



LBP LEASING AND FINANCE CORPORATION

(A LANDBANK SUBSIDIARY)

8 March 2021

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 FY 2021 Annual Procurement Plan (APP) for Non-Common Use Supplies and Equipment (Non-CSE) of LBP Leasing and Finance Corporation (LLFC).

We hope that this submission satisfies your requirement.

Thank you.

Sincerely yours,

EDWARD JOHN T. REYES

OIC-President and CEO

(LBP Leasing and Finance Corporation) Annual Procurement Plan for FY 2021

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/Activity/Project
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
LLFC-CO-2021-001	Office Improvements/Refurbishing	Admin. Services Unit	NP-53.9 - Small Value Procurement	Various Procurements				GOP	4,632,000		4,632,000	The LBP Leasing and Finance Corporation office is almost 18 years old such that it needs refurbishing, e.g. repainting, conversion of its lights to LED, replacement of systems of its glass doors, etc.
LLFC-CO-2021-002	Acquisition of 5 units of motor vehicles	Admin. Services Unit	Competitive Bidding	4/12/2021	5/2/2021	5/5/2021	5/6/2021	GOP	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. These will be used in shuttling of employees while the COVID 19 poses risk to the health and lives of employees.
LLFC-CO-2021-003	ERPS Software	IT Unit	Competitive Bidding	4/5/2021	4/25/2021	4/28/2021	4/29/2021	GOP	3,020,000		3,020,000	LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
LLFC-CO-2021-004	Back-Up System Software	IT Unit	Competitive Bidding	9/1/2021	9/21/2021	9/24/2021	9/25/2021	GOP	2,100,000		2,100,000	LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
LLFC-CO-2021-005	Various Softwares (Adobe, Acrobat, etc.)	IT Unit	NP-53.9 - Small Value Procurement	Various Procurements				GOP	1,474,000		1,474,000	LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
LLFC-CO-2021-006	Enterprise CMS	IT Unit	Competitive Bidding	9/1/2021	9/21/2021	9/24/2021	9/25/2021	GOP	2,220,000		2,220,000	LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
LLFC-CO-2021-007	PABX	IT Unit	Competitive Bidding	9/1/2021	9/21/2021	9/24/2021	9/25/2021	GOP	1,250,000		1,250,000	LLFC needs to upgrade its existing PABX which is over 10 years old to support LLFC's expanding operations.
LLFC-CO-2021-008	Networking Tools	IT Unit	Competitive Bidding	9/1/2021	9/21/2021	9/24/2021	9/25/2021	GOP	1,148,000		1,148,000	LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
LLFC-CO-2021-009	Network Switches	IT Unit	NP-53.9 - Small Value Procurement	9/1/2021	N/A	9/23/2021	9/23/2021	GOP	475,000		475,000	LLFC needs to upgrade and to acquire additional computers peripherals to support LLFC's expanding operations.
LLFC-CO-2021-010	Other FFE (Access Point, etc.)	IT Unit	NP-53.9 - Small Value Procurement	4/5/2021	N/A	4/27/2021	4/28/2021	GOP	450,000		450,000	LLFC needs to upgrade and to acquire additional computers peripherals to support LLFC's expanding operations.
LLFC-CO-2021-011	UPS	IT Unit	NP-53.9 - Small Value Procurement	9/13/2021	N/A	10/5/2021	10/6/2021	GOP	450,000		450,000	LLFC needs to upgrade its UPS to support additional computers & peripherals to support new applications and support LLFC's expanding operations.
LLFC-CO-2021-012	CCTV Cameras	IT Unit	NP-53.9 - Small Value Procurement	9/13/2021	N/A	10/5/2021	10/6/2021	GOP	450,000		450,000	As a security measure and in lieu of security personnel or guards, the CCTV is deemed an essential equipment for the LLFC premises.

