

LBP LEASING CORPORATION
Annual Procurement Plan for FY 2015

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity												Source of Funds	Estimated Budget (PhP)			Remarks (Brief Description of Program/Project)	
				Pre-Proc Conf.	Ads/Post of IAEB	Pre-bid Conf.	Eligibility Check	Sub/Open of Bids	Submission of Additional Requirements/ Bid Eval.	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/ Completion	Acceptance/ Turnover		Total	MOOE	CO		
1	Acquisition of additional space	LLC Personnel	Direct Contracting														Corporate Funds	45,000,000		45,000,000	Additional space is needed for the Company's expansion.
2	Acquisition of various computer applications to enhance operational efficiencies and to comply with the BIR TLIS requirement	LLC Accounting & other personnel	Competitive Bidding	18-May	May 25-June 1	June 2	June 15	June 15	June 19	June 22	June 23-24	June 25-26	June 29	June 2015	June 2015		Corporate Funds	12,039,341		12,039,341	LLC has been classified as a Large Taxpayer and has been required to convert into a fully automated accounting system that meets the BIR LTIS standards. In addition, it needs to acquire other applications that will make leasing and financing operations more efficient.
3	Acquisition of five (5) units of replacement vehicles for day to day operations	LLC Personnel	Competitive Bidding	June 18	June 26-July 6	July 7	July 20	July 20	July 24	July 27	July 28-29	July 30-31	Aug. 4	Aug. 2015	Aug. 2015		Corporate Funds	6,000,000		6,000,000	LLC's operations have substantially grown and its existing vehicles are costing more to maintain each year because of age and above-average utilization rate. The replacement vehicles will enhance operational efficiencies.
4	10 Units of Desktops/Laptops	LLC Personnel	Competitive Bidding	18-May	May 25- June 1	June 2	June 15	June 15	June 19	June 22	June 23-24	June 25-26	June 29	June 2015	June 2015		Corporate Funds	550,000		550,000	LLC is expanding its operations and the 17 new desktops/laptops will be used by new additional personnel. For 2015, LLC has 27 for hire positions.
5	3 Units of Desktops/Laptops	LLC Personnel	Alternative Methods of Procurement	May 25	June 1-8	June 9	June 22	June 22	June 26	June 30	July 1-2	July 3-6	July 9	July 2015	July 2015		Corporate Funds	165,000		165,000	
6	4 Units of Desktops/Laptops	LLC Personnel	Alternative Method of Procurement	Aug. 18	Aug. 25-Sept 1	Sept. 2	Sept. 15	Sept. 15	Sept. 19	Sept. 22	Sept. 23-24	Sept. 25-28	Oct. 1	Oct. 2015	Oct. 2015		Corporate Funds	220,000		220,000	
7	10 units of Tablets	BOD	Alternative Method of Procurement	18-May	May 25- June 1	June 2	June 15	June 15	June 19	June 22	June 23-24	June 25-26	June 29	June 2015	June 2015		Corporate Funds	200,000		200,000	For LLC Board of Directors' use during board meetings.
8	2 Units Back Hardware System	MIS	Competitive Bidding	18-May	May 25- June 1	June 2	June 15	June 15	June 19	June 22	June 23-24	June 25-26	June 29	June 2015	June 2015		Corporate Funds	1,300,000		1,300,000	LLC needs to upgrade its servers and backup hardware system and to acquire additional computers & peripherals to support new applications and to support LLC's expanding operations.
10	2 units Servers	MIS	Public Bidding	18-May	May 25- June 1	June 2	June 15	June 15	June 19	June 22	June 23-24	June 25-26	June 29	June 2015	June 2015		Corporate Funds	1,000,000		1,000,000	
9	1 unit Uninterruptible Power Supply	MIS	Competitive Bidding	18-May	May 25- June 1	June 2	June 15	June 15	June 19	June 22	June 23-24	June 25-26	June 29	June 2015	June 2015		Corporate Funds	920,000		920,000	The additional UPS will replace its existing unserviceable unit.
10	1 Projector with motorized Ceiling Bracket	MIS	Alternative Method of Procurement	Aug. 7	Aug. 17-24	Aug. 25	Sept. 7	Sept. 7	Sept. 11	Sept. 15	Sept. 16-17	Sept. 18-21	Sept. 24	Sept. 2015	Sept. 2015		Corporate Funds	250,000		250,000	This will be used for Board and Executive Committee presentations.
11	Switch, KVM Switch, For DRP Equipment & Audio Codes 4-port GSM Gateway)	MIS	Alternative Method of Procurement	Aug. 7	Aug. 17-24	Aug. 25	Sept. 7	Sept. 7	Sept. 11	Sept. 15	Sept. 16-17	Sept. 18-21	Sept. 24	Sept. 2015	Sept. 2015		Corporate Funds	310,000		310,000	The additional peripherals will be used to support new applications.
12	Office Reconfiguration	LLC Personnel	Competitive Bidding	Sept. 17	Sept.24-Oct. 1	Oct. 2	Oct. 15	Oct. 15	Oct. 19	Oct. 23	Oct. 26-27	Oct. 28-29	Nov. 3	Nov. 2015	Nov. 2015		Corporate Funds	1,100,000		1,100,000	Additional 27 positions have been projected in the 2015 Corporate Budget. The existing office layout needs to be redesigned/replanned to accommodate additional personnel. There is also a need for additional secured record areas. The additional work places will be furnished for the additional staff.
13	Conversion to LED Lights	LLC Personnel	Alternative Method of Procurement	Sept. 17	Sept.24-Oct. 1	Oct. 2	Oct. 15	Oct. 15	Oct. 19	Oct. 23	Oct. 26-27	Oct. 28-29	Nov. 3	Nov. 2015	Nov. 2015		Corporate Funds	300,000		300,000.00	LLC will convert its light bulbs to LED (light emitting diodes) which is environment-friendly, more efficient and cost-effective.
14	Replacement of Blinds	LLC Personnel	Competitive Bidding	Sept. 1	Sept. 8-15	Sept. 16	Sept. 29	Sept. 29	Oct. 5	Oct. 9	Oct. 12-13	Oct. 14-15	Oct. 19	Oct. 2014	Oct. 2014		Corporate Funds	610,020		610,020	Majority of the existing blinds are damaged due to normal wear and tear and are unsightly because of discoloration and stains that can no longer be removed.
15	Acquisition of CCTV Cameras	LLC Personnel	Alternative Method of Procurement	Sept. 8	Sept. 15-22	Sept. 23	Oct. 6	Oct. 6	Oct. 9	Oct. 13	Oct. 14-15	Oct. 16-19	Oct. 23	Oct. 2014	Oct. 2014		Corporate Funds	360,000		360,000	As a security measure and in lieu of security personnel or guards, the CCTV is deemed as essential equipment for the LLC office premises.

