



Department of Finance
Insurance Commission
2019
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	
	1 Janitorial Manpower Services	Admin	Competitive Bidding	July 2019	August 2019	August 2019	August 2019	SF 151	6,165,500.00	6,165,500.00	-	MYOA issued by DBM dated November 12, 2018 for the 3-year Contract for the recurring Janitorial Services for IC-Manila Head Office-Cebu-Davao District Offices in the amount of Php20,407,805.00 . Breakdown as follows: First Year - Php6,165,500.00 ; Second Year - Php6,782,050.00 ; Third Year - Php7,460,255.00
	2 Security Manpower Services		Competitive Bidding	March 2019	April 2019	May 2019	May 2019	SF 151	8,050,000.00	8,050,000.00	-	MYOA issued by DBM dated November 12, 2018 for the 3-year Contract for the recurring Security Services for IC-Manila Head Office-Cebu-Davao District Offices in the amount of Php26,645,500.00 . Breakdown as follows: First Year - Php8,050,000.00; Second Year - Php8,855,000.00; Third Year - Php9,740,500.00
	1 Photocopying Machine	Admin	NP-53.9 - Small Value Procurement	April 2019	N/A	May 2019	May 2019	SF 151	450,000.00	450,000.00	-	Supply, Delivery and Installation at the OCOM and strategic IC places
	2 Lease of Contracts for District Offices											
	i. Cebu District Office	Admin	NP-53.10 Lease of Real Property and Venue	N/A	N/A	February 2019	March 2019	SF 151	1,361,000.00	1,361,000.00	-	MYOA issued by DBM dated November 12, 2018 for the 3-year lease Contract of the IC-Cebu District Office in the amount of Php3,876,590.00 . Breakdown as follow: First Year - 1,361,000.00; Second Year - Php1,197,900.00; Third Year - Php1,317,690.00
	ii. Davao District Office	Admin	NP-53.10 Lease of Real Property and Venue	N/A	N/A	February 2019	March 2019	SF 151	787,000.00	787,000.00	-	MYOA issued by DBM dated November 12, 2018 for the 3-year lease Contract of the IC-Davao District Office in the amount of Php2,114,000.00 . Breakdown as follow: First Year - 787,000.00; Second Year - Php647,000.00; Third Year - Php680,000.00



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	1 Office Equipment											
	1.1 IC DAVAO DISTRICT OFFICE											
	i. Fire Extinguisher		NP-52 - Shopping	April 2019	N/A	March 2019	March 2019	SF 151	5,000.00	5,000.00	-	Provision to refill the existing three (3) fire extinguisher
	ii. Filing Cabinets		NP-53.9 - Small Value Procurement	June 2019	N/A	July 2019	July 2019	SF 151	45,000.00	-	45,000.00	Provision of six (6) filing cabinets to replace defective cabinets and additional for filing
	iii. ACU Window Type Inverter		NP-53.9 - Small Value Procurement	June 2019	N/A	July 2019	July 2019	SF 151	20,000.00	-	20,000.00	Provision for two (2) to be installed at Lobby and office of the Division Manager Davao District Office
	vi LED TV 40"		NP-53.9 - Small Value Procurement	June 2019	N/A	March 2019	March 2019	SF 151	80,000.00	-	80,000.00	Provision for two (2) LED TVs to be installed at the Davao Computer Laboratory
	1.2 IC CEBU DISTRICT OFFICE											
	i. Fire Extinguisher		NP-52 - Shopping	April 2019	N/A	March 2019	March 2019	SF 151	5,000.00	5,000.00	-	Provision to purchase two (2) fire extinguisher and refill the existing one (1)
	ii. Refrigerator		NP-52 - Shopping	August 2019	N/A	August 2019	August 2019	SF 151	10,000.00	-	10,000.00	
	iii. Supply, Delivery, Installation and Labor Costs for Electrical Works and End to End Data Structured Cabling System		NP-53.9 - Small Value Procurement	February 2019	N/A	February 2019	March 2019	SF 151	355,000.00	355,000.00	-	Provision for the installation of Electrical works and Structured Data Cabling requirements of the new IC Cebu District Office
	iv. Dismantling and Re-installation of Modular Office Partion System and Furniture of the IC Cebu District Office		Direct Contracting	N/A	N/A	January 2019	January 2019	SF 151	110,000.00	110,000.00	-	Provision for the dismantling and reinstallation of Modular Partition System at the IC Cebu District Office



