



**Department of Finance
Insurance Commission
2016 Revised Consolidated Annual Procurement Plan (APP)**

No.	Program / Activity / Project	End-User	Mode of Procurement	Schedule for Each Procurement Activity												Source of Funds	Estimated Budget Php			Remarks/Activity	
				ADS/POST OF IB/REI			SUB/OPEN OF BIDS			NOTICE OF AWARD			CONTRACT SIGNING				TOTAL	MOOE	CO	(Brief Description of Program/Project)	
A.	Professional Services																				
	1 Janitorial Manpower Services	Admin	Public Bidding	April - July 2016												SF 151	5,700,000.00	5,700,000.00	-		
	2 Security Manpower Services	Admin	Public Bidding	September - December 2016												SF 151	6,300,000.00	6,300,000.00	-		
B.	Leasing																				
	1 Photocopying Machine	Admin	NP - Small Value Procurement	January - March 2016												SF 151	450,000.00	450,000.00	-	Lease of Multi-Function Photocopying Machines for IC	
	2 Lease of Contracts for District Offices	Admin	NP (Lease of Real Property)																		
	i. Cebu District Office			January - March 2016												SF 151	515,000.00	515,000.00	-		
	ii. Davao District Office			January - March 2016												SF 151	940,800.00	940,800.00	-		
	iii. Baguio/La Union District Office			October - December 2016												SF 151	403,200.00	403,200.00	-		
C.	Various Property, Plant and Equipment																				
	1 <u>Office Equipment</u>																				
	1.1 IC DAVAO DISTRICT OFFICE		NP - Small Value Procurement	April - June 2016																	
	i. Document Shredder														SF 151	6,500.00	-	6,500.00			
	ii. Mobile Pedestal														SF 151	20,000.00	-	20,000.00			
	iii. Steel Filing cabinet with 4 drawers														SF 151	15,000.00	-	15,000.00			
	iv. Refrigerator														SF 151	8,000.00	-	8,000.00			
	1.2 IC CEBU DISTRICT OFFICE		NP - Small Value Procurement	April - June 2016																	
	i. Mobile Pedestal														SF 151	20,000.00	-	20,000.00			
	ii. Luminaire Recessed (Lighting Fixtures)														SF 151	21,000.00	-	21,000.00			
	iii. Electric Stand Fan														SF 151	4,000.00	-	4,000.00			
	iv. Fire Extinguishers														SF 151	10,000.00	-	10,000.00			
	1.3 IC MANILA OFFICE																				



