

(LBP Leasing and Finance Corporation) Indicative Annual Procurement Plan for FY 2020

| 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-2020-001 | LLFC Office Reconfiguration (Office Space Planning, Ceiling Repairs & Acquisition of Furniture & Fixtures) | Admin. Services Unit | Competitive Bidding | March 4-11 | March 24 | March 27 | March 28 | GOP | 9,900,000 | | 9,900,000 | 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-2020-002 | Acquisition of units motor vehicles | Admin. Services Unit | Competitive Bidding | March 4-11 | March 24 | March 27 | March 28 | GOP | 4,800,000 | | 4,800,000 | 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. |
| LLFC-CO-2019-003 | Replacement of blinds | Admin. Services Unit | Competitive Bidding | March 4-11 | March 24 | March 27 | March 28 | GOP | 1,464,055 | | 1,464,055 | 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-2019-004 | Conversion of Light Bulbs to LED | Admin. Services Unit | NP-53.9 - Small Value Procurement | March 4-11 | N/A | March 27 | March 28 | GOP | 450,000 | | 450,000 | LLFC will convert to LED lights which are environment-friendly, more efficient and cost-effective. |
| LLFC-CO-2019-005 | CCTV Cameras | Admin. Services Unit | NP-53.9 - Small Value Procurement | March 4-11 | N/A | March 27 | March 28 | GOP | 720,000 | | 720,000 | 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-2019-006 | 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 | 396,000 | | 396,000 | LLFC conducts regular Mancom/Boarder business meetings at the Board room 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. |
| LLFC-CO-2019-006 | Air Conditioner - Server Room | Admin. Services Unit | NP-53.9 - Small Value Procurement | March 4-11 | N/A | March 27 | March 28 | GOP | 400,000 | | 400,000 | To replace the air conditioner at the server room which is not operational anymore. |
| LLFC-CO-2019-008 | 2 Vault-type Cabinets | Admin. Services Unit | NP-53.9 - Small Value Procurement | July 1-8 | N/A | July 24 | July 25 | GOP | 144,000 | | 144,000 | Additional vault-type cabinets are needed to secure vital documents and accountable forms. |
| LLFC-CO-2019-009 | Various Furniture & Fixtures | Admin. Services Unit | NP-53.9 - Small Value Procurement | July 1-8 | N/A | July 24 | July 25 | GOP | 56,744 | | 56,744 | Additional furniture for different units |
| LLFC-CO-2019-010 | Sound System | Admin. Services Unit | NP-53.9 - Small Value Procurement | July 1-8 | N/A | July 24 | July 25 | GOP | 60,000 | | 60,000 | To be used for in-house seminars/trainings |
| Network Infrastructure Upgrade: | | | | | | | | | | | | |
| LLFC-CO-2019-011 | 23 Desktops/Laptops | IT Unit | NP-53.5 Agency-to-Agency | N/A | N/A | May 15 | May 16 | GOP | 913,000 | | 913,000 | The new desktops/laptops will be used to replace LLFC's existing units that are more than 8 years old as well additional employees. |
| LLFC-CO-2019-012 | Back Up System hardware | IT Unit | NP-53.9 - Small Value Procurement | May 6-13 | N/A | May 29 | May 30 | GOP | 792,000 | | 792,000 | 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-2019-013 | 2 Servers and Storage | IT Unit | Competitive Bidding | June 24-July 1 | July 14 | July 17 | July 18 | GOP | 3,500,000 | | 3,500,000 | 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. |
| LLFC-CO-2019-014 | 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 | 215,040 | | 215,040 | To be used for Board and Executive Committee presentations, as well as presentations to clients. |
| LLFC-CO-2019-0015 | 1 Projector | IT Unit | NP-53.9 - Small Value Procurement | June 3-10 | N/A | June 26-27 | June 28-July 1 | GOP | 84,960 | | 84,960 | To be used for Board and Executive Committee presentations, as well as presentations to clients. |
| LLFC-CO-2019-016 | Upgrade of PABX | IT Unit | Competitive Bidding | Aug. 28-Sept.2 | Sept. 15 | Sept. 18-19 | Sept. 20-23 | GOP | 1,200,000 | | 1,200,000 | LLFC needs to upgrade its existing PABX which is over 10 years old to support LLFC's expanding operations. |
| LLFC-CO-2019-017 | PABX Software | IT Unit | NP-53.9 - Small Value Procurement | Aug. 28-Sept.2 | N/A | Sept. 18-19 | Sept. 20-23 | GOP | 840,000 | | 840,000 | LLFC needs to upgrade its existing PABX which is over 10 years old to support LLFC's expanding operations. |
| LLFC-CO-2019-019 | Back-Up System Software | IT Unit | Competitive Bidding | Aug. 5-12 | Aug. 25 | Aug. 28-29 | Aug. 30-Sept. 2 | 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-2019-020 | Enhancement of HRIS & Payroll System | IT Unit | NP-53.9 - Small Value Procurement | Aug. 5-12 | N/A | Aug. 28-29 | Aug. 30-Sept. 2 | GOP | 365,000 | | 365,000 | LLFC needs to acquire new applications that will make its financing and leasing operations more efficient. |

