

**LBP INSURANCE BROKERAGE, INC.**  
ANNUAL PROCUREMENT PLAN FOR C.Y. 2019

| CODE (PAP) | PROCUREMENT PROGRAM/PROJECT   | PMO/ END USER                  | MODE OF PRUCREMENT                  | 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                  | MOOE                | CO                  |  |
| 1          | Procurement of (1) unit Laptop  | LIBI-Gen. Manager              | Small Value Procurement (Sec. 53.9) | 1st Quarter- 2019                | 1st Quarter- 2019    | 1st Quarter- 2019    | 1st Quarter- 2019    | Corporate Operating Budget | 70,000.00              | 70,000.00           |                     | For replacement of slow/defective unit   |
| 2          | Procurement of (1) unit Electronic Typewriter   | LIBI-Personnel                 | Small Value Procurement             | 1st Quarter- 2019                | 1st Quarter- 2019    | 1st Quarter- 2019    | 1st Quarter- 2019    | do                         | 30,000.00              | 30,000.00           |                     | For replacement of old efective unit   |
| 3          | Replacemen of LIBI I.D with Lace  | LIBI-Personnel                 | Small Value Procurement (Sec. 53.9) | 1st Quarter- 2019                | 1st Quarter- 2019    | 1st Quarter- 2019    | 1st Quarter- 2019    | do                         | 20,000.00              | 20,000.00           |                     | Replacement of Old I.D's   |
| 4          | LIBI Team Building  | LIBI                           | Small Value Procurement (Sec. 53.9) | 1st Quarter- 2019                | 1st Quarter- 2019    | 1st Quarter- 2019    | 1st Quarter- 2019    | do                         | 300,000.00             | 300,000.00          |                     | For Annual Team Building Activities  |
| 5          | Restoration/Polish of LIBI Conference Table   | LIBI                           | Small Value Procurement (Sec. 53.9) | 1st Quarter- 2019                | 1st Quarter- 2019    | 1st Quarter- 2019    | 1st Quarter- 2019    | do                         | 100,000.00             | 100,000.00          |                     | To restore the original color and designed of LIBI Conference table  |
| 6          | Customer Satisfaction Survey  | LIBI                           | Government to Government (Sec.53.5) | 1st Quarter- 2019                | 1st Quarter- 2019    | 1st Quarter- 2019    | 1st Quarter- 2019    | do                         | 1,000,000.00           | 1,000,000.00        |                     | For annual customer satisfaction survey  |
| 7          | Digita Advertisement Service & Equipment  | LIBI                           | Small Value Procurement (Sec. 53.9) | 1st Quarter- 2019                | 1st Quarter- 2019    | 1st Quarter- 2019    | 1st Quarter- 2019    | do                         | 150,000.00             | 150,000.00          |                     | For ARTA Compliance  |
| 8          | Firewall/Data Switches Device   | I.T Personnel                  | Government to Government (Sec.53.5) | 2nd Quarter - 2019               | 2nd Quarter - 2019   | 2nd Quarter - 2019   | 2nd Quarter - 2019   | do                         | 300,000.00             |                     | 300,000.00          | For the replacement of old firewall device to lessen network interruption/downtime   |
| 9          | PABX SYSTEM   | I.T Personnel                  | Public Bidding                      | 2nd Quarter - 2019               | 2nd Quarter - 2019   | 2nd Quarter - 2019   | 2nd Quarter - 2019   | do                         | 1,200,000.00           |                     | 1,200,000.00        | For upgrading of telephone system  |