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	i. Steel Racks and Plastic Bins	Records	Public Bidding	March - May 2016				SF 151	800,000.00	-	800,000.00	Repalcement of old Steel Cabinets at Records Section and additional steel racks for the caontainer vans
	ii. Magnetic whiteboard (4ft. X 5ft.), 2-sided, with aluminum frame, adjustable aluminum stand and multi-directional wheels	HR Division (1), Brokers (1), Pre-Need (1)	NP - Small Value Procurement	March - May 2016				SF 151	18,000.00	-	18,000.00	
	iii. Heavy Duty file storage boxes	HR Division	NP - Small Value Procurement	March - May 2016				SF 151	6,000.00	-	6,000.00	
	iv. Modular Partitions	Planning, COA, Cebu, Davao, Baguio and Admin	Public Bidding	June - November 2016 (Delegated to the Admin Division)				SF 151	8,000,000.00	-	8,000,000.00	Additional workstations for IC personnel, Agent's Examination
	v. Sofa set	OCOM, DepComs, IC Lobby, Davao, Cebu	Public Bidding	June - November 2016 (Delegated to the Admin Division)				SF 151	1,000,000.00	-	1,000,000.00	Replacement of old sofa sets
	vi. Mobile Pedestal	Admin, Records, GS and Cashier	NP- Small Value Procurement	June - November 2016 (Delegated to the Admin Division)				SF 151	12,000.00	-	12,000.00	For additional personnel of Admin, Records, Records and Cashier
	vii. Refrigerator	FED, LSG, TSG, MSSG, Davao	NP- Small Value Procurement	June - November 2016 (Delegated to the Admin Division)				SF 151	72,000.00	-	72,000.00	Per Functional Group
	viii. Air Conditioning Units	CAD, Ombudsman, COA, Library, Rating, 2/F Lobby, Brokers, AMLA, Reinsurance, HR, IT Trng Ctr, Annex Bldg. & CMD	Public Bidding	June - November 2016 (Delegated to the Admin Division)				SF 151	1,500,000.00	-	1,500,000.00	For replacement of old and defective units and additional offices
	ix. Procurement of IC Service Vehicles	IC Manila Office	Public Bidding	April - May 2016				SF 151	16,720,000.00	-	16,720,000.00	For the use of IC official and employees (34-seater coaster)
	x. Procurement of IC Motor Vehicles	IC Manila Office	Public Bidding	April - May 2016				SF 151	1,800,000.00	-	1,800,000.00	For replacement of Total wreck vehicle of the Commissioner
	xi. DOT Matrix Printer	Cashier	NP- Agency to Agency	April - June 2016 (Delegated to the Admin Division)				SF 151	195,000.00	-	195,000.00	
	xii. Check Writer	Cashier	NP- Small Value Procurement	April - June 2016 (Delegated to the Admin Division)				SF 151	35,000.00	-	35,000.00	
	xiii. Postage Meter Machine	Records	Direct Contracting	April - June 2016 (Delegated to the Administrative Division)				SF 151	300,000.00	-	300,000.00	Replacement for defective Machine
	xiv. Commemorative Coins/Plaques/Pins	HR	NP- Small Value Procurement	July - December 2016 (Delegated to the HR Division)				SF 151	500,000.00	500,000.00	-	Tokens to Loyalty Awardees
	xv. Digital terrestrial television	Admin	NP- Small Value Procurement	July - December 2016 (Delegated to the HR Division)				SF 151	6,000.00	-	6,000.00	TV Plus, for monotoring of current events
	xvi. LFD Televisions	Admin	NP- Small Value Procurement	July - December 2016 (Delegated to the HR Division)				SF 151	400,000.00	-	400,000.00	
	xvii. GPS Kit for IC Motor Vehicle	Admin	NP- Small Value Procurement	April - May 2016				SF 151	48,000.00	-	48,000.00	To be installed at for (4) IC-Motor Vehicle



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D.	Supplies and Materials																	
1	Mineral Drinking Water	Admin	Direct Contracting	January - December 2016 (Delegated to the Administrative Division)										SF 151	16,800.00	16,800.00	-	Supply and Delivery of Drinking water with Brand New Hot and Cold Dispenser
2	Common Use Supplies available at Procurement Service	Admin	Agency - Agency	January - December 2016 (Delegated to the Administrative Division)										SF 151	6,126,667.04	6,126,667.04	-	
3	Other Equipment	Admin	NP - Small Value Procurement	January - December 2016 (Delegated to the Administrative Division)										SF 151	300,000.00	300,000.00	-	
4	IT Equipment and Software	Admin	NP - Small Value Procurement	January - December 2016 (Delegated to the Administrative Division)										SF 151	55,000.00	55,000.00	-	
F.	Other Maintenance and Operating Expenses																	
1	Year-End Assessment	Admin	Public Bidding / NP - Small Value Procurement	October - November 2016 (Delegated to the Administrative Division)										SF 151	3,500,000.00	3,500,000.00	-	Program, Logistics, Food
2	Strengthening Week (Anniversary)	Admin	Public Bidding / NP - Small Value Procurement	January 2016 (Delegated to the Administrative Division)										SF 151	2,000,000.00	2,000,000.00	-	Program, Logistics, Food
3	Microinsurance Week	Microinsurance Division	NP - Small Value Procurement	January 2016 (Delegated to the Microinsurance Division)										SF 151	500,000.00	500,000.00	-	Program, Logistics, Food
4	ICEWA Day	Admin/HR	NP - Small Value Procurement	April - July 2016 (Delegated to the ICEWA Officers)										SF 151	2,000,000.00	2,000,000.00	-	Accommodation, food, rental of transportation and other related activities
5	Functional Group Planning and Budgeting Activity	Offices of Heads of Functional Groups	GPPB BAC Res# 08-2009	June - November 2016										SF 151	4,000,000.00	4,000,000.00	-	
6	Vision-Mission Reformulation Activity of the Insurance Commission	Planning Division	NP - Small Value Procurement	April - June 2016 (Delegated to the Planning and Management Division)										SF 151	500,000.00	500,000.00	-	Lease of venue, including food, transportation, accommodation and Third Party.
7	Solidarity Day	HRD	NP - Small Value Procurement / Shopping	April - May 2016										SF 151	3,750,000.00	3,750,000.00	-	Including accommodations, food, transportation service, team building facilities and facilitators, team building paraphernalias, prizes, and other miscellaneous and incidental expenses
8	Third Party Certifying Body for the new Quality Management System (QMS) Certification of Insurance Commission (IC)	IC	NP - Small Value Procurement	January - December 2016										SF 151	400,000.00	450,000.00	-	Certification for ISO 9001:2008, pre-audit, and annual surveillance audits
9	2016 AITRI Workshop	HRD	NP - Small Value Procurement / Shopping	April - June 2016										SF 151	700,000.00	700,000.00	-	Hosting of at least one (1) AITRI workshop in the Philippines to be attended by participants from neighboring countries.
10	IC Chorale Instructor	HRD	Direct Contracting	September - November 2016 (Delegated to the HR Division)										SF 151	268,800.00	268,800.00	-	PhP2,500.00 net of Tax per 2-hour session per day, twice a week, for one (1) year