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	1.3 IC MANILA OFFICE											
	i. Fire Extinguisher		NP-52 - Shopping	April 2019	N/A	March 2019	March 2019	SF 151	15,000.00	15,000.00	-	Provision to refill the existing fire extinguisher
	i. Digital single-lens reflex (DSLR) camera	Admin	NP-53.9 - Small Value Procurement	March 2019	N/A	March 2019	March 2019	SF 151	75,000.00	-	75,000.00	To be use by the Disposal Committee.
	ii. Office Furniture and Fixtures	Admin	NP-53.9 - Small Value Procurement	March 2019	N/A	March 2019	March 2019	SF 151	150,000.00	150,000.00	-	Provision for old and new office furnitures and fixtures
	iii. Supply, Delivery and Installation of Modular Partition and Accessories (2018)	Admin	NP-53.9 - Small Value Procurement	September 2018	September 2018	October 2018	October 2018	SF 151	605,000.00	-	605,000.00	Provision of Modular System for OCOM, ODCOM-LSG, HMO, ODCOM- FEG, and ODCOM-MSSG.
	iv. Supply, Delivery and Installation of Modular Partition and Accessories	Admin	NP-53.9 - Small Value Procurement	February 2019	N/A	February 2019	March 2019	SF 151	550,000.00	-	550,000.00	Provision of Modular System for OCOM and ODCOM-TSG
	v. Heavy Duty Shredder	Admin	NP-53.9 - Small Value Procurement	April 2019	N/A	April 2019	May 2019	SF 151	60,000.00	-	60,000.00	To be assigned to Technical Services Group (TSG) and Financial Examination Group (FEG)
	vii. Supply and Installation of Sunscreen Roll-up	Admin	NP-53.9 - Small Value Procurement	April 2019	N/A	April 2019	May 2019	SF 151	65,000.00	-	65,000.00	To be installed at the IC Canteen and IC Executive Lounge
	viii. Lease of two (2) to four (4) seater modular workstations	Admin	NP-53.9 - Small Value Procurement	December 2019	N/A	December 2019	December 2019	SF 151	510,000.00	510,000.00	-	Provision to lease modular workstation while Removal and Replacement of Existing Roof Sheets of the IC Main Office Building
	ix. ACU Window Type Inverter	Admin	NP-53.9 - Small Value Procurement	December 2019	N/A	December 2019	December 2019	SF 151	250,000.00	-	250,000.00	Provision for replacement three (3) window type to be installed at CAD, PAMD Hearing Room and CAD Division Manager Office
	1 Mineral Drinking Water	Admin	NP-52 - Shopping	January 2019	N/A	January 2019	January 2019	SF 151	112,025.00	112,025.00	-	Supply and Delivery of Drinking water with Brand New Hot and Cold Dispenser
	2 Common Use Supplies available at Procurement Service	Admin	NP-53.5 Agency-to-Agency - Thru DBM-PS	Year Round	Year Round	Year Round	Year Round	SF 151	4,747,875.00	4,747,875.00	-	Supply and Delivery, based on approved APP-CSE for CY 2018
	3 Common Use Supplies not available at Procurement Service	Admin	NP-53.9 - Small Value Procurement/ Shopping	Year Round	Year Round	Year Round	Year Round	SF 151	1,826,138.00	1,826,138.00	-	Supply and Delivery, based on approved APP-CSE for CY 2018
	4 Business Cards for IC Officials	OCOM/ODCOM	NP-53.9 - Small Value Procurement	March 2019	N/A	March 2019	March 2019	SF 151	125,000.00	125,000.00	-	Provisions for the IC Executives



