

(LBP Leasing and Finance Corporation) Indicative Annual Procurement Plan for FY 2022

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-2022-001	LLFC Office Reconfiguration (General Cleaning, Conversion of Rooms, Retiling, Replacement of Control Panels, Installation, etc.)	Admin. Services Unit	NP-53.9 - Small Value Procurement	Various Procurements				GOP	6,259,500		6,259,500	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-2022-002	Acquisition of 5 units motor vehicles	Admin. Services Unit	Competitive Bidding	1/3/2022	1/23/2022	1/26/2023	1/27/2022	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-2022-003	ERPS Software	IT Unit	Competitive Bidding	3/1/2022	3/21/2022	3/24/2022	3/25/2022	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-2022-004	Back-Up system software	IT Unit	Competitive Bidding	3/1/2022	3/21/2022	3/24/2022	3/25/2022	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-2022-005	Various softwares (Acrobat, Adobe, etc.)	IT Unit	NP-53.9 - Small Value Procurement	1/3/2022	N/A	1/26/2023	1/27/2022	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-2022-006	Enterprise CMS	IT Unit	Competitive Bidding	1/3/2022	1/23/2022	1/26/2023	1/27/2022	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-2022-007	PABX	IT Unit	Competitive Bidding	2/1/2022	2/9/2022	2/24/2022	2/125	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-2022-008	Networking Tools	IT Unit	NP-53.9 - Small Value Procurement	1/3/2022	N/A	1/26/2023	1/27/2022	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-2022-009	Network Switches	IT Unit	NP-53.9 - Small Value Procurement	1/3/2022	N/A	1/26/2023	1/27/2022	GOP	475,000		475,000	LLFC needs to upgrade and to acquire additional computers peripherals to support LLFC's expanding operations.
LLFC-CO-2022-010	Other FFE (Access Point,etc)	IT Unit	NP-53.9 - Small Value Procurement	1/3/2022	N/A	1/26/2023	1/27/2022	GOP	450,000		450,000	LLFC needs to upgrade and to acquire additional computers peripherals to support LLFC's expanding operations.
LLFC-CO-2022-011	UPS	IT Unit	NP-53.9 - Small Value Procurement	2/1/2022	N/A	2/24/2022	2/125/2022	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-2022-012	CCTV Cameras	IT Unit	NP-53.9 - Small Value Procurement	2/1/2022	N/A	2/24/2022	2/125/2022	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.
LLFC-CO-2022-013	Laptop Computers (Mid-End)	IT Unit	NP-53.5 Agency-to-Agency	N/A	N/A	1/26/2023	1/27/2022	GOP	282,000		282,000	
LLFC-CO-2022-014	Desktop Computers (Mid-End)	IT Unit	NP-53.5 Agency-to-Agency	N/A	N/A	1/26/2023	1/27/2022	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 10 years old.
LLFC-CO-2022-015	Back-Up Training	IT Unit	NP-53.9 - Small Value Procurement	1/3/2022	N/A	1/26/2023	1/27/2022	GOP	80,000		80,000	The IT unit needs back-up training especially on new technologies
LLFC-CO-2022-016	ECMS Professional & Implementation Fee &	IT Unit	NP-53.9 - Small Value Procurement	1/3/2022	N/A	1/26/2023	1/27/2022	GOP	280,000		280,000	Professional and implementation fee and training for the ECMS.
LLFC-CO-2022-017	ERPS Software Enhancement	IT Unit	NP-53.9 - Small Value Procurement	1/3/2022	N/A	1/26/2023	1/27/2022	GOP	500,000		500,000	Professional and implementation fee and training for the ECMS.

