance requirements of the office inclusive of service vehicles and other PPEs.
LLFC-CO-2022-006	Maintenance of Aircon	Admin. Unit	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	150,000		150,000	To keep the airconditioners in good running condition.
LLFC-CO-2022-007	Sound Proofing of Boardroom	Admin. Unit	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	100,000		100,000	To secure room when confidential meeting is held.
LLFC-CO-2022-008	MS 365 License Subscription + Security	IT Unit	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	900,000		900,000	LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
LLFC-CO-2022-009	Enterprise Content Mngement System - Power Automate and Training	IT Unit	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	700,000		700,000	LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
LLFC-CO-2022-010	Enterprise Content Management System - Powerapp Software and Training	IT Unit	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	700,000		700,000	LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
LLFC-CO-2022-011	ERPS Migration Upgrade	IT Unit	NO	Competitive Bidding	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	3,500,000		3,500,000	Migration or upgrade of existing ERPS software to enhance efficiency.
LLFC-CO-2022-012	Preventive Maintenance - ICT Equipment	IT Unit	NO	NP-53.9 - Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	300,000		300,000	Preventive maintenance of ICT equipment is necessary to avoid downtimes and keep them operational efficiently.
LLFC-CO-2022-013	Security Assessment Tools	IT Unit	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	300,000		300,000	LLFC needs to upgrade and to acquire additional computers peripherals to support t LLFC's expanding operations.
LLFC-CO-2022-014	ICT Hardware	IT Unit	NO	Competitive Bidding	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	2,100,000		2,100,000	LLFC needs to upgrade/acquire ICT hardware to support LLFC's expanding operations.

(LBP LEASING AND FINANCE CORPORATION) Annual Procurement Plan for FY 2022

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity?	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	
LLFC-CO-2022-015	Laptops	IT Unit	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	1,000,000		1,000,000	Acquisition of laptops/desktops is necessary for LLFC's expanding operations and to replace its unserviceable units.
LLFC-CO-2022-016	Desktop	IT Unit	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	300,000		300,000	Acquisition of laptops/desktops is necessary for LLFC's expanding operations and to replace its unserviceable units.
LLFC-CO-2022-017	Other FFE	IT Unit	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	951,000		951,000	Acquisition of additional equipment is necessary in support of LLFC's expanding operations,
LLFC-CO-2022-018	External Harddrives	IT Unit	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	77,000		77,000	LLFC needs to upgrade and to acquire additional computers peripherals to support t LLFC's expanding operations.
LLFC-CO-2022-019	Disinfection Machine	Admin. Unit	NO	NP-53.9 - Small Value Procurement	January	January	January	January	Corporate Budget	80,000		80,000	Procurement of Disinfection machine is more economical for LLFC rather than get a 3rd party provider
LLFC-CO-2022-020	Sound System, Combined virtual and physical audio video setup	IT Unit	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	500,000		500,000	To support LLFC's current alternative work arrangement
LLFC-CO-2022-021	SSL VPN Access, Firewall reports	IT Unit	NO	Direct Contracting	N/A	N/A	2nd Quarter	2nd Quarter	Corporate Budget	500,000		500,000	In compliance with Cyber Security Practices
LLFC-CO-2022-022	Jeonsoft Payroll Suite ESS	IT Unit	NO	Direct Contracting	N/A	N/A	1st Quarter	2nd Quarter	Corporate Budget	350,000		350,000	LLFC needs to acquire applications that will make its timekeeping and payroll system more efficient.
LLFC-CO-2022-023	PDF Converter	IT Unit	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	40,000		40,000	In support of IT Services
LLFC-CO-2022-024	MS 365 License Subscription	IT Unit	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	800,000		800,000	Renewal of annual subscription to Microsoft Office is nessary for a continued Microsoft support.
LLFC-CO-2022-025	Enadoc Document Management System Subscription	IT Unit	NO	Direct Contracting	N/A	N/A	1st Quarter	1st Quarter	Corporate Budget	300,000		300,000	Renewal of annual subscription is necessary for a continued access to digitized documents of the corporation
LLFC-CO-2022-026	Microsoft Azure Subscription	IT Unit	NO	Direct Contracting	N/A	N/A	N/A	N/A	Corporate Budget	900,000		900,000	Renewal of annual subscription to Microsoft Azure is necessary for a continued access to servers and storage
LLFC-CO-2022-027	NAV BREP	IT Unit	NO	Direct Contracting	N/A	N/A	3rd Quarter	3rd Quarter	Corporate Budget	500,000		500,000	Renewal of annual maintenance is necessary for a continued access to ERPS' support and system updates.
LLFC-CO-2022-028	Windows License (Software)	IT Unit	NO	Direct Contracting	N/A	N/A	1st Quarter	1st Quarter	Corporate Budget	30,000		30,000	LLFC needs to acquire applications that will make its timekeeping and payroll system more efficient.
LLFC-MOOE-2022-001	Small Scanner	IT Unit	NO	NP-53.9 - Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	40,000	40,000		In support of IT Services
LLFC-MOOE-2022-002	Laser jet printer	IT Unit	NO	NP-53.9 - Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	40,000	40,000		In support of IT Services