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1	Year-End Assessment (2019)	Admin	NP-53.9 - Small Value Procurement	October 2019	N/A	November 2019	November 2019	SF 151	4,800,000.00	4,800,000.00	-	Program, Logistics, Food
2	Strengthening Week (Anniversary) for 2019	Admin	NP-53.9 - Small Value Procurement	January 2019	N/A	January 2019	January 2019	SF 151	3,480,000.00	3,480,000.00	-	Provision for the 70th Anniversary of IC
4	Functional Group Planning and Budgeting Activity (FGPBA)	Functional Groups	GPPB Res No. 08-2009/NP-53.9 - Small Value Procurement	May 2019	N/A	May 2019	June 2019	SF 151	4,000,000.00	4,000,000.00	-	Lease of venue to include accommodations, food, transportation service, team building facilities and facilitators, team building paraphernalias, prizes, and other miscellaneous and incidental expenses
5	IC Employees' Welfare Development	ICEWA	GPPB Res No. 08-2009/NP-53.9 - Small Value Procurement	March 2019	N/A	March 2019	April 2019	SF 151	2,000,000.00	2,000,000.00	-	Lease of venue, food, transportation service, team building facilities and facilitators, team building paraphernalias, prizes, and other miscellaneous and incidental expenses
6	Printing of the 2019 Institutional Calendar of IC	Planning and Management Division	NP-53.9 - Small Value Procurement	November 2018	N/A	November 2018	December 2018	SF 151	125,000.00	125,000.00	-	
7	Printing of the 2020 Institutional Calendar of IC	Planning and Management Division	NP-53.9 - Small Value Procurement	November 2019	N/A	November 2019	December 2019	SF 151	125,000.00	125,000.00	-	
8	Conduct of 2019 IC Solidarity Day	HRD	GPPB Res No. 08-2009/NP-53.9 - Small Value Procurement	February 2019	N/A	March 2019	April 2019	SF 151	3,900,000.00	3,900,000.00	-	Provision for 280 pax including the lease of venue, accommodations, food, transportation service, team building facilities and facilitators, team building paraphernalias, prizes, and other miscellaneous and incidental expenses
9	Memorabilia/Souvenir for Loyalty Incentive Awardees (IC PRAISE)	HRD	NP-53.9 - Small Value Procurement/ Agency-to-Agency Agreement	October 2019	N/A	October 2019	November 2019	SF 151	635,000.00	635,000.00	-	
10	Purchase of Accountable Forms	Admin	NP-53.5 Agency-to-Agency	Year Round	Year Round	Year Round	Year Round	SF 151	2,046,000.00	2,046,000.00	-	Provision for printing of IC Official Receipt, checks, etc.
11	Printing of 2017 IC Annual Report	Statistics Division	NP-53.5 Agency-to-Agency	February 2019	N/A	March 2019	March 2019	SF 151	105,000.00	105,000.00	-	Provision for printing of 2017 IC Annual Report
12	Consultancy Services for Actuary	FEG/TSG	NP-53.7-Highly Technical Consultants	N/A	N/A	July 2019	August 2019	SF 151	1,500,000.00	1,500,000.00		Engagement of the Services of Highly Technical Consultant for SSS Audit



