



Department of Finance
Insurance Commission
2021
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	
A. Janitorial and Security Services												
1	Janitorial Manpower Services	Admin	Competitive Bidding	N/A	N/A	N/A	N/A	SF 151	7,460,255.00	7,460,255.00	-	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	Admin	Competitive Bidding	N/A	N/A	N/A	N/A	SF 151	9,740,500.00	9,740,500.00	-	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
B. Lease of Office Space and Equipment												
1	Photocopying Machine	Admin	NP-53.9 - Small Value Procurement	January 2021	n/a	January 2021	January 2021	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	N/A	N/A	SF 151	1,317,690.00	1,317,690.00	-	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 follows: First Year - 1,361,000.00; Second Year - Php1,197,900.00; Third Year - Php1,317,690.00



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	ii. Davao District Office	Admin	NP-53.10 Lease of Real Property and Venue	N/A	N/A	N/A	N/A	SF 151	680,000.00	680,000.00	-	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
C. Various Property, Plant and Equipment												
1 Office Equipment												
1.1 IC CEBU DISTRICT OFFICE												
	i. Binding Machine		NP-52 - Shopping	March 2021	N/A	March 2021	March 2021	SF 151	15,000.00	15,000.00	-	For Cebu District Office use
1.2 IC MANILA OFFICE												
	i. Office Furniture and Fixtures	Admin	NP-53.9 - Small Value Procurement	March 2021	N/A	March 2021	April 2021	SF 151	150,000.00	150,000.00	-	Provision for replacement of old and defective office furnitures and fixtures
	ii. Protective Acrylic Barriers for the Agents' Computerized Examination (ACE) Room	Licensing	NP-53.2 - Emergency Cases	January 2021	January 2021	January 2021	January 2021	SF 151	215,000.00	215,000.00		Fabrication, Delivery and Installation of Protective Acrylic Barriers for the Agents' Computerized Examination (ACE) Room
	iii. Motor Vehicle Rental for the Transportation of IC Skeleton Workforce Personnel	Admin	NP-53.2 - Emergency Cases	Year Round	Year Round	Year Round	Year Round	SF 151	2,040,000.00	2,040,000.00	-	Motor Vehicle Rentals (Employee Shuttle)
D. Supplies and Materials												
	1 Mineral Drinking Water	Admin	NP-52 - Shopping	Year Round	Year Round	Year Round	Year Round	SF 151	60,000.00	60,000.00	-	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	3,354,000.00	3,354,000.00	-	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	3,775,000.00	3,775,000.00	-	Supply and Delivery, based on approved APP-CSE for CY 2018