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LLFC-MOOE-2022-003	Internet subscription	IT Unit	NO	Direct Contracting	N/A	N/A	1st Quarter	1st Quarter	Corporate Budget	50,000	50,000		LLFC needs to renew subscriptions for various services for continued services and maintenance that will make its financing and leasing operations more efficient.
LLFC-MOOE-2022-004	IT Supplies and Materials	IT Unit	NO	Shopping	N/A	N/A	As the need arised	As the need arised	Corporate Budget	55,000	55,000		In support of IT Services
LLFC-MOOE-2022-005	UPS Extended Warranty	IT Unit	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	50,000	50,000		The UPS undergoes its annual maintenance to ensure dependability and zero downtime.
LLFC-MOOE-2022-006	UPS Extended Warranty	IT Unit	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	50,000	50,000		The UPS undergoes its annual maintenance to ensure dependability and zero downtime.
LLFC-MOOE-2022-007	Payroll Suite Maintenance	IT Unit	NO	Direct Contracting	N/A	N/A	1st Quarter	1st Quarter	Corporate Budget	200,000	200,000		Maintenance and enhancement of the Payroll Suite, the system LLFC uses for its payroll, attendance, hiring and benefits implementation.
LLFC-MOOE-2022-008	JPS ESS Maintenance	IT Unit	NO	Direct Contracting	N/A	N/A	1st Quarter	1st Quarter	Corporate Budget	200,000	200,000		LLFC needs to acquire applications that will make its timekeeping and payroll system more efficient.
LLFC-MOOE-2022-009	Security Awareness Training	IT Unit	NO	NP-53.5 Agency-to-Agency	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	100,000	100,000		In compliance with Cyber Security Practices
LLFC-MOOE-2022-010	Zoom License Subscription	IT Unit	NO	Direct Contracting	N/A	N/A	2nd Quarter	2nd Quarter	Corporate Budget	30,000	30,000		LFC needs to renew subscriptions for various services for continued services and maintenance that will make its financing and leasing operations more efficient.
LLFC-MOOE-2022-011	Domain Name Renewal	IT Unit	NO	Direct Contracting	N/A	N/A	4th Quarter	4th Quarter	Corporate Budget	6,000	6,000		For continuing use of the domain name of lbpleasing.com
LLFC-MOOE-2022-012	SSL Certificate	IT Unit	NO	Direct Contracting	N/A	N/A	4th Quarter	4th Quarter	Corporate Budget	5,000	5,000		To secure the Corporation's website
LLFC-MOOE-2022-013	CMS Top Up Credits	IT Unit	NO	Direct Contracting	N/A	N/A	4th Quarter	4th Quarter	Corporate Budget	5,000	5,000		To support the CMS of the Corporation
LLFC-MOOE-2022-014	Rent for Parking Space	Admin. Unit	NO	NP-53.5 Agency-to-Agency	N/A	N/A	2nd Quarter	2nd Quarter	Corporate Budget	750,000	750,000		Various rental e.g parking space for LLFC service vehicles.
LLFC-MOOE-2022-015	General Cleaning of Office (1st Sem)	Admin. Unit	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	100,000	100,000		To keep LLFC Office clean and safe from bacteria/viruses
LLFC-MOOE-2022-016	General Cleaning of Office (2nd Sem)	Admin. Unit	NO	NP-53.9 - Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	100,000	100,000		To keep LLFC Office clean and safe from bacteria/viruses

