

**LBP LEASING CORPORATION**  
**Annual Procurement Plan for FY 2016**

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 IABE	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													Oct. 2016				Dec. 2016	Corporate Funds	45,000,000		45,000,000	Additional space is needed for the Company's expansion.
2	Office Reconfiguration	LLC Personnel	Competitive Bidding	22-Sept.	Sept. 26-Oct. 3	Oct. 4	Oct. 16	Oct. 16	Oct. 17	Oct. 18	Oct. 19-20	Oct. 21-22	Oct. 24	0	Jan. 2017						Corporate Funds	1,100,000		1,100,000	Additional 36 positions have been projected in the 2016 Corporate Budget. The existing office layout needs to be redesigned/replanned to accommodate additional personnel. There is also a need for additional secured records areas. The additional work places will be furnished for the additional staff.
3	Replacement of Blinds	LLC Personnel	Competitive Bidding	01-Sept.	Sept. 5-12	Sept. 13	Sept. 25	Sept. 25	Sept. 26	Sept. 27	Sept. 28-29	Sept. 30-Oct. 1	Oct. 3	Oct. 2016	Oct. 2016						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.
4	Conversion of Light Bulbs to LED	LLC Personnel	Alternative Method of Procurement	5-Sept.	Sept. 12-19	Sept. 20	Oct. 2	Oct. 2-	Oct. 3	Oct. 4	Oct. 5-6	Oct. 7-8	Oct. 10	Oct. 2016	Oct. 2016						Corporate Funds	300,000		300,000	LLFC will convert to LED lights which are environment-friendly, more efficient and cost-effective.
5	Acquisition of five (5) units vehicles as replacement for day to day operations	LLC Personnel	Competitive Bidding	1-Jul	July 4-11	July 12	July 24	July 24	July 25	July 26	July 27-28	July 29-30	Aug. 1	Aug. 2016	Aug. 2016						Corporate Funds	6,000,000		6,000,000	LLFC'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.
6	10 Desktops/Laptops	LLC Personnel	Competitive Bidding	12-May	May 16-23	May 24	June 5	June 5	June 6	June 7	June 8-9	June 10-11	June 13	June 2016	June 2016						Corporate Funds	550,000		550,000	LLFC is expanding its operations and the 17 new desktops/laptops will be used by new additional personnel for 2016. For 2016, LLFC has 36 for hire positions.
7	3 Desktops/Laptops	LLC Personnel	Alternative Method of Procurement	2-Jun	June 6-13	June 14	June 26	June 26	June 27	June 28	June 29-30	July 1-2	July 4	July 2016	July 2016						Corporate Funds	165,000		165,000	LLFC is expanding its operations and the 17 new desktops/laptops will be used by new additional personnel for 2016. For 2016, LLFC has 36 for hire positions.
8	4 Desktops/Laptops	LLC Personnel	Alternative Method of Procurement	Sept. 5	Sept 9-Oct. 4	Oct. 5	Oct. 17	Oct. 17	Oct. 18	Oct. 19	Oct. 20-21	Oct. 22-23	Oct. 25	Oct. 2016	Oct. 2016						Corporate Funds	220,000		220,000	LLFC is expanding its operations and the 17 new desktops/laptops will be used by new additional personnel for 2016. For 2016, LLFC has 36 for hire positions.
9	1 Back-Up System Hardware	LLC Personnel	Alternative Method of Procurement	12-May	May 16-23	May 24	June 5	June 5	June 6	June 7	June 8-9	June 10-11	June 13	June 2016	June 2016						Corporate Funds	500,000		500,000	LLFC needs to upgrade its servers and backup hardware system and acquire additional computers & peripherals to support new application and LLFC's expanding operations.
10	3 Servers	LLC Personnel	Competitive Bidding	July 11	July 11-18	July 19	July 31	July 31	Aug. 1	Aug.2	Aug. 3-4	Aug. 5-6	Aug. 8	Aug. 2016	Aug. 2016						Corporate Funds	1,200,000		1,200,000	LLFC needs to upgrade its servers and backup hardware system and acquire additional computers & peripherals to support new application and LLFC's expanding operations.
11	1 Projector (with motorized ceiling bracket)	LLC Personnel	Alternative Method of Procurement	July 11	July 11-18	July 19	July 31	July 31	Aug. 1	Aug.2	Aug. 3-4	Aug. 5-6	Aug. 8	Aug. 2016	Aug. 2016						Corporate Funds	250,000		250,000	This will be used for Board and Executive Commtee presentations
12	Structured Cabling	LLC Personnel	Alternative Method of Procurement	Oct. 3	Oct. 3-10	Oct. 11	Oct. 23	Oct. 23	Oct. 24	Oct. 25	Oct. 26-27	Oct. 28-29	Oct. 31	Nov. 2016	Nov. 2016						Corporate Funds	500,000		500,000	As LLFC expands its operations, a comprehensive tele-communications structure is necessary to provide efficient telephone service or transmit data through a computer network.
13	Computer Peripherals: Ethernet Switches, KVM Switch, For DRP Equipment,	LLC Personnel	Competitive Bidding	12-May	May 16-23	May 24	June 5	June 5	June 6	June 7	June 8-9	June 10-11	June 13	June 2016	June 2016						Corporate Funds	670,000		670,000	The additional peripherals will be used to support new application:

