



LBP LEASING AND FINANCE CORPORATION

(A LANDBANK SUBSIDIARY)

26 January 2023

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 with your requirement, we are submitting the attached Indicative Annual Procurement Plan Non-CSE for FY 2023 of LBP Leasing and Finance Corporation (LLFC).

We hope that this submission satisfies your requirement.

Thank you.

Sincerely yours,

MICHAEL P. ARAÑAS

President and CEO

(LBP LEASING AND FINANCE CORPORATION) Indicative Annual Procurement Plan for FY 2023

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity?	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Project)
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LLFC-CO-2023-001	Retiling of Floor Areas used for Old Cabling	Admin. Unit	NO	Competitive Bidding	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	3,000,000		3,000,000	Floors used to protect old cables need to be retiled to better protect the cabling system.
LLFC-CO-2023-002	Office Reconfiguration (AMG/Legal/ASG, etc.)	Admin. Unit	NO	Competitive Bidding	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	2,500,000		2,500,000	The LBP Leasing and Finance Corporation office is almost 20 years old such that it needs refurbishing.
LLFC-CO-2023-003	Reconfiguration of Room A	Admin. Unit	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	300,000		300,000	Cabinets in Room A to be removed to provide for more office space for LLFC employees.
LLFC-CO-2023-004	Furniture for the Receiving Area	Admin. Unit	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	100,000		100,000	Current LLFC furnitures are old and needs to be replaced to provide for better comfort for LLFC clients, guests, etc.
LLFC-CO-2023-005	Furniture for the Conference Room	Admin. Unit	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	500,000		500,000	Current LLFC furnitures are old and needs to be replaced to provide for better comfort for LLFC directors, officers, etc.
LLFC-CO-2023-006	GAD Room	Admin. Unit	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	200,000		200,000	Creation of GAD Room in compliance of LLFC's GAD plans
LLFC-CO-2023-007	Laptops - Mid End	IT Unit	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	400,000		400,000	Acquisition of laptops/desktops is necessary for LLFC's expanding operations and to replace its unserviceable units.
LLFC-CO-2023-008	Executive Laptops	IT Unit	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	1,000,000		1,000,000	Acquisition of laptops/desktops is necessary for LLFC's expanding operations and to replace its unserviceable units.
LLFC-CO-2023-009	Desktops - Mid range	IT Unit	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	180,000		180,000	Acquisition of laptops/desktops is necessary for LLFC's expanding operations and to replace its unserviceable units.
LLFC-CO-2023-010	Server	IT Unit	NO	Competitive Bidding	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	3,500,000		3,500,000	Server is used to ensure LLFC Operations.
LLFC-CO-2023-011	UPS	IT Unit	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	500,000		500,000	UPS is needed to ensure business continuity and no downtime.
LLFC-CO-2023-012	Biometrics	IT Unit	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	80,000		80,000	Biometrics is used to record the attendance of LLFC employees.
LLFC-CO-2023-013	Integrated Development Environment License	IT Unit	NO	NP-53.9 - Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	90,000		90,000	LLFC needs to acquire new software that will make its financing and leasing operations more efficient.
LLFC-CO-2023-014	Software	IT Unit	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	3,126,000		3,126,000	LLFC needs to acquire new software that will make its financing and leasing operations more efficient.
LLFC-CO-2023-015	DMS Capturing Software & Support	IT Unit	NO	NP-53.9 - Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	600,000		600,000	LLFC needs to acquire new software that will make its financing and leasing operations more efficient.

(LBP LEASING AND FINANCE CORPORATION) Indicative Annual Procurement Plan for FY 2023

