

LBP Leasing and Finance Corporation's Annual Procurement Plan for FY 2017

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule of Each Procurement Activity				Source of Funds	Estimated Budget (PHP)			Remarks Brief Description of the Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
1	Office Reconfiguration	Admin.	Competitive Bidding	Sept. 26-Oct. 3	Oct. 16	Oct. 19-20	Oct. 23-24	Corporate Funds	7,500,000		7,500,000	Additional 19 positions have been projected in the 2017 Corporate Budget. The existing office layout needs to be redesigned/renovated to accommodate additional personnel. There is also a need for additional secured records areas. The additional work places will be furnished for the additional staff. *17 MAY 15 P2:18
2	Replacement of Blinds	Admin.	Small Value Procurement (Sec. 53.9)	Sept. 5-12	Sept. 25	Sept. 28-29	Oct. 2-3	Corporate Funds	610,020		610,020	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. DONE
3	Conversion of Light Bulbs to LED	Admin.	Small Value Procurement (Sec. 53.9)	Sept. 12-19	Oct. 2	Oct. 5-6	Oct. 9-10	Corporate Funds	300,000		300,000	LLFC will convert to LED lights which are environment-friendly, more efficient and cost-effective.
4	Acquisition of five (5) units vehicles as replacement for day to day operations	Admin.	Competitive Bidding	July 4-11	July 24	July 27-28	July 3-4	Corporate Funds	6,000,000		6,000,000	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.
5	65 Desktops/Laptops	IT Unit	Agency to Agency	May 16-23	June 5	June 8-9	June 13-14	Corporate Funds	3,095,000		3,095,000	The new desktops/laptops will be used to replace LLFC's existing desktops/laptops that are seven (7) years old or older as well as for 21 additional employees.
6	1 Back-Up System Hardware	IT Unit	Small Value Procurement (Sec. 53.9)	Feb. 1-8	Feb. 21	Feb. 24-27	Feb. 28-March 1	Corporate Funds	500,000		500,000	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.
7	3 Servers	IT Unit	Competitive Bidding	July 11-18	Aug. 1	Aug. 4-5	Aug. 7-8	Corporate Funds	2,400,000		2,400,000	To support LLFC's expanding operations.
8	1 Projector (with motorized ceiling bracket)	IT Unit	Small Value Procurement (Sec. 53.9)	May 16-23	June 5	June 8-9	June 13-14	Corporate Funds	179,200		179,200	This will be used for Board and Executive Committee presentations, as well as presentations to clients.
9	Projector	IT Unit	Small Value Procurement (Sec. 53.9)	May 16-23	June 5	June 8-9	June 13-14	Corporate Funds	70,800		70,800	This will be used for Board and Executive Committee presentations and for clients.
10	Computer Peripherals: (Ethernet Switches, KVM Switch, For DRP Equipment)	IT Unit	Small Value Procurement (Sec. 53.9)	Feb. 1-8	Feb. 21	Feb. 24-27	Feb. 28-March 1	Corporate Funds	850,000		850,000	The additional peripherals will be used to support new applications.
11	2 Scanner/printer for Document Management System	IT Unit	Small Value Procurement (Sec. 53.9)	July 11-18	Aug. 1	Aug. 4-5	Aug. 7-8	Corporate Funds	500,000		500,000	For the implementation of LLFC's digitized Document Management System.
12	Upgrade of PABX	IT Unit	Small Value Procurement (Sec. 53.9)	July 18-25	Aug. 8	Aug. 11-12	Aug. 13-14	Corporate Funds	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.
13	CCTV Cameras	IT Unit	Small Value Procurement (Sec. 53.9)	Sept. 26-Oct. 3	Oct. 17	Oct. 20-21	Oct. 22-23	Corporate Funds	360,000		360,000	As a security measure and in lieu of security personnel or guards, the CCTV is deemed an essential equipment for the LLFC premises.
14	2 Airconditioners (Split-type)	Admin.	Small Value Procurement (Sec. 53.9)	May 2-9	May 23	May 25-26	May 29-30	Corporate Funds	330,000		330,000	LLFC conducts regular Mancom/Board/other business meetings at the Boardroom 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.

