



# **LBP LEASING AND FINANCE CORPORATION**

(A LANDBANK SUBSIDIARY)

---

31 January 2024

**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 with your requirement, we are submitting the attached Annual Procurement Plan Non-CSE for FY 2024 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 2024

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-2024-001	Office Reconfiguration of 15th Floor Office	Admin Unit	NO	Competitive Bidding	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	8,000,000		8,000,000	
LLFC-CO-2024-002	Reconfiguration of 14th Floor	Admin Unit	NO	Competitive Bidding	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	4,500,000		4,500,000	
LLFC-CO-2024-003	Door Access Upgrading - 14th and 15th Floor	Admin Unit	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	600,000		600,000	
LLFC-CO-2024-004	Vault	Admin Unit	NO	NP-53.9 - Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	200,000		200,000	
LLFC-CO-2024-005	Tables and Chairs	Admin Unit	NO	NP-53.9 - Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	50,000		50,000	
LLFC-CO-2024-006	Purchase of Equipment Sound System	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	
LLFC-CO-2024-007	Network Infrastructure Expansion	IT Unit	NO	Competitive Bidding	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	3,070,000		3,070,000	
LLFC-CO-2024-008	Server Unit	IT Unit	NO	Competitive Bidding	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	3,500,000		3,500,000	
LLFC-CO-2024-009	Business and Information System Software	IT Unit	NO	Competitive Bidding	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	4,100,000		4,100,000	
LLFC-CO-2024-010	Laptop Computers – mid range	IT Unit	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	700,000		700,000	
LLFC-CO-2024-011	Desktops – mid range	IT Unit	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	480,000		480,000	
LLFC-CO-2024-012	Video Conferencing Equipment	IT Unit	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	200,000		200,000	
LLFC-CO-2024-013	IP PABX DeskPhones	IT Unit	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	430,000		430,000	
LLFC-CO-2024-014	Projectors	IT Unit	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	160,000		160,000	
LLFC-CO-2024-015	Uninterruptible Power Supply (UPS)	IT Unit	NO	NP-53.9 - Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	500,000		500,000	
LLFC-CO-2024-016	Payroll Suite	IT Unit	NO	Direct Contracting	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	600,000		600,000	



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					Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
LLFC-CO-2024-017	Firewall Appliance	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	
LLFC-CO-2024-018	Assessment Tool/Services	IT Unit	NO	NP-53.9 - Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	100,000		100,000	
LLFC-CO-2024-019	IPAD for Directors	IT Unit	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	600,000		600,000	
LLFC-CO-2024-020	Barcode Generator and Reader	IT Unit	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	100,000		100,000	
LLFC-CO-2024-021	Learning Management System	IT Unit	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	1,000,000		1,000,000	
LLFC-CO-2024-022	Performance Management System	IT Unit	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	300,000		300,000	
LLFC-CO-2024-023	Human Resources Information System	IT Unit	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	300,000		300,000	
LLFC-MOOE-2024-001	Scanner	IT Unit	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	80,000	80,000		
LLFC-MOOE-2024-002	Multifunction Printers	IT Unit	NO	NP-53.9 - Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	1,000,000	1,000,000		
LLFC-MOOE-2024-003	PDF Compressor Subscription	IT Unit	NO	NP-53.9 - Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	45,000	45,000		
LLFC-MOOE-2024-004	Office Apps Premium Subscription (new)	IT Unit	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	90,000	90,000		
LLFC-MOOE-2024-005	ICT Supplies and Materials	IT Unit	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	55,000	55,000		
LLFC-MOOE-2024-006	External hard drives	IT Unit	NO	NP-53.9 - Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	77,000	77,000		
LLFC-MOOE-2024-007	Robotic process automation subscription	IT Unit	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	480,000	480,000		



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					Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
LLFC-MOOE-2024-008	Low-code development platform subscription	IT Unit	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	450,000	450,000		
LLFC-MOOE-2024-009	Jet reports creation	IT Unit	NO	Direct Contracting	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	500,000	500,000		
LLFC-MOOE-2024-010	Anti-Virus/Endpoint Subscription	IT Unit	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	500,000	500,000		
LLFC-MOOE-2024-011	Security Awareness/ICT Training	IT Unit	NO	NP-53.9 - Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	70,000	70,000		
LLFC-MOOE-2024-012	Uninterruptible Power Supply (UPS) Maintenance	IT Unit	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	150,000	150,000		
LLFC-MOOE-2024-013	ERPS Annual Maintenance Support	IT Unit	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	700,000	700,000		
LLFC-MOOE-2024-014	Preventive Maintenance of ICT Equipment	IT Unit	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	75,000	75,000		
LLFC-MOOE-2024-015	Transcription Platform	IT Unit	NO	Direct Contracting	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	25,000	25,000		
LLFC-MOOE-2024-016	Corporate Messaging Sys. Maintenance and Credits	IT Unit	NO	Direct Contracting	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	15,000	15,000		
LLFC-MOOE-2024-017	Video conferencing platform subscription	IT Unit	NO	Direct Contracting	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	30,000	30,000		
LLFC-MOOE-2024-018	Domain Name Renewal	IT Unit	NO	Direct Contracting	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	15,000	15,000		
LLFC-MOOE-2024-019	SSL Certificate	IT Unit	NO	Direct Contracting	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	30,000	30,000		
LLFC-MOOE-2024-020	Cloud computing platform subscription	IT Unit	NO	Direct Contracting	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	900,000	900,000		
LLFC-MOOE-2024-021	Internet Subscription (primary & secondary)	IT Unit	NO	Direct Contracting	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	840,000	840,000		
LLFC-MOOE-2024-022	PABX Maintenance	IT Unit	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	150,000	150,000		