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity?	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Project)
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LLFC-CO-2023-016	IT Equipment	IT Unit	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	1,059,000		1,059,000	LLFC needs to upgrade/acquire ICT hardware to support LLFC's expanding operations.
LLFC-MOOE-2023-001	Annual Subscription/Maintenance of Microsoft Office 365	IT Unit	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	1,500,000	1,500,000		Renewal of annual subscription to Microsoft Office is necessary for a continued Microsoft support.
LLFC-MOOE-2023-002	PABX	IT Unit	NO	NP-53.9 - Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	150,000	150,000		Maintenance of Phone Network is necessary for communication between LLFC and its clients, suppliers, etc.
LLFC-MOOE-2023-003	Document Management System Renewal and Subscription	IT Unit	NO	Direct Contracting	N/A	N/A	1st Quarter	1st Quarter	Corporate Budget	90,000	90,000		Renewal of annual subscription is necessary for a continued access to digitized documents of the corporation
LLFC-MOOE-2023-004	Subscription - DMS	IT Unit	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	400,000	400,000		LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
LLFC-MOOE-2023-005	Microsoft 365 Basic Subscription	IT Unit	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	110,000	110,000		LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
LLFC-MOOE-2023-006	Microsoft 365 Premium Subscription	IT Unit	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	180,000	180,000		LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
LLFC-MOOE-2023-007	PDF Compressor Subscription	IT Unit	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	30,000	30,000		In support of IT Services
LLFC-MOOE-2023-008	Power Automate	IT Unit	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	300,000	300,000		LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
LLFC-MOOE-2023-009	Power Apps	IT Unit	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	510,000	510,000		LLFC needs to acquire new applications that will make its financing and leasing operations more efficient.
LLFC-MOOE-2023-010	Professional & Implementation Fee	IT Unit	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	1,000,000	1,000,000		In support of IT Services
LLFC-MOOE-2023-011	Remote Access Service	IT Unit	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	60,000	60,000		In support of IT Services
LLFC-MOOE-2023-012	Assessment Tools/Services	IT Unit	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	350,000	350,000		LLFC needs to upgrade and acquire additional computers peripherals to support LLFC's expanding operations.
LLFC-MOOE-2023-013	Anti-Virus Subscription	IT Unit	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	600,000	600,000		In support of IT Services

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LLFC-MOOE-2023-014	Consultation - Annual Maintenance	IT Unit	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	200,000	200,000		In support of IT Services
LLFC-MOOE-2023-015	Payroll Suite Enhancement & Maintenance Support	IT Unit	NO	Direct Contracting	N/A	N/A	1st Quarter	2nd Quarter	Corporate Budget	200,000	200,000		Maintenance and enhancement of the Payroll Suite, the system LLFC uses for its payroll, attendance, hiring and bebefits implementation.
LLFC-MOOE-2023-016	UPS Maintenance	IT Unit	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	150,000	150,000		The UPS undergoes its annual maintenance to ensure dependability and zero downtime.
LLFC-MOOE-2023-017	ERPS Maintenance Support	IT Unit	NO	Direct Contracting	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	800,000	800,000		Renewal of annual maintenance is necessary for a continued access to ERPS' support and system updates.
LLFC-MOOE-2023-018	Preventive Maintenance - ICT Equipment	IT Unit	NO	NP-53.9 - Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	700,000	700,000		Preventive maintenance of ICT equipment is necessary to avoid downtimes and keep them operational efficiently.
LLFC-MOOE-2023-019	Maintenance and Credits - Corporate Messaging System	IT Unit	NO	Direct Contracting	N/A	N/A	4th Quarter	4th Quarter	Corporate Budget	12,000	12,000		To support the CMS of the Corporation
LLFC-MOOE-2023-020	Zoom License Subscription	IT Unit	NO	Direct Contracting	N/A	N/A	2nd Quarter	2nd Quarter	Corporate Budget	40,000	40,000		LLFC needs to renew subscriptions for various services for continued servies and maintenance that will make its financing and leasing operations more efficient.
LLFC-MOOE-2023-021	Domain Name Renewal	IT Unit	NO	Direct Contracting	N/A	N/A	4th Quarter	4th Quarter	Corporate Budget	12,000	12,000		For continuing use of the domain name of lbpleasing.com
LLFC-MOOE-2023-022	SSL Certificate	IT Unit	NO	Direct Contracting	N/A	N/A	4th Quarter	4th Quarter	Corporate Budget	12,000	12,000		To secure the Corporation's website
LLFC-MOOE-2023-023	Microsoft Azure Subscription	IT Unit	NO	Direct Contracting	N/A	N/A	1st Quarter	1st Quarter	Corporate Budget	900,000	900,000		Renewal of annual subscription to Microsoft Azure is necessary for a continued access to servers and storage
LLFC-MOOE-2023-024	Internet Subscription	IT Unit	NO	Direct Contracting	N/A	N/A	1st Quarter	1st Quarter	Corporate Budget	840,000	840,000		LLFC needs to renew subscriptions for various services for continued servies and maintenance that will make its financing and leasing operations more efficient.
LLFC-MOOE-2023-025	Monitor	IT Unit	NO	NP-53.9 - Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	40,000	40,000		In support of IT Services
LLFC-MOOE-2023-026	Laser Jet Printer	IT Unit	NO	NP-53.9 - Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	40,000	40,000		In support of IT Services
LLFC-MOOE-2023-027	ICT Supplies and Materials	IT Unit	NO	Shopping	N/A	N/A	As the need arised	As the need arised	Corporate Budget	65,000	65,000		LLFC needs to upgrade/acquire ICT hardware to support LLFC's expanding operations.

