



LBP INSURANCE BROKERAGE, INC.

(A SUBSIDIARY OF THE LAND BANK OF THE PHILIPPINES)
12/F SyCip Law Centre Bldg., 105 Paseo De Roxas, Legaspi Village, Makati City 1229



July 14, 2025

PERFORMANCE MONITORING DIVISION

DEPARTMENT OF BUDGET AND MANAGEMENT (DBM)

GOVERNMENT PROCUREMENT POLICY BOARD - TECHNICAL SUPPORT
OFFICE (GPPB-TSO)

Unit 2504 Raffles Corporate Center,

F. Ortigas Jr. Rd., Ortigas Center, Pasig City

Tel. (02) 7-900-6741 to 44

Re: SUBMISSION OF PROCUREMENT REPORTS FOR THE FISCAL YEAR 2025

Dear GPPB-TSO:

This has reference to GPPB Circular 02-2020, dated May 20, 2020, regarding the Guidelines in the Posting and Submission of Annual Procurement Plans, Procurement Monitoring Reports, and Agency Procurement Compliance and Performance Indicator Results.

This is to transmit the FY 2025 Annual Procurement Plan (APP) Changes within the 1st Semester respectfully.

We trust you will find the foregoing documents in order.

Thank you.

Very truly yours,


EUSEBIO A. CORTEZ
Acting President & CEO

LBP Insurance Brokerage, Inc.