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11	Talent Acquisition Tool	HRD	Direct Contracting	April - December 2016								SF 151	325,248.00	325,248.00	-	End of Contract is 30 June 2016
12	Training/Seminar Application Software (Design upgrade, development and coding)	HRD	NP - Small Value Procurement	January - December 2016								SF 151	500,000.00	500,000.00	-	
13	Maintenance Support for Document Management System (DMS)	Records	Direct Contracting	April - June 2016 (Delegated to the Administrative Division - Records Section)								SF 151	75,000.00	75,000.00	-	DMS Maintenance Support
14	Back scanning of IC Documents	Records / CAD	NP - Small Value Procurement	June - August 2016 (Delegated to the Administrative Division - Records Section)								SF 151	500,000.00	500,000.00	-	
15	Refilling of 30 pcs. Empty fire extinguishers	Admin	NP- Small Value Procurement	June - November 2016 (Delegated to the Admin Division)								SF 151	10,500.00	10,500.00	-	
16	Additional Electrical Load and Electrical wires for Conatiner Vans and Annex Bldg.	Admin	Public Bidding	June - November 2016 (Delegated to the Admin Division)								SF 151	1,400,000.00	-	1,400,000.00	Electrical requirements for Container Vans and IT Computer Laboratory
17	Biometric Fingerprint Scanner (Virdi AC6000) and maintenance service	HRD	NP- Small Value Procurement	June - November 2016 (Delegated to the Admin Division)								SF 151	162,437.00	162,437.00	-	End of Contract is on 30 June 2016
18	PRAISE Awardees	HRD	Agency - Agency	June - November 2016 (Delegated to the Admin Division)								SF 151	550,000.00	550,000.00	-	Commemorative Coins and notes for PRAISE Awardees
G.	Health and Wellness Program including administr	HRD		June - November 2016 (Delegated to the Admin Division)												
1	Vaccines (Influenza)		NP- Small Value Procurement	September - November 2016								SF 151	220,000.00	220,000.00	-	Single dose IM for adults
2	Vaccines (Hepatitis A) - 2nd Dosage		NP- Small Value Procurement	September - November 2016								SF 151	463,000.00	463,000.00	-	Single dose IM for adults, inactivtd vaccines
3	Vitamin C/Ascorbic Acid		Public Bidding	March - May 2016								SF 151	1,050,000.00	1,050,000.00	-	8 boxes of 100's per personnel per year, for 250 personnel, 2 tablets per day
4	Vitamin B-Complex		Public Bidding	March - May 2016								SF 151	375,000.00	375,000.00	-	4 boxes of 100's per personnel per year, for 250 personnel, 1 tablet per day
5	Vitamin E		Public Bidding	March - May 2016								SF 151	755,625.00	755,625.00	-	13 bottles of 30's per personnel per year, 1 tablet per day
6	Vitamin D		Public Bidding	March - May 2016								SF 151	731,250.00	731,250.00	-	13 bottles of 30's per personnel per year, 1 tablet per day
7	Fitness Class and Instructor		Direct Contracting	January - December 2016								SF 151	300,000.00	300,000.00	-	Two (2) sessions per week, One (1) hour per session
H.	Repairs and Maintenance/Utility Services															