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13	Consultancy Services for Investment Advisor	FEG/TSG	NP-53.7-Highly Technical Consultants	N/A	N/A	July 2019	August 2019	SF 151	2,500,000.00	2,500,000.00		Engagement of the Services of Highly Technical Consultant for SSS Audit
14	Printing of Microinsurance Handbook	MicroInsurance Division	NP- Small Value Procurement	May 2019	N/A	June 2019	July 2019	SF 151	400,000.00	400,000.00		
15	Civil Service Commission (CSC) Cluster Meeting	HRD	NP- Small Value Procurement	May 2019	N/A	June 2019	July 2019	SF 151	200,000.00	200,000.00		IC will host the CSC Cluster meeting, including the lease of venue, food and incidental expenses.
16	ASEAN Insurance Training and Research Institute (AITRI) Regulators Programme Hosting 2019	HRD	NP- Small Value Procurement	October 2019	N/A	October 2019	October 2019	SF 151	1,020,000.00	1,020,000.00		IC will host the AITRI Regulators Programme, including the lease of venue, food and incidental expenses
1	Supply, Delivery and Administration of Influenza Vaccines		NP- Small Value Procurement	April 2019	N/A	June 2019	June 2019	SF 151	205,000.00	205,000.00	-	Supply, Delivery for 280 pax, Single dose IM for adults
2	Supply, Delivery and Administration of Pneumococcal Vaccines		NP- Small Value Procurement	April 2019	N/A	June 2019	June 2019	SF 151	400,000.00	400,000.00	-	Supply, Delivery for 280 pax, Single dose IM for adults
5	Administration of the 2019 Mandatory Drug Testing		NP- Small Value Procurement	Year Round	Year Round	Year Round	Year Round	SF 151	100,000.00	100,000.00	-	
1	Removal and Replacement of Existing Roof Sheets of the Insurance Commission (IC) main office building	Admin	Competitive Bidding	November 2018	December 2018	January 2019	February 2019	SF 151	15,900,000.00	-	15,900,000.00	Provisions for the repair of IC roofs
2	Supply of Petroleum, Oil and Lubricants of IC vehicles	Admin	NP-53.9 - Small Value Procurement	Year Round	Year Round	Year Round	Year Round	SF 151	1,081,500.00	1,081,500.00	-	Provision for all IC vehicles
3	Repairs and Maintenance of Existing office and IT equipment and Fixtures	Admin	NP-53.9 - Small Value Procurement	Year Round	Year Round	Year Round	Year Round	SF 151	850,000.00	850,000.00	-	Provision to maintain the IC Office Building
4	Repairs and Maintenance of Electrical Components	Admin	NP-53.9 - Small Value Procurement	Year Round	Year Round	Year Round	Year Round	SF 151	15,000.00	15,000.00	-	Provision for electrical supplies (i.e electrical tape, wires, etc.)
5	Motor Vehicle	Admin	NP-53.9 - Small Value Procurement	Year Round	Year Round	Year Round	Year Round	SF 151	500,000.00	500,000.00	-	Repairs and Maintenance of IC Vehicles
7	Preventive Maintenance of Fire Alarm System of IC	Admin	NP- Small Value Procurement	March 2019	N/A	March 2019	April 2019	SF 151	76,000.00	76,000.00		Provision for the maintenance of installed fire alarm system of IC
8	Termite Pest Control	Admin	NP- Small Value Procurement	March 2019	N/A	March 2019	April 2019	SF 151	112,000.00	112,000.00		Provision for the termite pest control of IC.



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9	Preventive Maintenance of Automatic Sliding Door	Admin	NP-52 - Shopping	March 2019	N/A	March 2019	April 2019	SF 151	30,250.00	30,250.00		Provision for the electrical system of IC Canteen.
10	Preventive Maintenance of Aircondition Units of IC	Admin	NP- Small Value Procurement	March 2019	N/A	March 2019	April 2019	SF 151	348,000.00	348,000.00		Provision for Preventive Maintenance of seventy one (71) units ACU of IC
11	Preventive Maintenance of Elevated Water and Cistern Tanks	Admin	NP-52 - Shopping	March 2019	N/A	March 2019	April 2019	SF 151	40,000.00	40,000.00		Provision to maintain the Water tank and Cistern
13	Preventive Maintenance of Drinking Fountain and Reverse Osmosis	Admin	NP-52 - Shopping	March 2019	N/A	March 2019	April 2019	SF 151	35,000.00	35,000.00		Provision for the repair and maintenance of Water fountain
1	Water Services	Admin	Direct Contracting (GPPB Res. No. 019-2006, as amended by GPPB Res. No. 03-2011)	Year Round	Year Round	Year Round	Year Round	SF 151	667,500.00	667,500.00	-	IC Head Office and District Offices water supply
2	Electricity Services	Admin	Direct Contracting (GPPB Res. No. 019-2006, as amended by GPPB Res. No. 03-2011)	Year Round	Year Round	Year Round	Year Round	SF 151	6,000,000.00	6,000,000.00	-	IC Head and District Offices power supply



