

**LBP LEASING CORPORATION**  
**Annual Procurement Plan for CY 2013**  
 (Amended as of 4-29-2013)

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 the Program / Project
				Pre-Proc Conf.	Ads/Post of IAEB	Pre-bid Conf.	Eligibility Check	Sub/Open of Bids	Submission of Add'l Req./Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/ Completion	Acceptance /Turnover		Total	MOOE	CO	
1	Acquisition of five (5) units of vehicles (as replacements) for day to day operations*	LLC Personnel	Competitive Bidding	June 24	June 28-July 4	July 5	July 17	July 17	July 22	July 23	July 24-25	July 26-29	July 30	Aug. 2013	Aug. 2013	Corporate Funds	6,000,000		6,000,000	LLC'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. LLC has been classified as a Large Taxpayer and has been required to convert into a fully automated accounting system that meets the BIR LTIS standards. In addition, it needs to acquire other applications that will make its financing and leasing operations more efficient. LLC needs to upgrade its server and to acquire additional computers and peripherals to support the new applications and the use of additional 24 employees for hiring in 2013. As a security measure and in lieu of security personnel or guards, the CCTV is deemed an essential equipment for the LLC office premises. LLC conducts regular Board/Committee & other business meetings at the Boardroom which often last after office hours. The LLC President works or holds meetings at the Office of the President outside of regular office hours. To minimize power cost resulting from using the centralized aircon units after office hours, split-type units will be installed at the Boardroom & the Office of the President. Additional 15 positions have been approved in the 2013 Corporate Budget. The existing office layout needs to be redesigned/ replanned to accommodate the additional personnel. There is also a need for additional secured records storage areas. The additional workplaces will be furnished for the additional staff.
2	Acquisition of various computer applications to enhance operational efficiencies and to comply with the BIR LTIS requirement	LLC Accounting & other Personnel	Competitive Bidding	May 20	May 24-May30	May 31	June 14	June 14	June 18	June 19	June 21-22	June 24-26	June 27	July 2013	Sept. 2013	Corporate Funds	12,000,000		12,000,000	
3	Acquisition of Computer Hardware & Peripherals	LLC Personnel	Competitive Bidding	May 6	May 10-16	May 17	May 31	May 31	June 4	June 5	June 6-7	June 10-11	June 13	July 2013	Sept. 2013	Corporate Funds	4,000,000		4,000,000	
4	Acquisition of CCTV (Supply & Installation)	LLC Personnel	Competitive Bidding	August 2	August 9-15	August 16	August 29	August 29	Sept. 2	Sept. 3	Sept. 4-5	Sept. 6-9	Sept. 10	Oct. 2013	Dec. 2013	Corporate Funds	300,000		300,000	
5	Acquisition of two (2) units split-type airconditioners (Supply & Installation)	LLC Personnel	Competitive Bidding	August 2	August 9-15	August 16	August 29	August 29	Sept. 2	Sept. 3	Sept. 4-5	Sept. 6-9	Sept. 10	Oct. 2013	Dec. 2013	Corporate Funds	300,000		300,000	
6	Office Reconfiguration (Office Space Planning & Acquisition of furniture & fixtures for additional workplaces	LLC Personnel	Competitive Bidding	Aug. 23	Aug. 30-Sept. 3	Sept. 4	Sept. 16	Sept. 16	Sept. 19	Sept. 20	Sept. 23-24	Sept. 25-26	Sept. 27	Oct. 2013	Oct. 2013	Corporate Funds	1,000,000		1,000,000	
																	<b>23,600,000.00</b>			

\*Subject to DBM Approval

RECOMMENDED BY:

MA. LOURDES G. GONZAGA  
 Head, Corporate Services Group

APPROVED BY:

MANUEL H. LOPEZ  
 President