LLFC-CO-2022-018	Preventive Maintenance Service-ICT Equipm	IT Unit	NP-53.9 - Small Value Procurement	1/3/2022	N/A	1/26/2033	1/27/2022	GOP	170,000		170,000	The ICT equipment need to be maintained annually to minimize downtime.
LLFC-MOOE-2022-001	Repairs/replacement of Control Panel	IT Unit	NP-53.9 - Small Value Procurement	1/3/2022	N/A	1/26/2033	1/27/2022	GOP	400,000	400,000		LLFC needs to replace the defective control panel and upgrade its Access Control system including repairs of its glass door, Security Room door and the Server room Door.
LLFC-MOOE-2022-002	Firewall	IT Unit	NP-53.9 - Small Value Procurement	1/3/2022	N/A	1/26/2033	1/27/2022	GOP	400,000	400,000		Renewal of annual subscription.
LLFC-MOOE-2022-003	Projector	IT Unit	NP-53.9 - Small Value Procurement	1/3/2022	N/A	1/26/2033	1/27/2022	GOP	75,000	75,000		
LLFC-MOOE-2022-004	Small Scanner	IT Unit	NP-53.9 - Small Value Procurement	1/3/2022	N/A	1/26/2033	1/27/2022	GOP	55,000	55,000		
LLFC-MOOE-2022-005	Laser jet printer	IT Unit	NP-53.5 Agency-to-Agency	N/A	N/A	1/26/2033	1/27/2022	GOP	25,000	25,000		LLFC needs to aquire new equipment to support its expanding operations.
LLFC-MOOE-2022-006	Annual subscription/Maintenance of Microsot Office 365	IT Unit	NP-53.9 - Small Value Procurement	1/3/2022	N/A	1/26/2033	1/27/2022	GOP	873,000	873,000		Annual maintenance/subscription of MS Office 365
LLFC-MOOE-2022-007	Internet subscription	IT Unit	NP-53.9 - Small Value Procurement	1/3/2022	N/A	1/26/2033	1/27/2022	GOP	530,000	530,000		Renewal of annual subscription.
LLFC-MOOE-2022-008	Anti-Virus subscription	IT Unit	NP-53.9 - Small Value Procurement	Various Procurement				GOP	300,000	300,000		Renewal of annual subscription.
LLFC-MOOE-2022-009	Back-Up cloud Subscripuon	IT Unit	NP-53.9 - Small Value Procurement	1/3/2022	N/A	1/26/2033	1/27/2022	GOP	300,000	300,000		Renewal of annual subscription.
LLFC-MOOE-2022-010	Document Managment System Renewal and Subscription	IT Unit	NP-53.9 - Small Value Procurement	1/3/2022	N/A	1/26/2033	1/27/2022	GOP	250,000	250,000		Renewal of annual subscription.
LLFC-MOOE-2022-011	CMS SMS Subscription	IT Unit	NP-53.9 - Small Value Procurement	1/3/2022	N/A	1/26/2033	1/27/2022	GOP	84,000	84,000		Renewal of annual subscription.
LLFC-MOOE-2022-012	Microsoft Azure Subscription	IT Unit	NP-53.9 - Small Value Procurement	1/3/2022	N/A	1/26/2033	1/27/2022	GOP	600,000	600,000		Renewal of annual subscription.
LLFC-MOOE-2022-013	Installation cost of Video Teleconferencing	IT Unit	NP-53.9 - Small Value Procurement	1/3/2022	N/A	1/26/2033	1/27/2022	GOP	49,000	49,000		This will used in the presentation of loan presentations to the Board, Excom, Credit committee meetings,.
LLFC-MOOE-2022-014	UPS Maintenance	IT Unit	NP-53.9 - Small Value Procurement	1/3/2022	N/A	1/26/2033	1/27/2022	GOP	120,000	120,000		The UPS undergoes its annual maintenance to ensure dependability and zero downtime.
LLFC-MOOE-2022-015	Payroll Suite Enhancement & Support Maintenance	IT Unit	NP-53.9 - Small Value Procurement	1/3/2022	N/A	1/26/2033	1/27/2022	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-2022-016	Supplies & Materials	Admin. Services Unit	NP-53.9 - Small Value Procurement	1/3/2022	N/A	1/26/2033	1/27/2022	GOP	800,000	800,000		LLFC needs to procure externally when supplies are not available at the DBM-PS. This includes materials for Gender and Development (GAD).
LLFC-MOOE-2022-017	Rent for Parking Space	Admin. Services Unit	NP-53.5 Agency-to-Agency	N/A	N/A	1/26/2033	1/27/2022	GOP	708,000	708,000		Various rental e.g parking space.
LLFC-MOOE-2022-018	Repairs & Maintenance (Facilities)	Admin. Services Unit	NP-53.9 - Small Value Procurement	Various Procurement				GOP	2,200,000	2,200,000		Various Repairs & Maintenance Expenses for the upkeep of LLFC facilities.
LLFC-MOOE-2022-019	Janitorial, Messengerial & Contratual Servi	Admin. Services Unit	Competitive Bidding	1/3/2022	1/23/2022	1/26/2033	1/27/2022	GOP	10,300,000	10,300,000		Engagement of manpower services thru a service provider.