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1	Repair and Rehabilitation of IC offices	Admin	Public Bidding	May - July 2016 (Delegated to the Administrative Division)											5,500,000.00	5,500,000.00	-	Repair and Refurbish of IC Chapel, CAD, PAMD, Library and CRL hearing rooms, Roofings of IC Bldg., Steel casement, plant boxes, modification and water proofing, concrete roofing at the Library, Records Section and Annex Bldg., exisitng common rest rooms, damaged fix glass casement and Annex Bldg. including carport, Executive Lounge and canteen. Repair of the damaged fix glass casement located beside the main staircase	
2	Preventive Maintenance of the following: Fire Alarm System; Termite and Pesticides Treatment; Automatic Sliding Glass Door, 59 Air conditioning units, Elevated Water Tank, Cistern Tanks and check writer	Admin	Public Bidding / NP - Small Value Procurement	January - December 2016 (Delegated to the Administrative Division)										SF 151	750,000.00	750,000.00	-		
3	Repair of Cebu district office	Admin	Public Bidding	February - April 2016 (Delegated to the Administrative Division)										SF 151	750,000.00	750,000.00	-		
4	Repair of Davao district office	Admin	Public Bidding	February - April 2016 (Delegated to the Administrative Division)										SF 151	750,000.00	750,000.00	-		
5	Rental and improvement of new District Office in La Union or Baguio	Admin	Public Bidding	April - May 2016 (Delegated to Administrative Division)										SF 151	685,000.00	685,000.00	-		
6	Supply of Petroleum, Oil and Lubricants of IC vehicles	Admin	NP - Small Value Procurement	January - December 2016 (Delegated to the Administrative Division)										SF 151	750,000.00	750,000.00	-		
7	Motor Vehicle	Admin	NP - Small Value Procurement	January - December 2016 (Delegated to the Administrative Division)										SF 151	400,000.00	400,000.00	-	Repairs and Maintenance of IC Vehicles	
I. Utilities																			
1	Water Services	Admin	Direct Contracting	To renew the services of the existing service provider in accordance with GPPB Resolution No. 019-2006 dated Dec. 6, 2006										SF 151	550,000.00	550,000.00	-	IC Head Office and District Offices water supply	
2	Electricity Services	Admin	Direct Contracting	To renew the services of the existing service provider in accordance with GPPB Resolution No. 019-2006 dated Dec. 6, 2006										SF 151	7,000,000.00	7,000,000.00	-	IC Head and District Offices power supply	
J. Advertising / Subscription																			
1	Digital Cable Television Service	Admin	Direct Contracting	To renew the services of the existing service provider in accordance with GPPB Resolution No. 019-2006 dated Dec. 6, 2006										SF 151	29,436.00	29,436.00	-	Annual subscription of Digital Cable services and for public, education and dissemination of information.	
2	Newspapers / Magazines	Admin	NP - Small Value Procurement	January - December 2016 (Delegated to the Administrative Division)										SF 151	729,600.00	729,600.00	-	Daily subscription of newspaper for IC officials and Divisions. For public, education and dissemination of information.	