Annual Procurement Plan for FY2025

Changes within the 1st Semester

					Schedule for Each Procurement Activity					Estimated Budget (PHP)			
Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Advertisement/Pos ting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing	Source of Funds	Total	MOOE	CO	Remarks (brief description of Project)
ADM-FF-001	Furniture and Fixtures	LIBI	NO	Small Value Procurement	1st ...	1st ...	1st ...	1st ...	Corporate Budget	1,000,000.00	0.00	1,000,000.00	Furniture and Fixtures (Improvement of GAD Office, Chairs, Tables)
ADM-FF-002	Cleaning Tools and Equipment	LIBI	NO	Small Value Procurement	1st ...	1st ...	1st ...	1st ...	Corporate Budget	150,000.00	0.00	150,000.00	Heavy Duty Cleaning Tools and Equipment
ADM-FF-003	Accountable and Non-Accountable Forms	LIBI	NO	Small Value Procurement	2nd...	2nd...	2nd...	2nd...	Corporate Budget	130,000.00	130,000.00	0.00	Accountable and Non-Accountable Forms
ADM-GAD	Gender and Development Projects	GAD	NO	Small Value Procurement	As ...	As ...	As ...	As ...	Corporate Budget	1,832,275.17	1,832,275.17	0.00	Gender and Development Projects
ADM-GS-001	LIBI's Vehicle Repairs and Maintenance	LIBI	NO	Direct Contracting	As ...	As ...	As ...	As ...	Corporate Budget	400,000.00	400,000.00	0.00	LIBI's Vehicle Repairs and Maintenance thru its Vehicle Local Dealership
ADM-GS-002	Supply, Delivery and Installation of Smoke Detectors and Emergency Signages	LIBI	NO	Direct Contracting	1st ...	1st ...	1st ...	1st ...	Corporate Budget	750,000.00	0.00	750,000.00	Supply, Delivery and Installation of Smoke Detectors and Emergency Signages
ADM-GS-003	Pest Control Services	LIBI	NO	Small Value Procurement	2nd...	2nd...	2nd...	2nd...	Corporate Budget	40,800.00	40,800.00	0.00	Pest Control Services
ADM-GS-004	Checking and General Cleaning for the Preventive Maintenance of VRF Air Conditioning System and Compressor	Admin	NO	Small Value Procurement	2nd...	2nd...	2nd...	2nd...	Corporate Budget	650,000.00	650,000.00	0.00	Checking and General Cleaning for the Preventive Maintenance of VRF Air Conditioning System and Compressor
ADM-GS-005	Renewal of Print-All-You-Can Contract Services and Multi-Function Printer Rental	LIBI	NO	Small Value Procurement	2nd...	2nd...	2nd...	2nd...	Corporate Budget	591,600.00	591,600.00	0.00	Renewal of Print-All-You-Can Contract Services
ADM-GS-006	Corporate Giveaways for CY2025	LIBI	NO	Small Value Procurement	3rd ...	3rd ...	3rd ...	3rd ...	Corporate Budget	2,000,000.00	2,000,000.00	0.00	Corporate Giveaways for CY2025, includes the Award System
ADM-GS-008	Courier Services	LIBI	NO	Direct Contracting	As ...	As ...	As ...	As ...	Corporate Budget	780,000.00	780,000.00	0.00	Courier Services
ADM-GS-009	Fire Extinguisher Refill	Admin	NO	Small Value Procurement	1st ...	1st ...	1st ...	1st ...	Corporate Budget	80,000.00	80,000.00	0.00	Fire Extinguisher Refill
ADM-GS-010	Storage Rental Facilities for LIBI Disposal Assets	Admin	NO	Direct Contracting	1st ...	1st ...	1st ...	1st ...	Corporate Budget	181,000.00	181,000.00	0.00	Storage Rental Facilities for LIBI Disposal Assets
ADM-GS-011	Professional Photography Services and Supply, Delivery, Installation, and Testing of PVC ID Printer and Consumables	LIBI	NO	Small Value Procurement	As ...	As ...	As ...	As ...	Corporate Budget	320,000.00	170,000.00	150,000.00	Professional Photography Services and Supply, Delivery, Installation, and Testing of PVC ID Printer and Consumables
ADM-HR-001	Security Services	LIBI	NO	Direct Contracting	3rd ...	3rd ...	3rd ...	3rd ...	Corporate Budget	484,939.00	484,939.00	0.00	Security Services
ADM-HR-002	Manpower Services	LIBI	NO	Negotiated Procurement - Agency-to-Agency	1st ...	1st ...	1st ...	1st ...	Corporate Budget	8,157,681.43	8,157,681.43	0.00	Manpower Services (11 TAs, 14COS, 5Add+1Acct)
ADM-HR-003	Annual Customer Satisfaction Measurement (CSM)	LIBI	NO	Small Value Procurement	3rd ...	3rd ...	3rd ...	3rd ...	Corporate Budget	500,000.00	500,000.00	0.00	Annual Customer Satisfaction Measurement (CSM)
ADM-HR-004	Actuarial Services for the Valuation of Retirement Fund	Acct	NO	Small Value Procurement	3rd ...	3rd ...	3rd ...	3rd ...	Corporate Budget	75,000.00	75,000.00	0.00	Actuarial Services for the Valuation of Retirement Fund
ADM-HR-005	Employee's Uniform and Clothing	LIBI	NO	Small Value Procurement	3rd ...	3rd ...	3rd ...	3rd ...	Corporate Budget	420,000.00	420,000.00	0.00	Employee's Uniform and Clothing
ADM-HR-006	QMS-ISO Surveillance Audit	LIBI	NO	Direct Contracting	4th ...	4th ...	4th ...	4th ...	Corporate Budget	50,000.00	50,000.00	0.00	QMS-ISO Surveillance Audit
ADM-HR-007	Strategic/Corporate Planning	LIBI	NO	Small Value Procurement	As ...	As ...	As ...	As ...	Corporate Budget	300,000.00	300,000.00	0.00	Strategic/Corporate Planning

LBP Insurance Brokerage, Inc.