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4	Business Cards for IC Officials	OCOM/ODCOM	NP-53.9 - Small Value Procurement	Year Round	Year Round	Year Round	Year Round	SF 151	150,000.00	150,000.00	-	Provisions for the IC Executives
E. Other Maintenance and Operating Expenses												
1	Strengthening Week (Anniversary) for 2021	Admin	NP-53.9 - Small Value Procurement	January 2021	N/A	January 2021	January 2021	SF 151	250,000.00	250,000.00	-	Provision for the 70th Anniversary of IC
2	Printing of the 2021 Institutional Calendar of IC	Planning and Management Division	NP-53.9 - Small Value Procurement	January 2021	January 2021	January 2021	January 2021	SF 151	110,000.00	110,000.00	-	Printing of the 2021 Institutional Calendar of IC
3	Strategic Planning Workshop for 2021	Planning and Management Division	NP-53.9 - Small Value Procurement	August 2021	N/A	September 2021	October 2021	SF 151	250,000.00	250,000.00	-	Lease of Venue to include accommodations, logistics, foods and incidental expenses
4	Purchase of Accountable Forms	Admin	NP-53.5 Agency-to-Agency	Year Round	Year Round	Year Round	Year Round	SF 151	1,334,000.00	1,334,000.00	-	Provision for printing of IC Official Receipt, checks, etc.
5	Conduct of the 2021 AITRI Program Hosting	HRD	NP-53.5 Agency-to-Agency	June 2021	N/A	August 2021	September 2021	SF 151	1,000,000.00	1,000,000.00	-	Conduct of the 2021 AITRI Program Hosting
6	Memorabilia/Souvenir for the 2020 Loyalty Incentive Awardees (IC PRAISE)	HRD	NP-53.9 - Small Value Procurement	January 2021	N/A	January 2021	January 2021	SF 151	435,000.00	435,000.00	-	Memorabilia/Souvenir for the 2020 Loyalty Incentive Awardees (IC PRAISE)
7	Plaques for 2020 IC PRAISE Awardees	HRD	NP-53.9 - Small Value Procurement	January 2021	N/A	January 2021	January 2021	SF 151	37,800.00	37,800.00	-	Plaques for 2020 IC PRAISE Awardees
8	Fidelity Bond Premiums	HRD	NP-53.9 - Small Value Procurement	Year Round	N/A	Year Round	Year Round	SF 151	342,000.00	342,000.00	-	Fidelity Bond Premiums
9	Membership and Dues - AITRI, IAIS, PMAP	HRD	NP-53.9 - Small Value Procurement	2021	N/A	2021	2021	SF 151	1,613,005.00	1,613,005.00	-	Membership Dues
F. Health and Wellness Program including administration												
1	Supply, Delivery and Administration of Influenza Vaccines	HRD	NP-53.9 - Small Value Procurement	April 2021	N/A	June 2021	June 2021	SF 151	192,190.00	192,190.00	-	Supply, Delivery and Administration of Influenza Vaccines
2	Supply, Delivery and Administration of Hepatitis B vaccines	HRD	NP-53.9 - Small Value Procurement	July 2021	N/A	September 2021	September 2021	SF 151	347,000.00	347,000.00	-	Supply, Delivery and Administration of Hepatitis B vaccines
3	Supply and Delivery of Vitamin C Supplements	HRD	NP-53.9 - Small Value Procurement	January 2021	N/A	March 2021	March 2021	SF 151	746,200.00	746,200.00	-	Supply and Delivery of Vitamin C Supplements
4	COVID-19 RT PCR Testing	HRD	Competitive Bidding	April 2021	May 2021	June 2021	June 2021	SF 151	2,500,000.00	2,500,000.00	-	COVID-19 RT PCR Testing



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G. Repairs and Maintenance/Utility Services												
1	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	789,000.00	789,000.00	-	Provision for all IC vehicles
2	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	75,000.00	75,000.00	-	Provision to maintain the IC Office Building
3	Repairs and Maintenance of Office Building	Admin	NP-53.9 - Small Value Procurement	Year Round	Year Round	Year Round	Year Round	SF 151	335,000.00	335,000.00	-	Repairs and Maintenance of Office Building
4	Repairs and Maintenance of Office Equipment	Admin	NP-53.9 - Small Value Procurement	Year Round	Year Round	Year Round	Year Round	SF 151	522,000.00	522,000.00	-	Repairs and Maintenance of Office Equipment
5	Repairs and Maintenance of Furnitures and Fixtures	Admin	NP-53.9 - Small Value Procurement	Year Round	Year Round	Year Round	Year Round	SF 151	92,000.00	92,000.00	-	Repairs and Maintenance of Furnitures and Fixtures
6	Repairs and Maintenance of Other PPE	Admin	NP-53.9 - Small Value Procurement	Year Round	Year Round	Year Round	Year Round	SF 151	149,000.00	149,000.00	-	Repairs and Maintenance of Other PPE
7	Repairs and Maintenance of Electrical Components	Admin	NP-53.9 - Small Value Procurement	Year Round	Year Round	Year Round	Year Round	SF 151	250,000.00	250,000.00	-	Provision for electrical supplies (i.e electrical tape, wires, etc.)
8	Maintenance of IC Motor Vehicles	Admin	NP-53.9 - Small Value Procurement	Year Round	Year Round	Year Round	Year Round	SF 151	485,000.00	485,000.00	-	Repairs and Maintenance of IC Vehicles
9	Preventive Maintenance of Fire Alarm System of IC	Admin	NP- Small Value Procurement	March 2021	N/A	March 2021	April 2021	SF 151	78,375.00	78,375.00		Provision for the maintance of installed fire alarm system of IC
10	Termite Pest Control	Admin	NP- Small Value Procurement	March 2021	N/A	March 2021	April 2021	SF 151	165,000.00	165,000.00		Provision for the termite pest control of IC.
11	Preventive Maintenance of Automatic Sliding Door	Admin	NP-52 - Shopping	March 2021	N/A	March 2021	April 2021	SF 151	55,000.00	55,000.00		Provision for the electrical system of IC Canteen.
12	Preventive Maintenance of Aircondition Units of IC	Admin	NP- Small Value Procurement	January 2021	N/A	January 2021	January 2021	SF 151	400,000.00	400,000.00		Provision for Preventive Maintenance of seventy one (71) units ACU of IC