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14	Upgrade of PABX	LLC Personnel	Alternative Method of Procurement	July 18	July 18-25	July 26	Aug. 7	Aug. 8	Aug. 8	Aug. 9	Aug. 10-11	Aug. 12-13	Aug. 15	Aug. 2016	Aug. 2016	Corporate Funds	490,000		490,000	LLFC needs to upgrade its existing PABX which is over 10 years old to support LLFC's expanding operations.
15	CCTV Cameras	LLC Personnel	Alternative Method of Procurement	Sept. 26	Sept. 26-Oct. 3	Oct. 4	Oct. 16	Oct. 17	Oct. 17	Oct. 18	Oct. 19-20	Oct. 21-22	Oct. 24	Oct. 2016	Oct. 2016	Corporate Funds	360,000		360,000	As a security measure and in lieu of security personnel or guards, the CCTV is deemed an essential equipment for the LLFC premises.
16	2 Airconditioners (Split-type)	LLC Personnel	Alternative Method of Procurement	May 2	May 2-9	May 10	May 22	May 23	May 23	May 24	May 25-26	May 27-28	May 30	June 2016	June 2016	Corporate Funds	330,000		330,000	the Boardroom which often last after office hours. The President works or holds meeting at the Office of the President outside of the regular office hours. To minimize power cost resulting from using
17	1 Airconditioner (Server Room)	LLC Personnel	Alternative Method of Procurement	May 9	May 9-16	May 17	May 29	May 30	May 30	May 31	June 1-2	June 3-4	June 6	June 2016	June 2016	Corporate Funds	150,000		150,000	There is a need to upgrade/replace LLFC's current airconditioning system which is over 10 years old.
18	2 Vault-type Cabinets	LLC Personnel	Alternative Method of Procurement	Sept. 19	Sept. 19-26	Sept. 27	Oct. 9	Oct. 10	Oct. 10	Oct. 11	Oct. 12-13	Oct. 14-15	Oct. 17	Oct. 2016	Oct. 2016	Corporate Funds	120,000		120,000	Additional vault-type cabinets are needed to secure vital loan documents and accountable forms.
19	Shredder (Heavy Duty)	LLC Personnel	Alternative Method of Procurement	July 18	July 18-25	July 26	Aug. 7	Aug. 8	Aug. 8	Aug. 9	Aug. 10-11	Aug. 12-13	Aug. 15	Aug. 2016	Aug. 2016	Corporate Funds	41,000		41,000	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.
20	Intangibles	LLC Personnel	Competitive Bidding	July 18	July 18-25	July 26	Aug. 7	Aug. 8	Aug. 8	Aug. 9	Aug. 10-11	Aug. 12-13	Aug. 15	Aug. 2016	Aug. 2016	Corporate Funds	12,039,341		12,039,341	LLFC has been classified as a Large Taxpayer and has been required to convert into a fully automated system that meets the BIR LTIS standards. In addition, it needs to acquire applications that will make its financing and leasing operations more efficient.
																	70,595,361		70,595,361	

RECOMMENDED BY:

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APPROVED BY:

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