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16	2 Units Split-type Airconditioners	LLC Personnel	Competitive Bidding	Sept. 8	Sept. 15-22	Sept. 23	Oct. 6	Oct. 6	Oct. 9	Oct. 13	Oct. 14-15	Oct. 16-19	Oct. 23	Oct. 2014	Oct. 2014	Corporate Funds	330,000		330,000	LLC conducts regular Mancom/Board/other business meetings at the Boardroom which often last after office hours. The LLC President works or holds meetings at the Office of the President outside of the regular office hours. To minimize power cost resulting from using the centralized aircon units after office hours, split-type units will be installed at the Boardroom & Office of the President.	
17	1 Unit 2HP Airconditioner & Server Room Aircon Rectification	LLC Person	Alternative Method of Procurement	18-May	May 25- June 1	June 2	June 15	June 15	June 19	June 22	June 23-24	June 25-26	June 29	June 2015	June 2015	Corporate Funds	150,000		150,000	There is a need to upgrade/replace LLC's current airconditioning system which is over 10 yrs and inoperational. Additional vault-type cabinets are needed to secure vital loan documents and accountable forms.	
18	3 Units Vault-type cabinets	LLC Person	Alternative Method of Procurement	April 13	April 20-27	April 28	May 11	May 11	May 15	May 18	May 19-20	May 21-22	May 26	May 2015	May 2015	Corporate Funds	180,000		180,000.00	An additional shredder is needed to accommodate the volume/demand for documents to be shredded to ensure proper and immediate disposal of documents containing restricted or confidential data.	
19	1 Unit Heavy-Duty Shredder	LLC Person	Alternative Method of Procurement	Sept. 17	Sept-24-Oct. 1	Oct. 2	Oct. 15	Oct. 15	Oct. 19	Oct. 23	Oct. 26-27	Oct. 28-29	Nov. 3	Nov. 2015	Nov. 2015	Corporate Funds	41,000		41,000		
																	71,025,361	-	71,025,361		

RECOMMENDED BY MA. LOURDES G. GONZAGA
Head, Support Services Group

APPROVED BY: MANUEL H. LOPEZ
President