Annual Procurement Plan for FY2025

Changes within the 1st Semester

					Schedule for Each Procurement Activity					Estimated Budget (Php)			
Code (PAP)	Procurement Project	PMO/ End-User	<small>Is this an Early Procurement Activity? (Yes/No)</small>	Mode of Procurement	Advertisement/Pos ting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing	Source of Funds	Total	MOOE	CO	Remarks (brief description of Project)
ADM-HR-008	Seminar/Training Programs for Employees and Directors	LIBI	NO	Negotiated Procurement - Agency-to-Agency	1st ...	1st ...	1st ...	1st ...	Corporate Budget	930,000.00	930,000.00	0.00	Seminar/Training Programs for Employees (incl. Consumer Protection Act), RA 10121: Effective Disaster Risk Reduction and Management Plan, "DBM JMC No. 2015-01 dated March 24, 2015 - Revised Guidelines for Climate Change Expenditure Tagging (CC ET) amending JMC No. 2013-01"
ADM-HR-009	Conduct of Competency Framework Workshop	LIBI	NO	Small Value Procurement	1st ...	1st ...	1st ...	1st ...	Corporate Budget	150,000.00	150,000.00	0.00	Competency Framework
ADM-HR-010	Time and Motion Study for Accounting and Administrative Functions	LIBI	NO	Small Value Procurement	1st ...	1st ...	1st ...	1st ...	Corporate Budget	300,000.00	300,000.00	0.00	Time and Motion Study for Accounting and Administrative Functions
ADM-OTH-001	OGCC Legal Services	Admin	NO	Negotiated Procurement - Agency-to-Agency	As ...	As ...	As ...	As ...	Corporate Budget	240,000.00	240,000.00	0.00	OGCC Legal Services
ADM-OTH-002	Energy Saving Consultancy	Admin	NO	Small Value Procurement	1st ...	1st ...	1st ...	1st ...	Corporate Budget	1,000,000.00	1,000,000.00	0.00	Compliance with IAEECC Resolution No. 05 dated 16 March 2022
ADM-OTH-003	Monitoring and Evaluation of, Accountability for, and Learning from (MEAL)	LIBI	NO	Small Value Procurement	As ...	As ...	As ...	As ...	Corporate Budget	1,348,890.86	1,348,890.86	0.00	1% of COB
ADM-OTH-004	Public Service Continuity Plan	LIBI	NO	Small Value Procurement	As ...	As ...	As ...	As ...	Corporate Budget	500,000.00	500,000.00	0.00	Compliance to RA 10121: Effective Disaster Risk Reduction and Management Plan
ADM-SYCIP	SyCipLaw Special Assessment Project Building Improvement and Maintenance	Admin	NO	Direct Contracting	As ...	As ...	As ...	As ...	Corporate Budget	1,160,000.00	1,160,000.00	0.00	SyCipLaw Special Assessment Project Building Improvement and Maintenance (Total Project Cost: Php24,899,848.00 will be LIBI Share is 4.65%)
ADMIN-IT-002	Procurement of Laptop and Peripherals (Mouse, Keyboard, Memory, SSD, LCD, Power Supply)	LIBI	NO	Small Value Procurement	1st ...	1st ...	1st ...	1st ...	Corporate Budget	1,050,000.00	300,000.00	750,000.00	Procurement of Laptop
ADMIN-IT-003	Procurement of Document Management System	LIBI	NO	Small Value Procurement	1st ...	1st ...	1st ...	1st ...	Corporate Budget	1,000,000.00	0.00	1,000,000.00	Replacement of Document Management System
ADMIN-IT-004	Renewal of ISP (Infinitivan)	LIBI	NO	Direct Contracting	2nd...	2nd...	2nd...	2nd...	Corporate Budget	809,088.00	809,088.00	0.00	Renewal of ISP (Infinitivan)
ADMIN-IT-005	Renewal of ISP (Eastern)	IT	NO	Direct Contracting	3rd ...	3rd ...	3rd ...	3rd ...	Corporate Budget	360,000.00	360,000.00	0.00	Renewal of ISP (Eastern)
ADMIN-IT-006	Renewal of Antivirus License	IT	NO	Direct Contracting	1st ...	1st ...	1st ...	1st ...	Corporate Budget	150,000.00	150,000.00	0.00	Renewal of Antivirus License
ADMIN-IT-007	Renewal of Google Workspace License and Additional Licenses	LIBI	NO	Direct Contracting	1st ...	1st ...	1st ...	1st ...	Corporate Budget	1,600,000.00	1,600,000.00	0.00	Renewal of Google Workspace License
ADMIN-IT-008	Renewal of Zoom License	Admin	NO	Direct Contracting	2nd...	2nd...	2nd...	2nd...	Corporate Budget	50,000.00	50,000.00	0.00	Renewal of Zoom License
ADMIN-IT-009	Procurement of Enterprise Resource Planning (ERP) System	LIBI	NO	Competitive Bidding	3rd ...	3rd ...	3rd ...	3rd ...	Corporate Budget	14,800,000.00	0.00	14,800,000.00	Procurement of Insurance Brokerage System (Core System) inclusion of eSL, responsive to PFRS 15 and BIR RR No. 8-2024 under RA11976, other Compliances (i.e. Client Onboarding, AI capability and electronic insurance products) and Consultation with third-party service provider (project management)
ADMIN-IT-010	System Enhancement	IT	NO	Direct Contracting	3rd ...	3rd ...	3rd ...	3rd ...	Corporate Budget	3,500,000.00	3,500,000.00	0.00	System Enhancement for the IIBSv4