LLFC-MOEE-2022-020	Advertising & Publicity	Admin. Services Unit	NP-53.9 - Small Value Procurement	Various Procurement				GOP	1,500,000	1,500,000	Various advertising and publicity expenses including job ads.
LLFC-MOEE-2022-021	Procurement of Actuarial Report	Admin. Services Unit	NP-53.9 - Small Value Procurement	3/1/2022	N/A	3/24/2022	3/25/2022	GOP	85,000	85,000	The is required in the submission of the Annual Financial Statements by the SEC.
LLFC-MOEE-2022-022	Subscription of Periodicals and Magazines	Admin. Services Unit	NP-53.9 - Small Value Procurement	1/3/2022	N/A	1/26/2033	1/27/2022	GOP	12,000	12,000	Newspaper and magazine subscriptions which one source of inofrmation.
LLFC-MOEE-2022-023	Share in the Upgrade of SyCip Building	Admin. Services Unit	NP-53.9 - Small Value Procurement	1/3/2022	N/A	1/26/2033	1/27/2022	GOP	2,000,000	2,000,000	This represents cost allocation of Special Project Assessment for LBP Leasing and Finance Corporation for the upgrade of the SyCip Lw Center common areas for CY 2022.
LLFC-MOEE-2022-024	Procurement of Water	Admin. Services Unit	NP-53.9 - Small Value Procurement	1/3/2022	N/A	1/26/2033	1/27/2022	GOP	40,000	40,000	Potable water is sourced externally and provied for the LLFC employees.
LLFC-MOEE-2022-025	Customer Satisfaction Survey	Admin. Services Unit	NP-53.9 - Small Value Procurement	5/2/2022	N/A	5/25/2022	5/26/2022	GOP	650,000	650,000	GCG requires the interpretation of the Customer Satisfaction Survey to be done by a Third Party.
LLFC-MOEE-2022-026	QMS-Recertification	Admin. Services Unit	NP-53.9 - Small Value Procurement	5/2/2022	N/A	5/25/2022	5/26/2022	GOP	1,000,000	1,000,000	In compliance with Inter-Agency Task Force (AITF) requirement that all GOCCs/ Agencies must secure and submit ISO 9001 QMS certification. This represents cost fo the recertification for CY 2022.
LLFC-MOEE-2022-027	Training of Personnel	Admin. Services Unit	NP-53.9 - Small Value Procurement	1/3/2022	N/A	1/26/2033	1/27/2022	GOP	1,310,000	1,310,000	As part of Personnel Development, LLFC provides trainings for its employees.
LLFC-MOEE-2022-028	Pre-employment Testing	Admin. Services Unit	NP-53.9 - Small Value Procurement	1/3/2022	N/A	1/26/2033	1/27/2022	GOP	150,000	150,000	The employee pre-employment testing is outsourced externally.
LLFC-MOEE-2022-029	Cost of Medical Exams for Applicants	Admin. Services Unit	NP-53.9 - Small Value Procurement	1/3/2022	N/A	1/26/2033	1/27/2022	GOP	60,000	60,000	The employee pre-employment medical testing is outsourced externally.
LLFC-MOEE-2022-030	Cost of Background Investigation	Admin. Services Unit	NP-53.9 - Small Value Procurement	1/3/2022	N/A	1/26/2033	1/27/2022	GOP	90,000	90,000	Conduct of background investigation is externally outsourced.
LLFC-MOEE-2022-031	Offsite Records Management	Admin. Services Unit	NP-53.9 - Small Value Procurement	1/3/2022	N/A	1/26/2033	1/27/2022	GOP	300,000	300,000	Due to lack of space, LLFC needs to store its inactive records to an off-site records management office
LLFC-MOEE-2022-032	Printing Requirements (ORs, etc)	Admin. Services Unit	NP-53.9 - Small Value Procurement	1/3/2022	N/A	1/26/2033	1/27/2022	GOP	150,000	150,000	Due to lack of space, LLFC needs to store its inactive records to an off-site records management office
LLFC-MOEE-2022-033	Warehousing/Hiring of Guards for ROPA	Admin. Services Unit	NP-53.9 - Small Value Procurement	Various Procurement				GOP	2,000,000	2,000,000	Cost of warehousing of ROPA equipment and hiring of security services for ROPA facilities while waiting for their disposal.
LLFC-MOEE-2022-034	Conversion to LED	Admin. Services Un	NP-53.9 - Small Value Procurement	1/3/2022	N/A	1/26/2033	1/27/2022	GOP	80,000	80,000	LLFC needs to convert its lighting facilities to LED in order to save energy as well as to comply with the requirements of the Department of Energy.
LLFC-MOEE-2022-035	Cost of RFID	Admin. Services Unit	NP-53.9 - Small Value Procurement	1/3/2022	N/A	1/26/2033	1/27/2022	GOP	150,000	150,000	For convenience and easy monitoring of toll fees expensed, LLFC has enrolled its ehicles under the AUTOSWEEP RFID System.
LLFC-MOEE-2022-036	COVID RelatedExpenses	Admin. Services Unit	NP-53.9 - Small Value Procurement	1/3/2022	N/A	1/26/2033	1/27/2022	GOP	1,500,000	1,500,000	Cost of various COVID-reilted expenses to mitigate the spread of the virus in the office.
TOTAL									59,213,500	29,511,000	29,702,500

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