| 10         | Fiber Optic Internet Connection   | I.T Personnel                  | Small Value Procurement (Sec. 53.9) | 3rd Quarter - 2019               | 3rd Quarter - 2019   | 3rd Quarter - 2019   | 3rd Quarter - 2019   | do                         | 700,000.00             |                     | 700,000.00          | For the replacement of slow and unreliable network connection to lessen business interruption  |
| 11         | Disaster Recovery for Data Back-Up  | I.T Personnel                  | Government to Government (Sec.53.5) | 3rd Quarter - 2019               | 3rd Quarter - 2019   | 3rd Quarter - 2019   | 3rd Quarter - 2019   | do                         | 2,000,000.00           |                     | 2,000,000.00        | For data back-up and protection services   |
| 12         | Strategic/Corporate Planning  | LIBI                           | Small Value Procurement (Sec. 53.9) | 4th Quarter- 2019                | 4th Quarter- 2019    | 4th Quarter- 2019    | 4th Quarter- 2019    | do                         | 300,000.00             | 300,000.00          |                     | For Annual Corporate Management Planning   |
| 13         | Monthly checking and quarterly general cleaning for the Preventive Maintenance of LIBI & MSI VRF-Airconditioning System | LIBI                           | Small Value Procurement (Sec. 53.9) | Quarterly - 2019                 | Quarterly - 2019     | Quarterly - 2019     | Quarterly - 2019     | do                         | 1,600,000.00           | 1,600,000.00        |                     | For the monthly preventive maintenance & quarterly general cleaning of (36) units VRF airconditioning System of LIBI & MSI office & other possible repairs |
| 14         | Carpet Cleaning   | LIBI                           | Small Value Procurement (Sec. 53.9) | Semi-Annually - 2019             | Semi-Annually - 2019 | Semi-Annually - 2019 | Semi-Annually - 2019 | do                         | 40,000.00              |                     | 40,000.00           | Annual Cleaning of LIBI Carpet   |
| 15         | Procurement of (5) units PC'S   | LIBI                           | Small Value Procurement (Sec. 53.9) | AS NEEDED - 2019                 | AS NEEDED - 2019     | AS NEEDED - 2019     | AS NEEDED - 2019     | do                         | 150,000.00             |                     | 150,000.00          | For replacemen t of old P'C & possible replacement during Breakdown  |
| 16         | Six (6) units Uninterruptible Power Supply (UPS) for SERVER Room & Marketing & Admin.                                   | LIBI SERVER ROOM               | Small Value Procurement (Sec. 53.9) | AS NEEDED - 2019                 | AS NEEDED - 2019     | AS NEEDED - 2019     | AS NEEDED - 2019     | do                         | 300,000.00             |                     | 300,000.00          | Back-up for power interruption for LIBI server room, Admin. Accounting and Marketing Division  |
| 17         | Filing Cabinet (7) Units  | Marketing, Admin. & Accounting | Small Value Procurement (Sec. 53.9) | AS NEEDED - 2019                 | AS NEEDED - 2019     | AS NEEDED - 2019     | AS NEEDED - 2019     | do                         | 140,000.00             |                     | 140,000.00          | For replacement of old defective units   |
| 18         | SEMINARS/TRAININGS  | LIBI-Personnel                 | Direct Contracting                  | AS NEEDED - 2019                 | AS NEEDED - 2019     | AS NEEDED - 2019     | AS NEEDED - 2019     | do                         | 1,000,000.00           | 1,000,000.00        |                     | For Continuous educational training & level of competency of LIBI-Personnel  |
|            |   |                                |                                     |                                  |                      |                      |                      | <b>TOTAL</b>               | <b>9,400,000.00</b>    | <b>4,570,000.00</b> | <b>4,830,000.00</b> |  |