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LLFC-CO-2021-013	Replacement of Control Panels	IT Unit	NP-53.9 - Small Value Procurement	9/13/2021	N/A	10/5/2021	10/6/2021	GOP	400,000		400,000	LLFC needs to replace the old panel system due to wear and tear.
LLFC-CO-2021-014	Firewall	IT Unit	NP-53.9 - Small Value Procurement	4/12/2021	N/A	5/4/2021	5/5/2021	GOP	400,000		400,000	LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
LLFC-CO-2021-015	Laptop Computers (Mid-End)	IT Unit	NP-53.9 - Small Value Procurement	4/12/2021	N/A	5/4/2021	5/5/2021	GOP	282,000		282,000	These will be used by new employees of LLFC and also to replace LLFC's existing units that are more than 8 years old.
LLFC-CO-2021-016	Desktop Computers (Mid-End)	IT Unit	NP-53.9 - Small Value Procurement	4/12/2021	N/A	5/4/2021	5/5/2021	GOP	94,000		94,000	These will be used by new employees of LLFC and also to replace LLFC's existing units that are more than 8 years old.
LLFC-CO-2021-017	Projector	IT Unit	NP-53.9 - Small Value Procurement	4/12/2021	N/A	5/4/2021	5/5/2021	GOP	75,000		75,000	To be used in Committee, ExCom and Board presentations.
LLFC-CO-2021-018	Small Scanner	IT Unit	NP-53.9 - Small Value Procurement	3/29/2021	N/A	4/20/2021	4/21/2021	GOP	55,000		55,000	In support of LLFC's implementation of Document Monitoring system.
LLFC-CO-2021-019	Laser jet printer	IT Unit	NP-53.9 - Small Value Procurement	N/A	N/A	10/5/2021	10/6/2021	GOP	25,000		25,000	In support of LLFC's implementation of Document Monitoring system.
LLFC-CO-2021-020	Share in Upgrading of SyCip Building	Admin. Services Unit	NP-53.9 - Small Value Procurement	4/12/2021	4/20/2021	5/4/2021	5/5/2021	GOP	2,000,000		2,000,000	This represents cost allocation for LBP Leasing and Finance Corporation for the upgrade of common areas fro CY 2021.
LLFC-MOOE-2021-001	Annual subscription/Maintenance of Microsot Office 365	IT Unit	NP-53.9 - Small Value Procurement	4/1/2021	N/A	4/12/2021	4/13/2021	GOP	873,000	873,000		Annual maintenance/subscription of MS Office 365
LLFC-MOOE-2021-002	Supplies and materials	IT Unit	NP-53.9 - Small Value Procurement	1/4/2021	N/A	1/15/2021	1/16/2021	GOP	500,000	500,000		LLFC needs to procure externally when supplies are not available at the DBM-PS. This includes materials for Gender and Development (GAD).
LLFC-MOOE-2021-003	Internet subscription	IT Unit	NP-53.9 - Small Value Procurement	1/4/2021	N/A	1/15/2021	1/16/2021	GOP	530,000	530,000		LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
LLFC-MOOE-2021-004	Anti-Virus subscription	IT Unit	NP-53.9 - Small Value Procurement	9/1/2021	N/A	9/12/2021	9/13/2021	GOP	300,000	300,000		
LLFC-MOOE-2021-005	Back-Up cloud Subsciptuon	IT Unit	NP-53.9 - Small Value Procurement	6/1/2021	N/A	6/12/2021	6/13/2021	GOP	300,000	300,000		
LLFC-MOOE-2021-006	Back-Up Training	IT Unit	NP-53.9 - Small Value Procurement	6/1/2021	N/A	6/12/2021	6/13/2021	GOP	80,000	80,000		The IT unit needs back-up training especial on new technologies