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LLFC-MOOE-2022-017	Shampooing of Carpet (1st Sem)	Admin. Unit	NO	NP-53.9 - Small Value Procurement	1sr Quarter	1sr Quarter	1sr Quarter	1sr Quarter	Corporate Budget	80,000	80,000		To keep LLFC Office clean and safe from bacteria/viruses
LLFC-MOOE-2022-018	Shampooing of Carpet (2nd Sem)	Admin. Unit	NO	NP-53.9 - Small Value Procurement	1sr Quarter	1sr Quarter	1sr Quarter	1sr Quarter	Corporate Budget	80,000	80,000		To keep LLFC Office clean and safe from bacteria/viruses
LLFC-MOOE-2022-019	Janitorial, Messengerial & Contratual Services	Admin. Unit	NO	Competitive Bidding	1sr Quarter	1sr Quarter	1sr Quarter	1sr Quarter	Corporate Budget	10,300,000	10,300,000		Engagement of manpower services e.g. drivers, janitors, etc. thru a service provider.
LLFC-MOOE-2022-020	Advertising & Publicity	Admin. Unit	NO	Shopping	N/A	N/A	As the need arised	As the need arised	Corporate Budget	500,000	500,000		Various advertising and publicity expenses including job ads.
LLFC-MOOE-2022-021	Supply and Delivery of Corporate Giveaways	Admin. Unit	NO	NP-53.9 - Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	1,000,000	1,000,000		Cost of Corporate Giveaways for CY2022.
LLFC-MOOE-2022-022	Procurement of Actuarial Report	Admin. Unit	NO	NP-53.9 - Small Value Procurement	1sr Quarter	1sr Quarter	1sr Quarter	1sr Quarter	Corporate Budget	85,000	85,000		Actuarial report in accordance with PAS 19 which is needed for Accounting's Financial Statements.
LLFC-MOOE-2022-023	Subscription of Periodicals and Magazines	Admin. Unit	NO	Direct Contracting	N/A	N/A	3rd Quarter	3rd Quarter	Corporate Budget	12,000	12,000		Newspaper and magazine subscriptions is necessary for updates/development in different industries.
LLFC-MOOE-2022-024	Share in the Upgrade of SyCip Building	Admin. Unit	NO	Direct Contracting	N/A	N/A	4th Quarter	4th Quarter	Corporate Budget	2,000,000	2,000,000		This represents cost allocation for LBP Leasing and Finance Corporation for the upgrade of common areas fro CY 2022.
LLFC-MOOE-2022-025	Customer Satisfaction Survey	Admin. Unit	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	650,000	650,000		GCG requires the interpretation of the Customer Satisfaction Survey to be done by a Third Party.
LLFC-MOOE-2022-026	QMS-Recertification	Admin. Unit	NO	NP-53.9 - Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	1,000,000	1,000,000		In compliance with Inter-Agency Task Force (AITF) requirement that all GOCCs/ Agencies must secure and submit ISO 9001 QMS certification. The 2nd Surveillance Audit will tentatively be conducted in Nov. 2021.
LLFC-MOOE-2022-027	Various Trainings for Employees development	HR Unit	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arised	As the need arised	Corporate Budget	1,000,000	1,000,000		As part of Personnel Development, LLFC provides trainings for its employees.
LLFC-MOOE-2022-028	ISO 9001:2015 QMS Related Trainings for Recertification	Admin. Unit	NO	NP-53.9 - Small Value Procurement	1sr Quarter	1sr Quarter	1sr Quarter	1sr Quarter	Corporate Budget	200,000	200,000		Conduct of trainings is necessary to strenghten the capabilitiesn of the QMSTeam in rthe development, review and improvement of LLFC's programs and objectives, determination, monitoring and review of issues, requirements of interested parties and risks and opportunitues and ensuring the effective control of LLFC's actual internal quality audits.
LLFC-MOOE-2022-029	Offsite Records Management	Admin. Unit	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	300,000	300,000		Due to lack of space, LLFC needs to store its inactive records to an off-site records management office