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LLFC-MOOE-2023-028	External Harddrives	IT Unit	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	85,000	85,000		LLFC needs to upgrade and to acquire additional computers peripherals to support LLFC's expanding operations.
LLFC-MOOE-2023-029	Security Awareness/ICT Training	IT Unit	NO	NP-53.5 Agency-to-Agency	N/A	N/A	3rd Quarter	3rd Quarter	Corporate Budget	70,000	70,000		In compliance with Cyber Security Practices
LLFC-MOOE-2023-030	Communications	Admin. Unit	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	941,380	941,380		Cost for all communication between LLFC employees
LLFC-MOOE-2023-031	Supplies & Materials	Admin. Unit	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	1,169,134	1,169,134		LLFC needs to procure externally when supplies are not available at the DBM-PS. This includes materials for Gender and Development (GAD).
LLFC-MOOE-2023-032	Water	Admin. Unit	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	198,400	198,400		Cost of Water being used for LLFC Operations
LLFC-MOOE-2023-033	Electricity	Admin. Unit	NO	Direct Contracting	N/A	N/A	1st Quarter	1st Quarter	Corporate Budget	2,145,818	2,145,818		Cost of Electricity being used for LLFC Operations
LLFC-MOOE-2023-034	Cost of Fuel	Admin. Unit	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	2,407,294	2,407,294		Cost of Gasoline and Petroleum Products being used for LLFC Service Vehicles (Monthly Replenishment of Credit Line)
LLFC-MOOE-2023-035	Rent of Parking Space for Disposal of Vehicles	Admin. Unit	NO	NP-53.5 Agency-to-Agency	N/A	N/A	1st Quarter	1st Quarter	Corporate Budget	1,012,500	1,012,500		Cost of Parking Space for Disposal of Vehicles
LLFC-MOOE-2023-036	Rent for Parking Space	Admin. Unit	NO	NP-53.5 Agency-to-Agency	N/A	N/A	2nd Quarter	2nd Quarter	Corporate Budget	519,750	519,750		Cost of Parking Space for LLFC Vehicles
LLFC-MOOE-2023-037	Repairs & Maintenance (Facilities)	Admin. Unit	NO	NP-53.9 - Small Value Procurement	As the need arise	As the need arise	As the need arise	As the need arise	Corporate Budget	2,200,000	2,200,000		Various Repairs & Maintenance Expenses for the upkeep of LLFC facilities.
LLFC-MOOE-2023-038	Contractual Services	Admin. Unit	NO	Competitive Bidding	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	7,700,000	7,700,000		Engagement of manpower services thru a service provider.
LLFC-MOOE-2023-039	Advertising & Publicity	Admin. Unit	NO	Shopping	As the need arise	As the need arise	As the need arise	As the need arise	Corporate Budget	1,500,000	1,500,000		Various advertising and publicity expenses including job ads.