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					Advertisement/Pos ting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
ADMIN-IT-011	HRIS Annual Maintenance	IT	NO	Direct Contracting	2nd...	2nd...	2nd...	2nd...	Corporate Budget	200,000.00	200,000.00	0.00	Renewal of HRIS Annual Maintenance
ADMIN-IT-012	Renewal of Firewall License	IT	NO	Direct Contracting	3rd ...	3rd ...	3rd ...	3rd ...	Corporate Budget	190,000.00	190,000.00	0.00	Renewal of Firewall License
ADMIN-IT-013	Renewal of Domain and Web Hosting with SSL Certificate	IT	NO	Direct Contracting	3rd ...	3rd ...	3rd ...	3rd ...	Corporate Budget	135,000.00	135,000.00	0.00	Renewal of Domain and Web Hosting with SSL Certificate (lib.iibs.com and lbp-insurance.com)
ADMIN-IT-014	Renewal of Microsoft 365 License	IT	NO	Direct Contracting	4th ...	4th ...	4th ...	4th ...	Corporate Budget	500,000.00	500,000.00	0.00	Renewal of Microsoft 365 License
ADMIN-IT-015	Renewal of Virtual Machine Hosting for Remote Access	IT	NO	Direct Contracting	4th ...	4th ...	4th ...	4th ...	Corporate Budget	570,000.00	570,000.00	0.00	Renewal of Virtual Machine Hosting for Remote Access
ADMIN-IT-016	Compliance with DICT DC No. 003, s. 2024 - Cybersecurity Protection of Government Digital Assets Stipulated in the National Cybersecurity Plan 2023-2028	IT	NO	Competitive Bidding	1st ...	1st ...	1st ...	1st ...	Corporate Budget	7,790,000.00	7,790,000.00	0.00	Compliance with DICT DC No. 003, s. 2024 - Cybersecurity Protection of Government Digital Assets Stipulated in the National Cybersecurity Plan 2023-2028 (Software License and Trainings)
ADMIN-IT-017	Interactive Display	IT	NO	Small Value Procurement	1st ...	1st ...	1st ...	1st ...	Corporate Budget	210,000.00	0.00	210,000.00	Procurement of One (1) Unit Interactive Display for Meeting Room
ADMIN-IT-018	Renewal of Adobe Sign License	IT	NO	Direct Contracting	3rd ...	3rd ...	3rd ...	3rd ...	Corporate Budget	210,000.00	210,000.00	0.00	Renewal of 10 License/s of Adobe Sign License
MKTG-001	Advertising, Promotional and Marketing Materials	Mktg	NO	Small Value Procurement	1st ...	1st ...	1st ...	1st ...	Corporate Budget	100,000.00	100,000.00	0.00	Advertising, Promotional and Marketing Materials

57,746,274.46 38,936,274.46 18,810,000.00

PREPARED BY:

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(A SUBSIDIARY OF THE LAND BANK OF THE PHILIPPINES)

12/F SyCip Law Centre Bldg., 105 Paseo De Roxas, Legaspi Village, Makati City 1229



POSTING CERTIFICATION

This is to certify that the **LBP (Land Bank of the Phil.) Insurance Brokerage, Inc. (LIBI)** has posted its Annual Procurement Plan (APP) (Non-CSEs) Changes within the 1st Semester Submission for the FY2025 on its agency website, and it can be accessible through this link:

<https://lbp-insurance.com/images/pdf/2025-app-noncse-changes-1stSem.pdf>

This certification is being issued in compliance with GPPB Circular No. 02-2020, this 14th of July, 2025.


RENALYN P. CANEJA
Head, Bids and Awards Committee Secretariat