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LLFC-MOOE-2022-030	Printing Requirements (ORs, etc)	Admin. Unit	NO	NP-53.5 Agency-to-Agency	N/A	N/A	4th Quarter	4th Quarter	Corporate Budget	150,000	150,000		Printing requirements for Official Receipts, Property Stickers, etc.
LLFC-MOOE-2022-031	Rental of warehouse for acquired assets/equipment	ASG	NO	NP-53.10 Lease of Real Property and Venue	1st Quarter	1st Quarter	1st	1st Quarter	Corporate Budget	1,000,000	1,000,000		Acquired assets need to be secured/housed to prevent deterioration and losses from theft.
LLFC-MOOE-2022-032	Hiring of Security Guards for ROPA	ASG	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	Corporate Budget	1,000,000	1,000,000		Hiring of security guards is inevitable to safeguard acquired assets.
LLFC-MOOE-2022-033	Property Appraisal by Third Party	ASG	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	Corporate Budget	200,000	200,000		Appraisal of Acquired Properties by Third Party
LLFC-MOOE-2022-034	Cost of RFID	Admin. Unit	NO	Direct Contracting	N/A	N/A	As the need arises	As the need arises	Corporate Budget	250,000	250,000		Subscription to Autosweep for easy access to toll ways and monitoring of toll expenses. (Replenishment of Credit Line)
LLFC-MOOE-2022-035	Gasoline and other Petroleum Products	Admin. Unit	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	As the need arises	As the need arises	Corporate Budget	1,400,000	1,400,000		Cost of Gasoline and Petroleum Products being used for LLFC Service Vehicles (Monthly Replenishment of Credit Line)
LLFC-MOOE-2022-036	Highly Technical consultant for Gender and development	Admin. Unit	NO	NP-53.7 Highly Technical Consultants	N/A	N/A	4th Quarter	4th Quarter	Corporate Budget	100,000	100,000		GAD Advisor is necessary to guide/assist LLFC in determining its GAD Plans and Budget/Programs
LLFC-MOOE-2022-037	COVID Testing	HR Unit	NO	NP-53.9 - Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	Corporate Budget	500,000	500,000		Cost of COVID-19 testing for employees to mitigate the spread of the virus in the office..
										53,925,500	23,588,000	30,337,500	

Prepared by:  JOSE EMMANUEL I. GUERRERO
BAC Secretariat

Recommending Approval:  ATTY. MARLA A. BARCENILLA
BAC Chairperson

Approved by:  MICHAEL P. ARAÑAS
President and CEO





LBP LEASING AND FINANCE CORPORATION
(A LANDBANK Subsidiary)

POSTING CERTIFICATION

This is to certify that **LBP LEASING AND FINANCE CORPORATION** has posted its **Annual Procurement Plan Non-common use Supplies (APP – NCSE)** for the FY 2022 on its agency website and can be accessible through this link:

<https://www.lbpleasing.com/Documents/Transparency%20Seal/Annual%20Procurement%20Plans/APP-NCSE/2022%20APP%20NCSE.pdf>

This certification is being issued in compliance with GPPB Circular No. 02-2020, this 31st January 2022.

ATTY. MARLA A. BARCENILLA
Chairperson, Bids and Awards Committee