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(PAP)	Program/Project											Brief Description of the Program/Project)
15	Airconditioner (Server Room)	Admin.	Small Value Procurement (Sec. 53.9)	May 2-9	May 23	May 25-26	May 29-30	Corporate Funds	150,000		150,000	There is a need to upgrade/replace LLFC's current airconditioning system which is over 10 years.
16	Airconditioner (50-Tonner)	Admin.	Competitive Bidding	May 2-9	May 23	May 25-26	May 29-30	Corporate Funds	4,500,000		4,500,000	The Building Administration is phasing out the use of its cooling tower syste this 2017 and is requiring all unit owners to install aircon units that do not require cooling towers. Additional vault-type cabinets are needed to secure vital loan documents and accountable forms.
17	2 Vault-Type Cabinets	Admin.	Small Value Procurement (Sec. 53.9)	Sept. 19-26	Oct. 10	Oct. 12-13	Oct. 16-17	Corporate Funds	120,000		120,000	To be used for the establishment of an Extension Office/Branch for 2017.
18	Various furniture & Fixtures for an Extension Office/Branch	AMG	Small Value Procurement (Sec. 53.9)	May 2-9	May 23	May 25-26	May 29-30	Corporate Funds	55,582		55,582	To be used for the establishment of an Extension Office/Branch for 2017.
19	Various equipment for an Extension Office/Branch Various Computer Applications:	AMG	Small Value Procurement (Sec. 53.9)	May 2-9	May 23	May 25-26	May 29-30	Corporate Funds	60,000		60,000	To be used for the establishment of an Extension Office/Branch for 2017.
20	Digital Baord Meetings	IT Unit	Small Value Procurement (Sec. 53.9)	April 3-7	April 22	April 25-26	April 28-May 2	Corporate Funds	1,000,000		1,000,000	The new applications will be used in support of LLFC's expanding operations.
21	Document Tracking & Collaboration System Software	IT Unit	Competitive Bidding	May 2-9	May 23	May 25-26	May 29-30	Corporate Funds	2,000,000		2,000,000	The new application will enhance LLFC's efficiency as it expands its operations
22	Systems Enhancement/Additional Licenses, etc.	IT Unit	Competitive Bidding	June 2-9	June 23	June 25-26	June 29-30	Corporate Funds	3,000,000		3,000,000	LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
23	Additional Licenses & Enhancement of Document Management System	IT Unit	Small Value Procurement (Sec. 53.9)	June 2-9	June 23	June 25-26	June 29-30	Corporate Funds	400,000		400,000	LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
24	Back-Up system software	IT Unit	Competitive Bidding	July 3-7	July 22	July 25-26	July 28-Aug. 2	Corporate Funds	1,750,000		1,750,000	LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
25	Enhancement of HRIS	IT Unit	Small Value Procurement (Sec. 53.9)	July 3-7	July 22	July 25-26	July 28-Aug. 2	Corporate Funds	550,000		550,000	LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
26	Microsoft Office Licenses	IT Unit	Competitive Bidding	Aug. 3-7	Aug. 22	Aug. 25-26	Aug. 28-Sept. 2	Corporate Funds	1,500,000		1,500,000	LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
27	PABX Software	IT Unit	Small Value Procurement (Sec. 53.9)	Aug. 3-7	Aug. 22	Aug. 25-26	Aug. 28-Sept. 2	Corporate Funds	700,000		700,000	LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
Total Capital Outlay									39,480,602	-	39,480,602	
28	Rent	Admin.	Negotiation -Lease of Real Property					Corporate Funds	1,352,880	1,352,880		Various rental expenses, e.g. parking spaces and warehouse for foreclosed chattels.
29	Repairs and Maintenance (Various)	Admin.	Small Value Procurement (Sec. 53.9)					Corporate Funds	1,500,000	1,500,000		Various Repairs and maintenance Expenses
30	Contractual Services	Admin.	Competitive Bidding	June 2-9	June 23	June 25-26	June 29-30	Corporate Funds	2,377,246	2,377,246		Engagement of various contractual office personnel thru a service provider.
31	Messengerial Services	Admin.	Small Value Procurement (Sec. 53.9)	June 2-9	June 23	June 25-26	June 29-30	Corporate Funds	334,664	334,664		Engagement of messengerial personnel thru a service provider.

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32	Janitorial Services	Admin.	Small Value Procurement (Sec. 53.9)	June 2-9	June 23	June 25-26	June 29-30	Corporate Funds	288,090	288,090		Engagement of janitorial personnel thru a service provider.
33	Advertising & Publicity (Various)	Admin.	Small Value Procurement (Sec. 53.9)					Corporate Funds	1,080,000	1,080,000		Various advertising & publicity expenses, including job ads.
34	Development of Quality Management System (QMS) certifiable to ISO 9001:2015	HR	Small Value Procurement (Sec. 53.9)	Sept. 19-26	Oct. 10	Oct. 12-13	Oct. 16-17	Corporate Funds	750,288	750,288	}	This is in compliance with the requirement of AO 25
35	ISO/QMS Certification by Third Party	Admin.	Small Value Procurement (Sec. 53.9)	Nov. 2-8	Nov. 22	Nov. 24-27	Dec. 1-4	Corporate Funds	183,750	183,750		Inter-Agency Task Force (IATF) that all GOCCs/ Agencies must secure ISO 9001 QMS certification.
Total MOOE									7,866,918	7,866,918	-	
TOTAL									47,347,520	7,866,918	39,480,602	

RECOMMENDED BY: **MA. LOURDES G. GONZAGA**
VP/Head, Support Services Group

APPROVED BY: **MANUEL H. LOPEZ**
President/CEO