

LBP INSURANCE BROKERAGE, INC.


ANNUAL PROCUREMENT PLAN FOR C.Y. 2018

CODE (PAP)	PROCUREMENT PROGRAM/PROJECT	PMO/ END USER	MODE OF PRUCUREMENT	SCHEDULE OF PROCUREMENT ACTIVITY				Source of Funds	ESTIMATED BUDGET (PHP)			REMARKS (Brief Description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	Mode	CO	
1	Carpet Cleaning	LIBI	Small Value Procurement (Sec. 53.9)	Semi-Annually - 2018	Semi-Annually - 2018	Semi-Annually - 2018	Semi-Annually - 2018	Corporate Funds	32,000.00		32,000.00	Annual Cleaning of LIBI Carpet
2	Replacement/Upholster of (16) Director's Chair	LIBI-BOD	Small Value Procurement (Sec. 53.9)	1st Quarter- 2018	1st Quarter- 2018	1st Quarter- 2018	1st Quarter- 2018	do	400,000.00		400,000.00	To replace deffective director's chair of LIBI conference room
3	Replacement of (12) Bar Stool of LIBI Pantry	LIBI PERSONNEL	Small Value Procurement (Sec. 53.9)	1st Quarter- 2018	1st Quarter- 2018	1st Quarter- 2018	1st Quarter- 2018	do	54,000.00		54,000.00	For replacement of old & defective bar stool at LIBI Pantry
4	ANTI-VIRUS Software	LIBI	Small Value Procurement (Sec. 53.9)	1st Quarter- 2018	1st Quarter- 2018	1st Quarter- 2018	1st Quarter- 2018	do	150,000.00		150,000.00	For protection, detections & removal of spyware & malware
5	Windows 10 Operating System (OS)	LIBI	Small Value Procurement (Sec. 53.9)	1st Quarter- 2018	1st Quarter- 2018	1st Quarter- 2018	1st Quarter- 2018	do	250,000.00		250,000.00	Replacement for the existing operatng system (upgrade into latest version of OS)
6	Microsoft Office License 2016	LIBI	Small Value Procurement (Sec. 53.9)	1st Quarter- 2018	1st Quarter- 2018	1st Quarter- 2018	1st Quarter- 2018	do	250,000.00		250,000.00	Upgrade to latest office tools for day-to-day productivity
7	Email Service	LIBI	Public Bidding	1st Quarter- 2018	1st Quarter- 2018	1st Quarter- 2018	1st Quarter- 2018	do	250,000.00		250,000.00	Replace email service into more stable and to lessen email downtime
8	Data Privacy Officer (DPO) Consultant	LIBI	Public Bidding	1st Quarter- 2018	1st Quarter- 2018	1st Quarter- 2018	1st Quarter- 2018	do	1,200,000.00	1,200,000.00		Consultancy Services for Implementing Data Privacy Act
9	LIBI Team Building	LIBI	Small Value Procurement (Sec. 53.9)	1st Quarter- 2018	1st Quarter- 2018	1st Quarter- 2018	1st Quarter- 2018	do	200,000.00	200,000.00		For Annual Team Building Activities
10	Improvement of Workstation (Admin. Unit)	LIBI	Small Value Procurement (Sec. 53.9)	1st Quarter- 2018	1st Quarter- 2018	1st Quarter- 2018	1st Quarter- 2018	do	110,000.00		110,000.00	Additional Workstation for Admin. Dept.
11	Chat Bot (Virtual Assistant)	LIBI	Small Value Procurement (Sec. 53.9)	2nd Quarter - 2018	2nd Quarter - 2018	2nd Quarter - 2018	2nd Quarter - 2018	do	5,000,000.00		5,000,000.00	For the office telephone management
12	Firewall Device	I.T Specialist	Small Value Procurement (Sec. 53.9)	2nd Quarter - 2018	2nd Quarter - 2018	2nd Quarter - 2018	2nd Quarter - 2018	do	300,000.00		300,000.00	For the replacement of old firewall device to lessen network interruption/downtime
13	Recabling/Structure Cabling	LIBI	Small Value Procurement (Sec. 53.9)	2nd Quarter - 2018	2nd Quarter - 2018	2nd Quarter - 2018	2nd Quarter - 2018	do	800,000.00		800,000.00	For replacement of old network/data line throughtout the office and implement cabling management for server room
14	Refill of (18) Units Fire Extinguisher (HCFC 123 & DRY CHEMICAL)	LIBI	Small Value Procurement (Sec. 53.9)	2nd Quarter - 2018	2nd Quarter - 2018	2nd Quarter - 2018	2nd Quarter - 2018	do	53,800.00	53,800.00		Refill of fire extinguisher HCFC & Dry Chemical

