



LBP LEASING AND FINANCE CORPORATION

(A LANDBANK SUBSIDIARY)

28 August 2018

ATTY. DENNIS S. SANTIAGO

Executive Director V

Government Procurement Policy Board – Technical Support Office

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

Mandaluyong City

Dear Director Santiago:

In compliance with the GPPB requirement, we are submitting the **2019 Indicative Annual Procurement Plan (APP) of LBP Leasing and Finance Corporation (LLFC)** in the GPPB approved and prescribed format.

We hope that this submission satisfies your requirement.

Thank you.

Sincerely yours,


MANUEL H. LOPEZ
President & CEO


(LBP Leasing and Finance Corporation) Indicative Annual Procurement Plan for FY 2019

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 Program/Activity/Project)
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
LLFC-CO-2019-001	LLFC Office Reconfiguration (Office Space Planning, Ceiling Repairs & Acquisition of Furniture & Fixtures)	Admin. Services Unit	Competitive Bidding	Sept. 3-10	Sept. 23	Sept. 26	Sept. 27-28	GOP	8,250,000		8,250,000	Additional positions have been projected in the 2019 COB. The existing office layout needs to be redesigned/renovated to accommodate additional personnel. Likewise, there is also a need for additional secured record room and repairs of the lobby ceiling. The additional work areas will be furnished for the additional staff.
LLFC-CO-2019-002	Replacement of blinds	Admin. Services Unit	NP-53.9 - Small Value Procurement	Oct. 1-8,	N/A	Oct. 24-25	Oct. 26-27	GOP	671,022		671,022	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.
LLFC-CO-2019-003	Conversion of Light Bulbs to LED	Admin. Services Unit	NP-53.9 - Small Value Procurement	Oct. 8-15	N/A	Oct. 31	Nov. 5-6	GOP	330,000		330,000	LLFC will convert to LED lights which are environment-friendly, more efficient and cost-effective.
LLFC-CO-2019-004	1 Back Up System	IT Unit	NP-53.9 - Small Value Procurement	February 4-11	N/A	Feb. 27-28	March 1-4	GOP	660,000		660,000	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.
LLFC-CO-2019-005	2 Servers	IT Unit	Competitive Bidding	April 1-8	April 21	April 24-25	April 26-27	GOP	1,760,000		1,760,000	To support LLFC's expanding operations.
LLFC-CO-2019-006	1 Projector with motorized ceiling bracket	IT Unit	NP-53.9 - Small Value Procurement	May 2-9	N/A	May 23-24	May 25-26	GOP	197,120		197,120	To be used for Board and Executive Committee presentations, as well as presentations to clients.
LLFC-CO-2019-007	1 Projector with motorized ceiling bracket	IT Unit	NP-53.9 - Small Value Procurement	June 3-10	N/A	June 26-27	June 28-July 1	GOP	77,880		77,880	To be used for Board and Executive Committee presentations, as well as presentations to clients.
LLFC-CO-2019-008	Keyboard, video, Monitor switch, Ethernet, switch adjustment, system storage, RAM)	IT Unit	NP-53.9 - Small Value Procurement	July 3-10	N/A	July 26-29	July. 30-31	GOP	935,000		935,000	The additional peripherals will be used to support new applications.
LLFC-CO-2019-009	Upgrade of PABX	IT Unit	Competitive Bidding	Aug. 1-8	Aug. 21	Aug. 26-27	Aug. 28-29	GOP	1,100,000		1,100,000	LLFC needs to upgrade its existing PABX which is over 10 years old to support LLFC's expanding operations.
LLFC-CO-2019-010	CCTV Cameras	Admin. Services Unit	NP-53.9 - Small Value Procurement	April 8-15	N/A	May 2-3	May 6-7	GOP	396,000		396,000	As a security measure and in lieu of security personnel or guards, the CCTV is deemed an essential equipment for the LLFC premises.
LLFC-CO-2019-011	2 Split-type airconditioners	Admin. Services Unit	NP-53.9 - Small Value Procurement	April 15-22	N/A	May 8-9	May 10-13	GOP	363,000		363,000	There is a need to upgrade/replace LLFC's current airconditioning system which is over 10 years.
LLFC-CO-2019-012	2 Vault-type Cabinets	Admin. Services Unit	NP-53.9 - Small Value Procurement	March 18-25	N/A	April 10-11	April 12-15	GOP	132,000		132,000	Additional vault-type cabinets are needed to secure vital loan documents and accountable forms.
LLFC-CO-2019-013	Digital Board Meetings (Software)	IT Unit	NP-53.9 - Small Value Procurement	March 25-April 1	N/A	April 17-18	April 19-22	GOP	880,000		880,000	LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
LLFC-CO-2019-014	Document Tracking & Collaboration System Software	IT Unit	Competitive Bidding	July 1-8	July 21	July 24-25	July 26-29	GOP	2,200,000		2,200,000	The new application will enhance LLFC's efficiency as it expands its operations
LLFC-CO-2019-015	System Enhancement/Additional Licenses for FMS, Lease/Loan System, Jet Reports & CRM	IT Unit	Competitive Bidding	July 15-22	Aug. 4	Aug. 7-8	Aug. 9-12	GOP	2,895,627		2,895,627	LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
LLFC-CO-2019-016	Additional Licenses & Enhancement of Document Management System	IT Unit	NP-53.9 - Small Value Procurement	July 22-29	N/A	Aug. 14-15	Aug. 16-19	GOP	132,000		132,000	LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
LLFC-CO-2019-017	Back-Up System Software	IT Unit	Competitive Bidding	Aug. 5-12	Aug. 25	Aug. 28-29	Aug. 30-Sept. 2	GOP	1,925,000		1,925,000	LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
LLFC-CO-2019-018	Enhancement of HRIS & Payroll System	IT Unit	NP-53.9 - Small Value Procurement	Aug. 12-19	N/A	Sept. 5-6	Sept. 7-8	GOP	142,472		142,472	LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
LLFC-CO-2019-019	Microsoft Office Licenses	IT Unit	Competitive Bidding	Aug. 19-26	Sept. 8	Sept. 11-12	Sept. 13-14	GOP	1,650,000		1,650,000	LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
LLFC-CO-2019-020	PABX Software	IT Unit	NP-53.9 - Small Value Procurement	Aug. 28-Sept.2	N/A	Sept. 18-19	Sept. 20-23	GOP	770,000		770,000	The new application will enhance LLFC's efficiency as it expands its operations