RECOMMENDED BY: ANTONETTE C. SERAPIC  
Administrative Head

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

APPROVED BY: YOMAST. DELAUN, JR.  
President & CEO

**LBP INSURANCE BROKERAGE, INC.**

ANNUAL PREVENTIVE MAINTENANCE OF LIBI SERVICE VEHICLES FOR C.Y 2019

| CODE (PAP) | PROCUREMENT PROGRAM/PROJECT              | PMO/ END USER               | MODE OF PRUCREMENT      | SCHEDULE OF PROCUREMENT ACTIVITY |                  |                  |                  | Source of Funds | ESTIMATED BUDGET (PHP) |                   |    | REMARKS<br>(Brief Description of Program/Project)  |
|------------|--|-----------------------------|-------------------------|----------------------------------|------------------|------------------|------------------|-----------------|------------------------|-------------------|----|--|
|            |  |                             |                         | Ads/Post of IB/REI               | Sub/Open of Bids | Notice of Award  | Contract Signing |                 | Total                  | MOOE              | CO |  |
| 1          | 2009 Toyota Innova<br>Plate No. NPQ-157  | Antonette C. Serapio        | Small Value Procurement | AS NEEDED - 2019                 | AS NEEDED - 2019 | AS NEEDED - 2019 | AS NEEDED - 2019 | Corporate Funds | 120,000.00             | 120,000.00        |    | Budget for repair & preventive maintenance of LIBI service vehicle such as: change oil for every 10,000kms, air-con cleanings/repairs, possible replacement of tires, brakes, battery & other possible repairs & preventive maintenance<br><br>Budget for repair & preventive maintenance of LIBI service vehicle Change oil for every 10,000kms, cleaning/repairs of air-con, replacement of brakes, battery Tires & other possible repairs<br><br>For change oil for every 10,000kms, air-con cleaning/repair, replacement of brakes (4) tires, battery & other possible repairs<br><br>For change oil on every 10,000kms, 30Kms, 50kms and other PMS services & repairs |
| 2          | 2012 Hyundai Tucson<br>Plate             | Raymund Francis I. Aldeguer | Small Value Procurement | AS NEEDED - 2019                 | AS NEEDED - 2019 | AS NEEDED - 2019 | AS NEEDED - 2019 | Corporate Funds | 150,000.00             | 150,000.00        |    |  |
| 3          | 2014 Toyota Innova<br>Plate No. AKA-4177 | Tomas T. De Leon Jr.        | Small Value Procurement | AS NEEDED - 2019                 | AS NEEDED - 2019 | AS NEEDED - 2019 | AS NEEDED - 2019 | Corporate Funds | 150,000.00             | 150,000.00        |    |  |
| 4          | 2017 Isuzu Sportivo<br>Plate DOF-830     | Antonette C. Serapio        | Small Value Procurement | AS NEEDED - 2019                 | AS NEEDED - 2019 | AS NEEDED - 2019 | AS NEEDED - 2019 | Corporate Funds | 100,000.00             | 100,000.00        |    |  |
|            | * NOTHING FOLLOWS *                      |                             |                         |                                  |                  |                  |                  |                 | <b>TOTAL</b>           | <b>520,000.00</b> |    |  |

PREPARED BY: **RODELIO N. TAGUBA**  
Administrative Specialist 1

NOTED BY: **ANTONETTE C. SERAPIO**  
Administrative Head

Certified Funds Available/  
Certified Appropriate Funds Available: **SHIRLEY A. PALAPAL**

APPROVED BY: **TOMAS T. DE LEON, JR.**  
President/CEO

**LBP INSURANCE BROKERAGE, INC.**

ANNUAL PROCUREMENT OF OFFICE SUPPLIES AND STATIONERIES FOR C.Y 2019

| CODE (PAP)          | PROCUREMENT PROGRAM/PROJECT   | PMO/ END USER | MODE OF PRUCREMENT          | 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                  | MOOE         | CO |   |
| 1                   | Procurement of office supplies  | LIBI          | DBM/SMALL VALUE PROCUREMENT | AS NEEDED - 2019                 | AS NEEDED - 2019 | AS NEEDED - 2019 | AS NEEDED - 201    | Corporate Funds | 900,000.00             | 900,000.00   |    | Budget for office supplies for C.Y 2018   |
| 2                   | RENTAL OF OFFICE EQUIPMENTS (rendered by FUJI XEROX & STAR LASER) & Possible repair of Old Equipments | LIBI          | Direct Contracting          | Direct Contracting               | Monthly - 2019   | Monthly - 2019   | Direct Contracting | do              | 800,000.00             | 800,000.00   |    | Monthly rental rendered by FUJI Xerox & Star Laser including Possible repair of old office equipments |
| 3                   | LBC MAILING   | LIBI          | Direct Contracting          | Direct Contracting               | Monthly - 2019   | Monthly - 2019   | Monthly            | do              | 1,500,000.00           | 1,500,000.00 |    | Mailing of various of documents rendered by LBC   |
| * NOTHING FOLLOWS * |   |               |                             |                                  |                  |                  |                    |                 | TOTAL                  | 3,200,000.00 |    |   |

PREPARED BY:  **RODELIO N. TAGUBA**  
Administrative Specialist 1

NOTED BY:  **ANTONETTE C. SERAPIO**  
Administrative Head

Certified Funds Available/  
Certified Appropriate Funds Available:  **STANLEY A. PALAPAL**

APPROVED BY:  **TOMAS T. DE LEON, JR.**  
President & CEO