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| | | | | Advertisement/Posting of IB/REI | Submission/Opening of Bids | Notice of Award | Contract Signing | | Total | MOOE | CO | |
| LLFC-CO-2019-021 | Microsoft Office Licenses | IT Unit | Competitive Bidding | Aug. 19-26 | Sept. 8 | Sept. 11-12 | Sept. 13-14 | GOP | 2,250,000 | | 2,250,000 | LLFC needs to acquire new applications that will make its financing and leasing operations more efficient. |
| LLFC-CO-2019-023 | Digital Board Meetings (Software) | IT Unit | NP-53.9 - Small Value Procurement | June 24-July 1 | N/A | July 17 | July 18 | GOP | 960,000 | | 960,000 | LLFC needs to acquire new applications that will make its financing and leasing operations more efficient. |
| LLFC-CO-2019-024 | Document Tracking & Collaboration System Software | IT Unit | Competitive Bidding | July 1-8 | July 21 | July 24-25 | July 26-29 | GOP | 2,243,708 | | 2,243,708 | The new application will enhance LLFC's efficiency as it expands its operations |
| LLFC-CO-2019-025 | 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 | 3,044,982 | | 3,044,982 | LLFC needs to acquire new applications that will make its financing and leasing operations more efficient. |
| LLFC-CO-2019-026 | Network Switches | IT Unit | NP-53.9 - Small Value Procurement | May 6-13 | N/A | May 29 | May 30 | GOP | 475,000 | | 475,000 | LLFC needs to upgrade its backup hardware system and to acquire additional computers peripherals to support new applications and support LLFC's expanding operations. |
| LLFC-CO-2019-027 | Structured Cabling | IT Unit | NP-53.9 - Small Value Procurement | March 4-11 | N/A | March 27 | March 28 | GOP | 720,000 | | 720,000 | To support LLFC's expanding operations. |
| LLFC-CO-2019-028 | Internet | IT Unit | NP-53.9 - Small Value Procurement | Feb. 11-18 | N/A | March 6 | March 7 | GOP | 636,000 | | 636,000 | To support LLFC's expanding operations. |
| LLFC-CO-2019-030 | UPS | IT Unit | NP-53.9 - Small Value Procurement | March 4-11 | N/A | March 27 | March 28 | GOP | 540,000 | | 540,000 | LLFC needs to upgrade and to acquire additional computers peripherals to support t LLFC's expanding operations. |
| | Other ICT Equipment | | | | | | | | | | | |
| LLFC-CO-2019-031 | Monitor Switch, RAM | IT Unit | NP-53.9 - Small Value Procurement | March 4-11 | N/A | March 27 | March 28 | GOP | 801,375 | | 801,375 | LLFC needs to acquire additional computers peripherals to support new applications and support LLFC's expanding operations. |
| LLFC-CO-2019-032 | Video Tele Conferencing | IT Unit | NP-53.9 - Small Value Procurement | Sept. 23-30 | N/A | Oct. 16-17 | Oct. 18-19 | GOP | 950,000 | | 950,000 | To be used for the Board and ExCom meetings. |
| LLFC-CO-2019-033 | Network Printer (2) | IT Unit | NP-53.9 - Small Value Procurement | March 4-11 | N/A | March 27 | March 28 | GOP | 1,200,000 | | 1,200,000 | LLFC needs to upgrade and to acquire additional computers peripherals to support t LLFC's expanding operations. |
| LLFC-CO-2019-034 | Dot Matrix Printer & Laser Jet Printer | IT Unit | NP-53.9 - Small Value Procurement | May 6-13 | N/A | May 29 | May 30 | GOP | 60,000 | | 60,000 | LLFC needs to acquire additional computers peripherals to support new applications and support LLFC's expanding operations. |
| LLFC-CO-2019-037 | Corporate Messaging Solutions | IT Unit | NP-53.9 - Small Value Procurement | Sept. 23-30 | N/A | Oct. 16-17 | Oct. 18-19 | GOP | 420,000 | | 420,000 | To be used for Board and Executive Committee meetings. |
| LLFC-MOOE-2019-01 | Annual maintenance of UPS | IT Unit | NP-53.9 - Small Value Procurement | Feb. 11-18 | N/A | March 6 | March 7 | GOP | 120,000 | 120,000 | - | To maintain the efficiency of the equipment. |
| | SMS Subscription | IT Unit | NP-53.9 - Small Value Procurement | Feb. 11-18 | N/A | March 6 | March 7 | GOP | 84,000 | 84,000 | | To maintain the efficiency of the equipment. |
| | Cloud subscription | IT Unit | NP-53.9 - Small Value Procurement | Feb. 11-18 | N/A | March 6 | March 7 | GOP | 300,000 | 300,000 | | To maintain the efficiency of the equipment. |
| | ICT Training/Implementation Fee | IT Unit | NP-53.9 - Small Value Procurement | Feb. 11-18 | N/A | March 6 | March 7 | GOP | 280,000 | 280,000 | | To maintain the efficiency of the equipment. |
| LLFC-MOOE-2019-02 | Internet Subscription ISP1 & ISP 2 | IT Unit | NP-53.9 - Small Value Procurement | Feb. 11-18 | N/A | March 6 | March 7 | GOP | 530,000 | 530,000 | - | To support LLFC's expanding operations. |
| | Anti-Virus | IT Unit | NP-53.9 - Small Value Procurement | Feb. 11-18 | N/A | March 6 | March 7 | GOP | 280,000 | 280,000 | - | To support LLFC's expanding operations. |
| | CMS Maintenance Support | IT Unit | NP-53.9 - Small Value Procurement | Feb. 11-18 | N/A | March 6 | March 7 | GOP | 70,000 | 70,000 | | To support LLFC's expanding operations. |
| LLFC-MOOE-2019-03 | Annual Maintenance of Payroll Suite | IT Unit | NP-53.9 - Small Value Procurement | Feb. 11-18 | N/A | March 6 | March 7 | GOP | 198,000 | 198,000 | - | To support LLFC's expanding operations. |
| LLFC-MOOE-2019-04 | Annual Maintenance of Existing ERP | IT Unit | NP-53.9 - Small Value Procurement | Feb. 11-18 | N/A | March 6 | March 7 | GOP | 540,000 | 540,000 | - | To support LLFC's expanding operations. |