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LLFC-MOOE-2021-007	ECMS Professional & Implementation Fee & Training	IT Unit	NP-53.9 - Small Value Procurement	5/3/2021	N/A	5/14/2021	5/15/2021	GOP	280,000	280,000		Professional and implementation fee and training for the ECMS.
LLFC-MOOE-2021-008	Document Management System Renewal and Subscription	IT Unit	NP-53.9 - Small Value Procurement	2/9/2021	N/A	2/12/2021	2/13/2021	GOP	250,000	250,000		Renewal of annual subscription to Document Monitoring system.
LLFC-MOOE-2021-009	ERPS Software Enhancement Annual Renewal	IT Unit	NP-53.9 - Small Value Procurement	8/2/2021	N/A	8/13/2021	8/14/2021	GOP	500,000	500,000		Annual renewal of software including enhancements when necessary.
LLFC-MOOE-2021-010	Payroll Suite Enhancement & Support Maintenance	IT Unit	NP-53.9 - Small Value Procurement	1/4/2021	N/A	1/15/2021	1/16/2021	GOP	365,000	365,000		Maintenance and enhancement of the Payroll Suite, the system LLFC uses for its payroll, attendance, hiring and benefits implementation.
LLFC-MOOE-2021-011	UPS Maintenance	IT Unit	NP-53.9 - Small Value Procurement	5/3/2021	N/A	5/14/2021	5/15/2021	GOP	120,000	120,000		The UPS undergoes its annual maintenance to ensure dependability and zero downtime.
LLFC-MOOE-2021-012	Preventive Maintenance Service -ICT Equipment	IT Unit	NP-53.9 - Small Value Procurement	1/4/2021	N/A	1/15/2021	1/16/2021	GOP	170,000	170,000		The ICT equipment need to be maintained annually to minimize downtime.
LLFC-MOOE-2021-013	CMS SMS Subscription	IT Unit	NP-53.9 - Small Value Procurement	5/3/2021	N/A	5/14/2021	5/15/2021	GOP	84,000	84,000		Annual subscription of CMS SMS.
LLFC-MOOE-2021-014	Microsoft Azure Subscription	IT Unit	NP-53.9 - Small Value Procurement	1/4/2021	N/A	1/15/2021	1/16/2021	GOP	600,000	600,000		This is for the annual subscription to Microsoft Azure.
LLFC-MOOE-2021-015	Rental for Parking space	Admin. Unit	NP-53.9 - Small Value Procurement	1/4/2021	N/A	1/15/2021	1/16/2021	GOP	633,600	633,600		Various rental e.g parking space.
LLFC-MOOE-2021-016	Repairs & Maintenance of Facilities (Various)	Admin. Unit	NP-53.9 - Small Value Procurement	1/4/2021	N/A	1/15/2021	1/16/2021	GOP	1,000,000	1,000,000		Various Repairs & Maintenance Expenses
LLFC-MOOE-2021-017	Janitorial, Messengerial, & Contractual Services	Admin. Unit	Competitive Bidding	1/4/2021	N/A	1/15/2021	1/16/2021	GOP	6,500,000	6,500,000		Engagement of manpower services thru a service provider.
LLFC-MOOE-2021-018	Advertising and Publicity (Various)	Various Units	NP-53.9 - Small Value Procurement	3/29/2021	N/A	4/20/2021	4/21/2021	GOP	1,000,000	1,000,000		Various advertising and publicity expenses including job ads.
LLFC-MOOE-2021-019	Procurement of Actuarial Report	Accounting Unit	NP-53.9 - Small Value Procurement	3/2/2021	N/A	3/16/2021	3/17/2021	GOP	50,000	50,000		This is required in the submission of the Annual Financial Statements by the SEC.
LLFC-MOOE-2021-020	Subscription and Periodicals	Admin. Unit	NP-53.9 - Small Value Procurement	1/4/2021	N/A	1/15/2021	1/16/2021	GOP	30,000	30,000		Newspaper and magazine subscriptions which one source of information.
LLFC-MOOE-2021-021	Procurement of drinking Water	Admin. Unit	NP-53.9 - Small Value Procurement	1/4/2021	N/A	1/15/2021	1/16/2021	GOP	36,000	36,000		Potable water is sourced externally and provided for the LLFC employees.
LLFC-MOOE-2021-022	Customer Satisfaction Survey	Admin. Unit	NP-53.9 - Small Value Procurement	5/3/2021	N/A	5/14/2021	5/15/2021	GOP	400,000	400,000		GCG requires the interpretation of the Customer Satisfaction Survey to be done by a Third Party.

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LLFC-MOOE-2021-023	QMS 2nd Surveillance	Admin. Unit	NP-53.9 - Small Value Procurement	This 3-year Contract was awarded in 2019 and to end in 2021				GOP	40,000	40,000		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-2021-024	Training of Personnel	Admin. Unit	NP-53.9 - Small Value Procurement	1/4/2021	N/A	1/15/2021	1/16/2021	GOP	200,000	200,000		As part of Personnel Development, LLFC provides training for its employees.
LLFC-MOOE-2021-025	Renewal of Pre-employment Testing	Admin. Unit	NP-53.9 - Small Value Procurement	1/4/2021	N/A	1/15/2021	1/16/2021	GOP	100,000	100,000		The employee pre-employment testing is outsourced externally.
LLFC-MOOE-2021-026	Renewal of Medical /Physical Testing	Admin. Unit	NP-53.9 - Small Value Procurement	1/4/2021	N/A	1/15/2021	1/16/2021	GOP	50,000	50,000		The employee pre-employment medical testing is outsourced externally.
LLFC-MOOE-2021-027	Renewal of Background Investigation Testing	Admin. Unit	NP-53.9 - Small Value Procurement	1/4/2021	N/A	1/15/2021	1/16/2021	GOP	50,000	50,000		Conduct of background investigation is externally outsourced.
LLFC-MOOE-2021-028	Off-site Records Management	Admin. Services Unit	NP-53.9 - Small Value Procurement	1/4/2021	N/A	1/15/2021	1/16/2021	GOP	137,840	137,840		Due to lack of space, LLFC needs to store its inactive records to an off-site records management office
LLFC-MOOE-2021-029	Installation cost of Video Conferencing	IT Unit	NP-53.9 - Small Value Procurement	3/29/2021	N/A	4/20/2021	4/21/2021	GOP	49,000	49,000		This will be used in Committee and Board presentations.
LLFC-MOOE-2021-030	Printing Requirements	Admin. Services Unit	NP-53.9 - Small Value Procurement	2/9/2021	N/A	2/12/2021	2/13/2021	GOP	105,000	105,000		Printing requirements for Official Receipts, Property Stickers, etc.
TOTAL									45,333,440	15,333,440	30,000,000	

Prepared by: 
 NOEL D. CALVEZ
 BAC Secretariat

Recommending Approval: 
 ATTY. MARLA A. BARCENILLA
 BAC Chairperson

Approved by: 
 EDWARD JOHN T. REYES
 OIC-President & CEO 