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					Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
LLFC-MOOE-2024-023	Document Mgt. System License Subscription/Library	IT Unit	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	500,000	500,000		
LLFC-MOOE-2024-024	Office Apps Basic and Premium Subscription	IT Unit	NO	Competitive Bidding	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	1,650,000	1,650,000		
LLFC-MOOE-2024-025	Supplies	Admin 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	1,469,470	1,469,470		
LLFC-MOOE-2024-026	Communications	Admin 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	2,400,000	2,400,000		
LLFC-MOOE-2024-027	Repairs and Maintenance	Admin 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	6,504,000	6,504,000		
LLFC-MOOE-2024-028	Water	Admin Unit	NO	Direct Contracting	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	360,000	360,000		
LLFC-MOOE-2024-029	Electricity	Admin Unit	NO	Direct Contracting	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	2,400,000	2,400,000		
LLFC-MOOE-2024-030	Fuel	Admin Unit	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	As the need arises	As the need arises	As the need arises	As the need arises	Corporate Budget	1,200,000	1,200,000		
LLFC-MOOE-2024-031	Janitorial, Messengerial & Contratual Services	Admin Unit	NO	Competitive Bidding	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	7,200,000	7,200,000		
LLFC-MOOE-2024-032	Rental for Office Space	Admin Unit	NO	NP-53.10 Lease of Real Property and Venue	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	3,600,000	3,600,000		
LLFC-MOOE-2024-033	Rental for Parking Lots (Sycip Building)	Admin Unit	NO	NP-53.10 Lease of Real Property and Venue	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	200,000	200,000		
LLFC-MOOE-2024-034	Rental for Parking Lots	Admin Unit	NO	NP-53.5 Agency-to-Agency	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	500,000	500,000		



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LLFC-MOOE-2024-035	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		
LLFC-MOOE-2024-036	Actuarial Valuation	Admin Unit	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	90,000	90,000		
LLFC-MOOE-2024-037	ISO:9001 Audit Recertification	Admin Unit	NO	NP-53.9 - Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	60,000	60,000		
LLFC-MOOE-2024-038	Customer Satisfaction Survey	Admin Unit	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	500,000	500,000		
LLFC-MOOE-2024-039	Advertising and Publicity	Admin 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	1,200,000	1,200,000		
LLFC-MOOE-2024-040	Printing Requirements (Ors, etc.)	Admin 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	150,000	150,000		
LLFC-MOOE-2024-041	Subscription of Periodicals and Magazines	Admin Unit	NO	NP-53.9 - Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	36,000	36,000		
LLFC-MOOE-2024-042	Share in the Upgrade of SyCip Building	Admin Unit	NO	Direct Contracting	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	2,500,000	2,500,000		
LLFC-MOOE-2024-043	Training of Personnel	Admin 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	2,500,000	2,500,000		
LLFC-MOOE-2024-044	Pre-employment Testing	Admin 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	100,000	100,000		
LLFC-MOOE-2024-045	Cost of Medical Exams for Applicants	Admin 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	40,000	40,000		
LLFC-MOOE-2024-046	Cost of Background Investigation	Admin 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	60,000	60,000		
LLFC-MOOE-2024-047	Guards (ROPA)	Admin 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	1,000,000	1,000,000		
LLFC-MOOE-2024-048	Warehouse (ROPA)	Admin Unit	NO	NP-53.10 Lease of Real Property and Venue	As the need arises	As the need arises	As the need arises	As the need arises	Corporate Budget	1,000,000	1,000,000		

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LLFC-MOOE-2024-049	Cost of RFID	Admin Unit	NO	Direct Contracting	As the need arises	As the need arises	As the need arises	As the need arises	Corporate Budget	200,000	200,000		
										75,486,470	43,996,470	31,490,000	




Prepared by: **JOSE EMMANUEL I. GUERRERO**  
BAC Secretariat



Recommending Approval: **RIZA M. HERNANDEZ**  
BAC Chairperson



Approved by **MICHAEL P. ARAÑAS**  
President and CEO 



## **LBP LEASING AND FINANCE CORPORATION**

(A LANDBANK SUBSIDIARY)


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### **POSTING CERTIFICATION**

This is to certify that **LBP LEASING AND FINANCE CORPORATION** has posted its **Annual Procurement Plan Non-CSE** for FY 2024 on its agency website and can be accessible through this link:

<https://www.lbpleasing.com/Documents/Transparency%20Seal/Annual%20Procurement%20Plans/APP-NCSE/2024%20APP%20NCSE.pdf>

This certification is being issued in compliance with GPPB Circular No. 02-2020, this 31<sup>st</sup> January 2024.

  
**MS. RIZA M. HERNANDEZ**  
Chairperson, Bids and Awards Committee 