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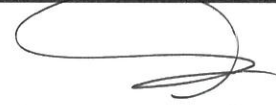
Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity?	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Project)
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LLFC-MOOE-2023-040	Procurement of Actuarial Report	Admin. Unit	NO	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	85,000	85,000		The is required in the submission of the Annual Financial Statements by the SEC.
LLFC-MOOE-2023-041	Subscription of Periodicals and Magazines	Admin. Unit	NO	NP-53.9 - Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	12,000	12,000		Newspaper and magazine subscriptions which one source of inofmation.
LLFC-MOOE-2023-042	Share in the Upgrade of Sycip Building	Admin. Unit	NO	Direct Contracting	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	2,000,000	2,000,000		This represents cost allocation of Special Project Aesessment for LBP Leasing and Finance Corporation for the upgrade of the SyCip Lw Center common areas for CY 2022.
LLFC-MOOE-2023-043	Customer Satisfaction Survey	Admin. Unit	NO	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	540,000	540,000		GCG requires the interpretation of the Customer Satisfaction Survey to be done by a Third Party.
LLFC-MOOE-2023-044	QMS - Recertification	Admin. Unit	NO	NP-53.9 - Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	Corporate Budget	120,000	120,000		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 2023.
LLFC-MOOE-2023-045	Training of Personnel	Admin. Unit	NO	NP-53.9 - Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	Corporate Budget	1,310,000	1,310,000		As part of Personnel Development, LLFC provides trainings for its employees.
LLFC-MOOE-2023-046	Pre-employment Testing	Admin. Unit	NO	NP-53.9 - Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	Corporate Budget	150,000	150,000		The employee pre-employment testing is outsourced externally.
LLFC-MOOE-2023-047	Cost of Medical Exams for Applicants	Admin. Unit	NO	NP-53.9 - Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	Corporate Budget	60,000	60,000		The employee pre-employment medical testing is outsourced externally.
LLFC-MOOE-2023-048	Cost of Background Investigation	Admin. Unit	NO	NP-53.9 - Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	Corporate Budget	90,000	90,000		Conduct of background investigation is externally outsourced.
LLFC-MOOE-2023-049	Offsite Records Management	Admin. Unit	NO	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	300,000	300,000		Due to lack of space, LLFC needs to store its inactive records to an off-site records management office
LLFC-MOOE-2023-050	Printing Requirements (Ors, etc.)	Admin. Unit	NO	NP-53.5 Agency-to-Agency	N/A	N/A	4th Quarter	4th Quarter	Corporate Budget	150,000	150,000		Printing requirements for Officil Receipts, Property Stickers, etc.
LLFC-MOOE-2023-051	Guards (ROPA)	Admin. Unit	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	Corporate Budget	1,000,000	1,000,000		Hiring of security guards is inevitable to safeguard acquird assets.
LLFC-MOOE-2023-052	Warehouse (ROPA)	Admin. Unit	NO	NP-53.10 Lease of Real Property and Venue	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	1,000,000	1,000,000		Acquired assets need to be secured/housed to prevent deterioration and losses from theft.

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LLFC-MOOE-2023-053	Cost of RFID	Admin. Unit	NO	Direct Contracting	N/A	N/A	As the need arises	As the need arises	Corporate Budget	275,000	275,000		For convenience and easy monitoring of toll fees expensed, LLFC has enrolled its vehicles under the AUTOSWEEP RFID System.
LLFC-MOOE-2023-054	Real Estate Tax	Admin. Unit	NO	NP-53.5 Agency-to-Agency	N/A	N/A	1st Quarter	1st Quarter	Corporate Budget	188,050	188,050		Payment for Real Estate Tax
LLFC-MOOE-2023-055	Permits	Admin. Unit	NO	NP-53.5 Agency-to-Agency	N/A	N/A	1st Quarter	1st Quarter	Corporate Budget	3,042,230	3,042,230		Payment for Permits
LLFC-MOOE-2023-056	Insurance	Admin. Unit	NO	NP-53.5 Agency-to-Agency	N/A	N/A	As the need arises	As the need arises	Corporate Budget	3,443,474	3,443,474		Payment for Insurance
LLFC-MOOE-2023-057	Sherrif's Fees	Admin. Unit	NO	NP-53.5 Agency-to-Agency	N/A	N/A	As the need arises	As the need arises	Corporate Budget	600,000	600,000		Payment for Sherrif's Fees
										50,742,276	43,606,030	17,135,000	

Prepared by:  **JOSE EMMANUEL I. GUERRERO**
BAC Secretariat

Recommending Approval:  **ATTY. MARLA A. BARCENILLA**
BAC Chairperson

Approved by:  **MICHAEL P. ARAÑAS**
President and CEO