



**Department of Finance  
Insurance Commission**

**2016 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 (Brief Description of Program/Project)
				ADS/POST OF IB/REI	SUB/OPEN OF BIDS			NOTICE OF AWARD			CONTRACT SIGNING				TOTAL	MOOE	CO	
<b>A. Professional Services</b>																		
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	4,800,000.00	4,800,000.00	-	
<b>B. Leasing</b>																		
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	396,000.00	396,000.00	-	
	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	-	
<b>C. Various Property, Plant and Equipment</b>																		
<b>1 Office Equipment</b>																		
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	



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	iv. Fire Extinguishers														SF 151	10,000.00	-	10,000.00		
	<b>1.3 IC MANILA OFFICE</b>																			
	i. Lateral Cabinet (4 drawer)	SRD (8), PAMD (2), Acturarial (2), Planning (1), Rating (4), Pre-Need (1), CRL (10), Cashier (2), Brokers (2)	NP - Small Value Procurement	March - May 2016												SF 151	270,000.00	-	270,000.00	Replacement of Old Cabinets and Additional for New IC personnel
	ii. Steel Racks and Plastic Bins	Records	Public Bidding	March - May 2016												SF 151	800,000.00	-	800,000.00	Replacement of old Steel Cabinets at Records Section and additional steel racks for the caontainer vans
	iii. 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	
	iv. Heavy Duty file storage boxes	HR Division	NP - Small Value Procurement	March - May 2016												SF 151	6,000.00	-	6,000.00	
	v. Modular Partitions	Planning, COA, Cebu, Davao, Baguio and Admin OCOM,	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
	vi. Sofa set	DepComs, IC Lobby, Davao	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
	vii. 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
	viii. Refrigerator	FED, LSG, TSG, MSSG, Davao CAD,	NP- Small Value Procurement	June - November 2016 (Delegated to the Admin Division)												SF 151	72,000.00	-	72,000.00	Per Functional Group
	ix. Air Conditioning Units	Ombudsman, COA, Library, Rating, 2/F Lobby, Brokers, AMLA, Reinsurance, HR, IT Trng Ctr &	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
	x. Procurement of IC Motor Vehicles	IC Manila Office	Public Bidding	April - May 2016												SF 151	18,520,000.00	-	18,520,000.00	For the use of IC official and employees (34-seater coaster)
	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	



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	xiii. Postage Meter Machine	Records	NP- Small Value Procurement	April - June 2016 (Delegated to the Administrative Division)								SF 151	400,000.00	-	400,000.00	Replacement for defective Machine
	xiv. Commemorative Coins/Plaques/Pins	HR	NP- Small Value Procurement	July - December 2016 (Delegated to the HR Division)									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)									6,000.00	-	6,000.00	TV Plus, for monitoring of current events
	xvi. LED Televisions	Admin	NP- Small Value Procurement	July - December 2016 (Delegated to the HR Division)									150,000.00	-	150,000.00	
<b>D. Supplies and Materials</b>																
	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	-	
<b>F. Other Maintenance and Operating Expenses</b>																
	1 Year-End Assessment	Admin	Public Bidding / NP - Small Value Procurement	October - November 2016 (Delegated to the Administrative Division)								SF 151	2,700,000.00	2,700,000.00	-	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 2016 (Delegated to the ICEWA Officers)								SF 151	650,000.00	650,000.00	-	Accommodation, food, rental of transportation
	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 Strategic Planning Workshop	Planning Division	NP - Small Value Procurement	October - December 2016								SF 151	1,500,000.00	1,500,000.00	-	



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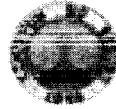
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7	Solidarity Day	HRD	NP - Small Value Procurement / Shopping	April - May 2016				SF 151	3,750,000.00	3,750,000.00	-	Including accommodations, food, transportation service, team building facilities and facilitators, team building paraphernalias, prizes, 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
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	NP - Small Value Procurement	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	Public Bidding / 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	22,500.00	22,500.00	-	
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
17	Biometric Fingerprint Scanner (Viridi 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
<b>G. Health and Wellness Program including administ</b>		<b>HRD</b>										
1	Vaccines (Influenza)		NP- Small Value Procurement	September - November 2016				SF 151	125,000.00	125,000.00	-	Single dose IM for adults
2	Vaccines (Hepatitis A) - 2nd Dosage		NP- Small Value Procurement	September - November 2016				SF 151	450,000.00	450,000.00	-	Single dose IM for adults, inactived 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