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15	Replacement of Lighting System	LIBI	G To G	3rd Quarter - 2018	3rd Quarter - 2018	3rd Quarter - 2018	3rd Quarter - 2018	do	400,000.00		400,000.00	Replacement of Electrical lightning System to LED including emergency lights, supply of material, labor, tools & equipments
16	Multi-function Device Scanner (2) units	LIBI	Small Value Procurement (Sec. 53.9)	4th Quarter - 2018	4th Quarter - 2018	4th Quarter - 2018	4th Quarter - 2018	do	100,000.00		100,000.00	For possible replacement of old units
17	Corporate Planning	LIBI	Small Value Procurement (Sec. 53.9)	4th Quarter - 2018	4th Quarter - 2018	4th Quarter - 2018	4th Quarter - 2018	do	150,000.00	150,000.00		For Annual Corporate Management Planning
18	Procurement of (10) units PC'S	LIBI PERSONNEL	Small Value Procurement (Sec. 53.9)	AS NEEDED - 2018	AS NEEDED - 2018	AS NEEDED - 2018	AS NEEDED - 2018	do	300,000.00		300,000.00	For replacemen t of old P'C & possible replacement during Breakdown
19	Back-up Storage	I.T Specialist	Small Value Procurement (Sec. 53.9)	AS NEEDED - 2018	AS NEEDED - 2018	AS NEEDED - 2018	AS NEEDED - 2018	do	300,000.00		300,000.00	For additional storage for back-ups and server storage needs
20	Acquisition of (5) Dot Matrix Printer	LIBI PERSONNEL	DBM-PS	AS NEEDED - 2018	AS NEEDED - 2018	AS NEEDED - 2018	AS NEEDED - 2018	do	50,000.00		50,000.00	For possible replacement of 2 old units 3 for Marketing Dept. per team
21	Adobe Acrobat Pro	LIBI	Small Value Procurement (Sec. 53.9)	AS NEEDED - 2018	AS NEEDED - 2018	AS NEEDED - 2018	AS NEEDED - 2018	do	30,000.00		30,000.00	Convert PDF to excel form
22	Replacemen of LIBI I.D with Lace	LIBI SERVER ROOM	Small Value Procurement (Sec. 53.9)	AS NEEDED - 2018	AS NEEDED - 2018	AS NEEDED - 2018	AS NEEDED - 2018	do	60,000.00	60,000.00		Replacement of old I.D's (all-in)
23	Four (4) units Uninterruptible Power Supply (UPS) for SERVER	LIBI SERVER ROOM	Small Value Procurement (Sec. 53.9)	AS NEEDED - 2018	AS NEEDED - 2018	AS NEEDED - 2018	AS NEEDED - 2018	do	120,000.00		120,000.00	Back-up for power interruption for LIBI server
24	SEMINAR/TRAINING	LIBI-Personne	Direct Contracting	AS NEEDED - 2018	AS NEEDED - 2018	AS NEEDED - 2018	AS NEEDED - 2018	do	300,000.00	300,000.00		For Continuous educational training & level of competency of LIBI-Personnel
25	(3) Microsoft Visio/Project 2016 License	I.T Officer	Small Value Procurement (Sec. 53.9)	AS NEEDED - 2018	AS NEEDED - 2018	AS NEEDED - 2018	AS NEEDED - 2018	do	50,000.00		50,000.00	To support documentation and/or production of ISO9001'2015 Manual
								TOTAL	10,909,800.00	1,963,800.00	8,946,000.00	

RECOMMENDED BY:  ANTONETTE C. SERAPIO
Administrative Head

Certified Funds Available/
Certified Appropriate Funds Available:  SHIRLEY A. PALAPAL
Accounting Head

APPROVED BY:  RODOLFO V. PESTAÑO
General Manager