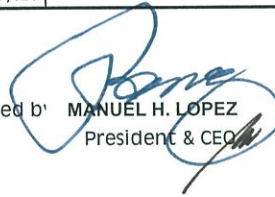
(LBP Leasing and Finance Corporation) Indicative Annual Procurement Plan for FY 2019

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LLFC-CO-2019-021	Video Teleconferencing	IT Unit	NP-53.9 - Small Value Procurement	Sept. 23-30	N/A	Oct. 16-17	Oct. 18-19	GOP	1,045,000		1,045,000	To be used for the Board and ExCom meetings.
LLFC-CO-2019-022	Enterprise Access Point	IT Unit	NP-53.9 - Small Value Procurement	July 16-23	N/A	Aug. 8-9	Aug. 12-13	GOP	55,000		55,000	LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
LLFC-MOOE-001	Rent (MOOE)	Admin. Services Unit	NP-53.9 - Small Value Procurement	Jan. 2-9	N/A	Jan.25-28	Jan. 29-30	GOP	399,168	399,168		Various rental e.g parking space.
LLFC-MOOE-002	Repairs & Maintenance	Admin. Services Unit	NP-53.9 - Small Value Procurement	Jan. 2-9	N/A	Jan.25-28	Jan. 29-30	GOP	990,000	990,000		Various Repairs & Maintenance Expenses
LLFC-MOOE-003	Security, Messengerial, Janitorial & Contractual Services	Admin. Services Unit	Competitive Bidding	June 3-10	23-Jun	June 26-27	July 1-2	GOP	3,300,000	3,300,000		Engagement of services thru a service provider.
LLFC-MOOE-004	Office Supplies	Various Units	NP-53.5 Agency-to-Agency	N/A	N/A	Jan.7-15	Jan. 16-17	GOP	792,000	792,000		Various office supplies requirement of LLFC
LLFC-MOOE-005	Subscriptions of Periodicals & Magazines	Various Units	NP-53.9 - Small Value Procurement	Jan.2-8	N/A	Jan.24-25	Jan. 28-29	GOP	33,000	33,000		Subscriptions to various magazines & periodicals
LLFC-MOOE-006	Advertising & Publicity	Various Units	NP-53.9 - Small Value Procurement	Jan. 2-8	N/A	Jan.24-25	Jan. 28-29	GOP	924,000	924,000		Various advertising and publicity expenses including job ads.
LLFC-MOOE-007	ISO/QMS Certification by Third Party	Admin. Services Unit	NP-53.5 Agency-to-Agency	April 1-8	N/A	April 24-25	April 25-26	GOP	300,000	300,000		Inter-Agency Task Force (AITF) that all GOCCs/ Agencies must secure ISO 9001 QMS certification
TOTAL									33,305,289	6,738,168	26,567,121	

gppb Indicative APP 2019

Prepared by: 
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 BAC Secretariat

Recommending Approval: 
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 BAC Chair

Approved by: 
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 President & CEO