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	4 Publication/Posting of Notices in Newspaper	Records	NP - Small Value Procurement	January - December 2016 (Delegated to the Administrative Division - Records Section)										SF 151	426,000.00	426,000.00	-	Publication requirements of various IC offices
K.	Communications																	
	1 Telecommunications Services																	
	i. Landline/Trunkline	Admin	Direct Contracting	To renew the services of the existing service provider in accordance with GPPB Resolution No. 019-2006 dated Dec. 6, 2006										SF 151	2,350,000.00	2,350,000.00	-	IC Head Office telephone requirements
	ii. Cellular Phone Lines	ITD	Direct Contracting	To renew the services of the existing service provider in accordance with GPPB Resolution No. 019-2006 dated Dec. 6, 2006										SF 151	3,100,000.00	3,100,000.00	-	Provision of cellular phone lines for IC officials, supervisors, examiners and administrative officers
	2 Internet Service Provider (ISP)														-			
	i. Main Office	ITD	Direct Contracting	To renew the services of the existing service provider in accordance with GPPB Resolution No. 019-2006 dated Dec. 6, 2006										SF 151	550,000.00	550,000.00	-	
	ii. Cebu	ITD	Direct Contracting	To renew the services of the existing service provider in accordance with GPPB Resolution No. 019-2006 dated Dec. 6, 2006										SF 151	75,000.00	75,000.00	-	
	iii. Davao	ITD	Direct Contracting	To renew the services of the existing service provider in accordance with GPPB Resolution No. 019-2006 dated Dec. 6, 2006										SF 151	75,000.00	75,000.00	-	
	iv. Baguio/La Union	ITD	Direct Contracting	January - December 2016 (Delegated to the Information Technology Division)										SF 151	75,000.00	75,000.00	-	
	3 Courier Services	Records	NP - Small Value Procurement	January - December 2016 (Delegated to Administrative Division)										SF 151	75,000.00	75,000.00	-	Courier Services for urgent deliveries of IC documents
L.	Taxes, Insurance Premiums and Other Fees																	
	1 Registration of Motor Vehicles	Admin	NP - Agency to Agency	January - December 2016 (Delegated to the Administrative Division)										SF 151	50,000.00	50,000.00	-	Registration and insurance coverage of IC Vehicles (Toyota Innova, Vios and Nissan Urvan)
	2 Insurance of IC Properties including IC Motor Vehicles	Admin	NP - Agency to Agency	January - December 2016 (Delegated to the Administrative Division)										SF 151	517,000.00	517,000.00	-	Insurance of IC properties including Building, furnitures, fixtures and equipment.
M.	Information Technology Outlay																	
	1 Consumables for Laser Printers (Toner Cartridges)	IC Main, Cebu, Davao	Public Bidding	May - July 2016										SF 151	1,950,000.00	1,950,000.00	-	HP Colored Laserjet Printers and HP Laserjet Printers
	2 Supply, Delivery, Installation and Commissioning of Info Kiosk System	ITD, Planning	NP - Small Value Procurement	April - June 2016										SF 151	250,000.00	-	250,000.00	
	3 Procurement of Various Information and Communication Technology (ICT) Equipment for IC Main Office	ITD	Public Bidding/ NP - Small Value Procurement													-	-	
	i. Desktop Computers	IC Main, La Union	Public Bidding	June - August 2016										SF 151	312,000.00	-	312,000.00	
	ii. Notebook Computers	IC Main	Public Bidding	June - August 2016										SF 151	280,000.00	-	280,000.00	