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1	Digital Cable Television Service	Admin	NP-53.9 - Small Value Procurement	Year Round	Year Round	Year Round	Year Round	SF 151	13,380.00	13,380.00	-	Annual subscription of Digital Cable services and for public, education and dissemination of information.
2	Newspapers / Magazines	Admin / HRD	NP-53.9 - Small Value Procurement	January 2019	N/A	September 2019	September 2019	SF 151	423,500.00	423,500.00	-	Daily subscription of newspaper for IC officials and Divisions. For public, education and dissemination of information.
3	Publication/Posting of Notices in Newspaper	OCOM/Records	NP-53.9 - Small Value Procurement	Year Round	Year Round	Year Round	Year Round	SF 151	605,000.00	605,000.00	-	Publication requirements of various IC offices
4	Radio Placement	OCOM	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	August 2019	August 2019	SF 151	2,500,000.00	2,500,000.00	-	For General pubic awareness and know the inportane of Insurance in everyday lives and intends to increase insurance penetration and to champion the growth of financial literacy in the Philippines.
5	Books, e-Books	OCOM	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	September 2019	September 2019	SF 151	150,000.00	150,000.00	-	
6	Talent Acquisition Tool	HRD	Direct Contracting/ Small Value Procurement	June 2019	N/A	July 2019	July 2019	SF 151	450,000.00	450,000.00	-	
7	Subscription to Bloomberg	TSG	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	October 2018	November 2018	SF 151	1,775,000.00	1,775,000.00	-	IRR Section 53.6 Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services.
8	Subscription to National Registry of Scrippless Securities (NRoSS)	TSG	NP-53.9 - Small Value Procurement/ Agency-to-Agency Agreement	N/A	N/A	November 2019	December 2019	SF 151	20,000.00	20,000.00	-	Provision for connection fee of NRoSS from Bureau of Treasury (BTr)



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1	Telecommunications Services											
	i. Landline/Trunkline	ITD	Direct Contracting (GPPB Res. No. 019-2006, as amended by GPPB Res. No. 03-2011)	Year Round	Year Round	Year Round	Year Round	SF 151	1,500,000.00	1,500,000.00	-	IC Head Office and District Offices telephone requirements
	ii. Post and Pre Paid Plans	ITD	Direct Contracting (GPPB Res. No. 019-2006, as amended by GPPB Res. No. 03-2011)	Year Round	Year Round	Year Round	Year Round	SF 151	3,510,000.00	3,510,000.00	-	Provision of cellular phone lines for IC officials, supervisors, examiners and administrative officers
2	Internet Services								-			
	i. Main Office	ITD	Competitive Bidding/Direct Contracting (GPPB Res. No. 019-2006, as amended by GPPB Res. No. 03-2011)	Year Round	Year Round	Year Round	Year Round	SF 151	1,200,000.00	1,200,000.00	-	
	ii. Integrated Services Digital Network (ISDN)	ITD	Direct Contracting (GPPB Res. No. 019-2006, as amended by GPPB Res. No. 03-2011)	N/A	N/A	August 2019	September 2019	SF 151	2,350,000.00	2,350,000.00	-	Subscription services for managed IP-PBX System
3	Domestic Leased Line (DLL)								-			
	i. Cebu	ITD	Direct Contracting (GPPB Res. No. 019-2006, as amended by GPPB Res. No. 03-2011)	Year Round	Year Round	Year Round	Year Round	SF 151	645,120.00	645,120.00	-	
	ii. Davao	ITD	Direct Contracting (GPPB Res. No. 019-2006, as amended by GPPB Res. No. 03-2011)	Year Round	Year Round	Year Round	Year Round	SF 151	712,320.00	712,320.00	-	
4	Courier Services, Postage and Deliveries	Records	NP-53.9 - Small Value Procurement	Year Round	Year Round	Year Round	Year Round	SF 151	323,000.00	323,000.00	-	



