

LBP INSURANCE BROKERAGE, INC.
ANNUAL PROCUREMENT PLAN FOR C.Y 2017

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 7 units PC'S	LIBI & FOREX PERSONEL	Small Value Procurement (Sec. 53.9)	AS NEEDED - 2017	AS NEEDED - 2017	AS NEEDED - 2017	AS NEEDED - 2017	Corporate Funds	175,000.00		175,000.00	For replacemen t of old P'C & possible replacement during Breakdown
2	Adobe Acrobat Pro	LIBI	Small Value Procurement (Sec. 53.9)	AS NEEDED- 20017	AS NEEDED- 20017	AS NEEDED- 20017	AS NEEDED- 20017	do	30,000.00		30,000.00	Convert PDF to excel form
3	Documents Tracking System	LIBI	Small Value Procurement (Sec. 53.9)	2nd Quarter- 2017	2nd Quarter- 2017	2nd Quarter- 2017	2nd Quarter- 2017	do	400,000.00		400,000.00	For tracking/tracing of doucments
4	CCTV SECURITY CAMERA	LIBI	Small Value Procurement (Sec. 53.9)	2nd Quarter - 2017	2nd Quarter - 2017	2nd Quarter - 2017	2nd Quarter - 2017	do	140,000.00		140,000.00	Supply & installation surveillance with monthly 24/7 monitoring
5	Filing Cabinet (4-drawer)	LIBI-Marketing	Small Value Procurement (Sec. 53.9)	2nd Quarter - 2017	2nd Quarter - 2017	2nd Quarter - 2017	2nd Quarter - 2017	do	30,000.00		30,000.00	Additional filing cabinet to be assigned for claims documents
6	2 units Uninterruptible Power Supply (UPS) for SERVER	LIBI SERVER ROOM	Small Value Procurement (Sec. 53.9)	As Needed - 2017	As Needed - 2017	As Needed - 2017	As Needed - 2017	do	120,000.00		120,000.00	Back-up for power interruption for LIBI server
7	1 unit Uninterruptible Power Supply (UPS) for personal computers	LIBI PERSONNEL	Small Value Procurement (Sec. 53.9)	3rd Quarter - 2017	3rd Quarter - 2017	3rd Quarter - 2017	3rd Quarter - 2017	do	144,000.00		144,000.00	Backup for power interruption for LIBI PERSONAL COMPUTERS
8	Acquisition of 3 Dot Matrix Printer	LIBI PERSONNEL	DBM-PS	As Needed- 2017	As Needed- 2017	As Needed- 2017	As Needed- 2017	do	24,000.00		24,000.00	For possible replacement of old units (1 for Accounting & 2 for Marketing)
9	Repair/Cleaning of LIBI Air-conditioning System (Left & Right wing)	LIBI OFFICE	Small Value Procurement (Sec. 53.9)	As Needed - 2017	As Needed - 2017	As Needed - 2017	As Needed - 2017	do	250,000.00	250,000.00		Repair and Maintenance of LIBI Airconditioning/ unexpected repair such as replacement of Compressor, acc. Valve, bearings, cleaning
10	Replacement of Lighting System	LIBI	G to G	3rd Quarter - 2017	3rd Quarter - 2017	3rd Quarter - 2017	3rd Quarter - 2017	do	400,000.00		400,000.00	Replacement of Electrical lightning System to LED including emergency lights, supply of material, labor, tools & equipments
11	Multi-function Device (2) units	LIBI	Small Value Procurement (Sec. 53.9)	As Needed - 2017	As Needed - 2017	As Needed - 2017	As Needed - 2017	do	20,000.00		20,000.00	For possible replacement of old units
12	Carpet Cleaning	LIBI	Small Value Procurement (Sec. 53.9)	Semi-Annually - 2017	Semi-Annually - 2017	Semi-Annually - 2017	Semi-Annually - 2017	do	32,000.00	32,000.00	32,000.00	Annual Cleaning of LIBI Carpet
13	SEMINAR/TRAINING	LIBI-Personnel	Direct Contacting	AS NEEDED - 2017	AS NEEDED - 2017	AS NEEDED - 2017	AS NEEDED - 2017	do	200,000.00	200,000.00	200,000.00	For Continuous educational training & level of competency of LIBI-Personnel
14	GQMS Seminar	LIBI	Direct Contacting	AS NEEDED - 2017	AS NEEDED - 2017	AS NEEDED - 2017	AS NEEDED - 2017	do	400,000.00	400,000.00	400,000.00	Mandatory requirements of GCG
15	ANTI-VIRUS Software	LIBI	Small Value Procurement (Sec. 53.9)	AS NEEDED - 2017	AS NEEDED - 2017	AS NEEDED - 2017	AS NEEDED - 2017	do	150,000.00		150,000.00	For protection, detections & removal of spyware & malware
16	Replacement of Air-Conditioning System*	LIBI	Public Bidding	4th Quarter - 2017	4th Quarter - 2017	4th Quarter - 2017	4th Quarter - 2017	do	8,500,000.00		8,500,000.00	Converting to Stand-alone System (VRF or Inverter-type) due decommissioning of cooling tower of the building & Back-up Air-conditioning system for server
TOTAL									11,015,000.00	882,000.00	10,765,000.00	

RECOMMENDED BY: ANTONETTE C. SORAPIO
Administrative Head

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

APPROVED BY: RODOLFO V. RESTAÑO
General Manager