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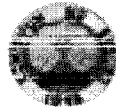
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4	Vitamin B-Complex		Public Bidding	March - May 2016								SF 151	375,000.00	-	375,000.00	4 boxes of 100's per personnel per year, for 250 personnel, 1 tablet per day
5	Vitamin E		Public Bidding	March - May 2016								SF 151	755,625.00	-	755,625.00	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	144,000.00	144,000.00	-	Two (2) sessions per week, One (1) hour per session
<b>H. Repairs and Maintenance/Utility Services</b>																
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., existing 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
<b>I. Utilities</b>																
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



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<b>J. Advertising / Subscription</b>																		
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.
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
<b>K. Communications</b>																		
<b>1 Telecommunications Services</b>																		
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
<b>2 Internet Service Provider (ISP)</b>																		
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
<b>L. Taxes, Insurance Premiums and Other Fees</b>																		
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.
<b>M. Information Technology Outlay</b>																		
1	Consumables for Laser Printers (Toner Cartridges)	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



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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, Baguio	Public Bidding	June - August 2016										SF 151	780,000.00	-	780,000.00		
	ii. Notebook Computers	IC Main	Public Bidding	June - August 2016										SF 151	730,000.00	-	730,000.00		
	iii. FAX Machines	Records	NP - Small Value Procurement	April - June 2016										SF 151	100,000.00	-	100,000.00	For central incoming and outgoing Fax	
	iv. Tape cartridges	ITD	NP - Small Value Procurement	April - June 2016										SF 151	90,000.00	-	90,000.00		
	v. UTP Cable	ITD	NP - Small Value Procurement	April - June 2016										SF 151	5,000.00	-	5,000.00		
	vi. RJ45 connectors	ITD	NP - Small Value Procurement	April - June 2016										SF 151	2,000.00	-	2,000.00		
	vii. 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		
	viii. Server Rack	ITD	NP - Small Value Procurement	April - June 2016										SF 151	90,000.00	-	90,000.00		
4	Supply, Delivery, Installation and Commissioning of Link Loader	ITD	Public Bidding	June - August 2016										SF 151	2,500,000.00	-	2,500,000.00	To upgrade the EOL equipment	
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	Maintenance Support Agreement for Backup System	ITD	Public Bidding	September - Decemebr 2016										SF 151	1,500,000.00	1,500,000.00	-		
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	



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9	Upgrade and Migration of IC Active Directory and Exchange	ITD	Public Bidding	May - July 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	May - July 2016				SF 151	2,800,000.00	-	2,800,000.00	For Agent's Computerized Examination Room; convertible to meeting and training rooms.
11	Supply, Delivery and Installation of Voice and Data Cabling, CCTV system and electrical components	ITD	Public Bidding	May - July 2016				SF 151	1,650,000.00	1,650,000.00		To upgrade IC backbone to Gigahertz and additional port for ACE and new employees and upgrade of CCTV systems
12	Supply, Delivery and Instalation of Access Switch and Fiber Optic Module	ITD	NP - Small Value Procurement	May - July 2016				SF 151	2,000,000.00	-	2,000,000.00	To upgrade the remaing Enf of Life (EOL) Switches
13	Procurement of Wireless Microphones/Lapel and other sound system peripherals	IC Main Office	NP - Small Value Procurement	May - July 2016				SF 151	350,000.00	-	350,000.00	
14	Maintenance Support Agreement for Enhanced Licensing System (ELS)	ITD	Direct Contracting	May - December 2016				SF 151	3,000,000.00	3,000,000.00	-	
15	Renewal of Subscription of Online Library of Laws (Lex Libris)	ITD	Direct Contracting	October - November 2016				SF 151	380,000.00	380,000.00	-	Renewal and upgrade of Lex Libris
<b>GRAND TOTAL</b>								<b>115,639,363.04</b>	<b>63,896,821.00</b>	<b>51,742,542.04</b>		

PREPARED BY:

CHRISTIAN H. MANZANO  
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: 01 March 2016