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	iii. Heavy Duty Colored Laser Printer	Planning Division	Public Bidding	June - August 2016				SF 151	340,000.00	-	340,000.00	
	iv. Laser Image Drum	ITD	NP - Small Value Procurement	April - June 2016				SF 151	100,000.00	100,000.00	-	
	v. Tape cartridges	ITD	NP - Small Value Procurement	April - June 2016				SF 151	90,000.00	-	90,000.00	
	vi. UTP Cable	ITD	NP - Small Value Procurement	April - June 2016				SF 151	5,000.00	-	5,000.00	
	vii. RJ45 connectors	ITD	NP - Small Value Procurement	April - June 2016				SF 151	2,000.00	-	2,000.00	
	viii. IT Tools (Cable Wire Phone Network Toner Tracer Tester)	ITD	NP - Small Value Procurement	April - June 2016				SF 151	18,500.00	-	18,500.00	
	ix. Server Rack	ITD	NP - Small Value Procurement	April - June 2016				SF 151	90,000.00	-	90,000.00	
	x. Thermal Printer Ribbon and label sticker paper	ITD	NP - Small Value Procurement	April - June 2016				SF 151	10,000.00	10,000.00	-	For use of printing bar code for the Document Management System
4	Supply, Delivery, Installation and Commissioning of Link Load Balancer	ITD	Public Bidding	June - August 2016				SF 151	7,900,000.00	-	7,900,000.00	For Reliable Network Connectivity, High Availability and comprehensive link monitoring
5	Preventive Maintenance of Generator Set	ITD	NP - Small Value Procurement	April - June 2016				SF 151	350,000.00	350,000.00	-	One (1) Year Preventive Maintenance for one (1) Generator Set
6	Procurement of Back-up Maintenance Support	ITD	Public Bidding	September - Decemembr 2016				SF 151	1,000,000.00	1,000,000.00	-	Three (3) year maintenance support for IC's backup system
7	Subscription to Secure Sockets Layer (SSL) Certificate (Enterprise)	ITD	NP - Small Value Procurement	January - December 2016				SF 151	120,000.00	120,000.00	-	
8	Procurement of Digital Queing Licenses and Pehriperals	Regulations (1), CRL (1), Licensing (2), PAMD (2), Cashier (2)	Direct Contracting	April - June 2016				SF 151	55,000.00	55,000.00	-	Additional licenses and pehriperals for IC frontline services
9	Upgrade and Migration of IC Active Directory and Exchange	ITD	Public Bidding	June - August 2016				SF 151	1,200,000.00	1,200,000.00	-	
10	Supply, Delivery, and Installation of Modular Tables, Partitions and chairs for IC Computer Laboratory	ITD	Public Bidding	June - August 2016				SF 151	2,400,000.00	-	2,400,000.00	For Agent's Computerized Examination Room; convertible to meeting and traning rooms.
11	Supply, Delivery, Installation and Testing Data Network Cabling (Strucutred Cabling System)	ITD, Cebu, Davao District Offices	Public Bidding	June - August 2016				SF 151	2,100,000.00	2,100,000.00		Additional Voice and Data nodes for the ACE, newly created office, Cebu and Davao District Office and upgrade of CCTV systems
12	Supply, Delivery and Installation of Closed Circuit Television (CCTV) system	ITD	NP - Small Value Procurement	June - August 2016				SF 151	150,000.00		150,000.00	To upgrade the EOL CCTV systems
13	Supply, Delivery and Installation of Access Switch and Wireless Lan (WLAN) Controller	ITD	Public Bidding	June - August 2016				SF 151	2,000,000.00	-	2,000,000.00	To upgrade the remaing End of Life (EOL) Access Switches



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14	Supply, Delivery and Installation of Audio and Visual System	IC Main Office	Public Bidding	June - August 2016				SF 151	1,100,000.00	-	1,100,000.00	
15	Maintenance Support Agreement for Enhanced Licensing System (ELS)	ITD	Direct Contracting	June 2016 - June 2017				SF 151	3,000,000.00	3,000,000.00	-	
16	Renewal of Subscription of Online Library of Laws (Lex Libris)	ITD	NP - Small Value Procurement	October - November 2016				SF 151	395,000.00	395,000.00	-	Renewal and upgrade of Lex Libris for three (3) years
17	Renewal of ORACLE Technical Software Support Services	ITD	Direct Contracting	May - July 2016				SF 151	3,640,000.00	3,640,000.00	-	This includes ORACLE Software Update Licenes and Support
18	Renewal of ORACLE Technical Hardware Support Services	ITD	Direct Contracting	May - July 2016				SF 151	2,240,000.00	2,240,000.00	-	This includes Oracle Premier Support for Systems
19	Web Design and Development	ITD	NP - Small Value Procurement	August - December 2016				SF 151	350,000.00	350,000.00	-	To re-design, develop and update the IC website
GRAND TOTAL									134,045,363.04	86,691,363.04	47,354,000.00	


PREPARED BY:



ROSALINDA Q. MITRA
BAC Secretariat

RECOMMENDING APPROVAL:


ANTHONY C. MALICDEM
Member


ATTY. JUAN PAOLO P. ROXAS
Member


REMY A. DADIS
Member


BENEDICTO N. SANTOS
BAC Vice Chairperson


CARLO F. GARCIA
BAC Chairperson

☒ APPROVED

☐ DISAPPROVED


EMMANUEL F. DOOC
Insurance Commissioner

Date: 11.09.16