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| LLFC-MOOE-2019-05 | Annual Document Management System Subscription | IT Unit | NP-53.9 - Small Value Procurement | Feb. 11-18 | N/A | March 6 | March 7 | GOP | 180,000 | 180,000 | - | To support LLFC's expanding operations. |
| LLFC-MOOE-2019-06 | Rent (MOOE) | Admin. Services Unit | NP-53.9 - Small Value Procurement | Jan. 2-9 | N/A | Jan.25-28 | Jan. 29-30 | GOP | 619,200 | 619,200 | | Various rental e.g parking space. |
| LLFC-MOOE-2019-007 | Repairs & Maintenance | Admin. Services Unit | NP-53.9 - Small Value Procurement | Jan. 2-9 | N/A | Jan.25-28 | Jan. 29-30 | GOP | 1,287,000 | 1,287,000 | | Various Repairs & Maintenance Expenses |
| LLFC-MOOE-2019-008 | Security, Messengerial, Janitorial & Contractual Services | Admin. Services Unit | Competitive Bidding | June 3-10 | 23-Jun | June 26-27 | July 1-2 | GOP | 4,261,696 | 4,261,696 | | Engagement of services thru a service provider. |
| LLFC-MOOE-2019-009 | Office Supplies | Various Units | NP-53.5 Agency-to-Agency | N/A | N/A | Jan.7-15 | Jan. 16-17 | GOP | 813,005 | 813,005 | | Various office supplies requirement of LLFC |
| LLFC-MOOE-2019-010 | Subscriptions of Periodicals & Magazines | Various Units | NP-53.9 - Small Value Procurement | Jan.2-8 | N/A | Jan.24-25 | Jan. 28-29 | GOP | 36,300 | 36,300 | | Subscriptions to various magazines & periodicals |
| LLFC-MOOE-2019-011 | Advertising & Publicity | Various Units | NP-53.9 - Small Value Procurement | Jan. 2-8 | N/A | Jan.24-25 | Jan. 28-29 | GOP | 1,108,800 | 1,108,800 | | Various advertising and publicity expenses including job ads. |
| LLFC-MOOE-2019-012 | ISO/QMS Certification by Third Party | Admin. Services Unit | NP-53.9 - Small Value Procurement | 2nd Year Surveillance (Contracted in FY2019) | | | | GOP | 50,000 | 50,000 | | In compliance with Inter-Agency Task Force (AITF) requirement that all GOCCs/ Agencies must secure and submit ISO 9001 QMS certification |
| LLFC-MOOE-2019-013 | Customer Satisfaction Survey | Admin. Services Unit | NP-53.9 - Small Value Procurement | Feb. 11-18 | N/A | March 6 | March 7 | GOP | 500,000 | 500,000 | | GCG requires the interpretation of the Customer Satisfaction Survey to be done by a Third Party. |
| TOTAL | | | | | | | | | 53,959,865 | 11,258,000 | 42,701,865 | |

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