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1	Registration of Motor Vehicles	Admin	NP-53.5 Agency-to-Agency	N/A	N/A	June 2019	June 2019	SF 151	45,000.00	45,000.00	-	Registration and Insurance coverage of IC Vehicles (Toyota Innova, Vios and Nissan Urvan)
2	Insurance of IC Properties including IC Motor Vehicles	Admin	NP-53.5 Agency-to-Agency	N/A	N/A	June 2019	June 2019	SF 151	390,000.00	390,000.00	-	Insurance of IC properties including Building, furnitures, fixtures and equipment.
3	Taxes, Duties and Licenses	Admin	NP-53.5 Agency-to-Agency	N/A	N/A	April 2019	April 2019	SF 151	405,350.00	405,350.00	-	
4	Membership Dues and Contributions	HRD	NP-53.9 - Small Value Procurement	November 2019	N/A	November 2019	December 2019	SF 151	1,603,000.00	1,603,000.00	-	AITRI - US \$5,000.00 (PhP56.00) IAIS - 25,300 CHF (PhP56.00)
5	Fidelity Bond Premiums	HRD	NP-53.5 Agency-to-Agency	Year Round	Year Round	Year Round	Year Round	SF 151	500,000.00	500,000.00	-	
1	Procurement of Various Information and Communication Technology (ICT) Equipment for the Insurance Commission	ITD	Competitive Bidding	May 2019	May 2019	June 2019	June 2019	SF 151	12,225,680.00	-	12,225,680.00	
2	Supply, Delivery and Installation of Audio and Video System and Accessories for the Insurance Commission (2018)	ITD	Competitive Bidding	August 2018	August 2018	September 2018	September 2018	SF 151	1,299,961.00	-	1,299,961.00	Additional LED TV, wireless HDMI Connector, Mic Stand, Lapel and other accessories
3	Supply, Delivery and Installation of 9Ah Battery Unit UPS Battery	ITD	NP-53.9 - Small Value Procurement	October 2019	N/A	October 2019	November 2019	SF 151	550,000.00	-	550,000.00	Provision for the replacement of UPS Battery installed at the IC Server Room
4	LED TV 55 inches	ITD	NP-53.9 - Small Value Procurement	December 2019	N/A	December 2019	December 2019	SF 151	170,000.00	-	170,000.00	Provision for replacement one (1) installed at the second floor lobby and additional two (2) to be use for meetings and presentations



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1	Subscription of ADOBE Suites (2018)	Information Systems Division	NP-53.9 - Small Value Procurement	October 2018	N/A	October 2018	November 2018	SF 151	278,460.00	278,460.00	-	To comply with the Memorandum Circular No. 115 (s.1995) to legalize IC computer software and to get continuous version and security upgrades and provision for additional user licenses. Additional license for IT/IS personnel.
3	Subscription of Office 365	ITD	NP-53.5 Agency-to-Agency	N/A	N/A	May 2019	May 2019	SF 151	3,237,000.00	3,237,000.00	-	A productivity software that allows creation and storage of files in the cloud, secure information and files.
7	Renewal of Monitoring Network Tool	ITD	Direct Contracting	N/A	N/A	January 2019	February 2019	SF 151	830,000.00	830,000.00	-	Provision for Comprehensive maintenance agreement for one (1) year
9	Renewal of ORACLE Hardware and Program Technical Support Services	Information Systems Division	Direct Contracting	N/A	N/A	April 2019	May 2019	SF 151	2,791,000.00	2,791,000.00	-	This includes ORACLE Software Update Licenses and Support
10	Development of the Insurance Commission Financial Examination and Database System (IC-FEDS) Modules	FEG	NP-53.5 Agency-to-Agency	N/A	N/A	February 2019	March 2019	SF 151	17,050,000.00	17,050,000.00	-	To develop an efficient working, highly-secured web and mobile IC-FEDS. Development of IC-FEDS based on the completed design and the PoC of IC-FEDS.
11	Renewal of Secure Sockets Layer (SSL) certificate	ITD	NP-53.9 - Small Value Procurement	August 2019	N/A	August 2019	September 2019	SF 151	90,000.00	90,000.00	-	Provision Renewal of SSL for two (2) years
11	Renewal of Secure Sockets Layer (SSL) certificate	ITD	NP-53.9 - Small Value Procurement	August 2019	N/A	August 2019	September 2019	SF 151	90,000.00	90,000.00	-	Provision Renewal of SSL for two (2) years
GRAND TOTAL									137,373,559.00	105,467,918.00	31,905,641.00	

PREPARED BY:

RECOMMENDING APPROVAL :

☒ APPROVED
☐ DISAPPROVED

DENNIS B. FUNA
Insurance Commissioner

Date: 06 December 2019

CHANTAL MAE V. SIMON
Head, BAC Secretariat

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Member

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