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13	Preventive Maintenance of Elevated Water and Cistern Tanks	Admin	NP-52 - Shopping	March 2021	N/A	March 2021	April 2021	SF 151	60,500.00	60,500.00		Provision to maintain the Water tank and Cistern
14	Preventive Maintenance of Drinking Fountain and Reverse Osmosis	Admin	NP-52 - Shopping	March 2021	N/A	March 2021	April 2021	SF 151	110,000.00	110,000.00		Provision for the repair and maintenance of Water fountain
15	Repairing of Interior (Water and Cistern Tanks)	Admin	NP- Small Value Procurement	October 2021	N/A	October 2021	October 2021	SF 151	160,000.00	160,000.00		Repairing of Interior (Water and Cistern Tanks)
16	Preventive Maintenance - Sanitation and Disinfection	Admin	NP- Small Value Procurement	February 2021	N/A	February 2021	February 2021	SF 151	240,000.00	240,000.00		Preventive Maintenance - Sanitation and Disinfection
H. Utilities												
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	745,000.00	745,000.00	-	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	5,740,000.00	5,740,000.00	-	IC Head and District Offices power supply
I. Advertising / Subscription												
1	Digital Cable Television Service	Admin	NP-53.9 - Small Value Procurement	Year Round	Year Round	Year Round	Year Round	SF 151	60,000.00	60,000.00	-	Provision for Annual subscription of Digital Cable services and for public, education and dissemination of information for IC Executives
2	Newspapers / Magazines	Admin	NP-53.9 - Small Value Procurement	Year Round	Year Round	Year Round	Year Round	SF 151	686,070.00	686,070.00	-	Daily subscription of newspaper for IC officials and Divisions. For public, education and dissemination of
3	Publication/Posting of Notices in Newspaper	Records/OCOM/LSG	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	Books, e-Books	OCOM	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	September 2021	September 2021	SF 151	150,000.00	150,000.00	-	
5	Subscription to Bloomberg	TSG	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	October 2021	October 2021	SF 151	1,775,000.00	1,775,000.00	-	Provision for renewal of Subscription



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6	Subscription to National Registry of Scrippless Securities (NRoSS)	TSG	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	October 2021	November 2021	SF 151	120,000.00	120,000.00	-	Provision for connection fee of NRoSS from Bureau of Treasury (BTr)
7	Newspaper - Publication of Vacant Positions	HRD	NP-53.9 - Small Value Procurement	Year Round	Year Round	Year Round	Year Round	SF 151	640,000.00	640,000.00	-	Newspaper - Publication of Vacant Positions
8	Talent Assessment Tool	HRD	NP-53.9 - Small Value Procurement	Year Round	Year Round	Year Round	Year Round	SF 151	512,500.00	512,500.00	-	Talent Assessment Tool
J. Communications												
1 Telecommunications Services												
	i. Landline/Trunkline	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	1,118,000.00	1,118,000.00	-	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. 02-2011	Year Round	Year Round	Year Round	Year Round	SF 151	3,150,000.00	3,150,000.00	-	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	November 2021	December 2021	December 2021	January 2021	SF 151	3,800,000.00	3,800,000.00	-	Provision for Primary and Secondary Internet Connection of IC
	ii. Integrated Services Digital Network (ISDN)	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	2,300,000.00	2,300,000.00	-	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	-	



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	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 - Philpost	Records	NP-53.9 - Small Value Procurement	Year Round	Year Round	Year Round	Year Round	SF 151	180,000.00	180,000.00	-	
5	Courier Services, Postage and Deliveries	Records	NP-53.9 - Small Value Procurement	January 2021	N/A	February 2021	February 2021	SF 151	600,000.00	600,000.00	-	
K. Taxes, Insurance Premiums and Other Fees												
1	Registration of Motor Vehicles - old and new	Admin	NP-53.5 Agency-to-Agency	N/A	N/A	June 2021	June 2021	SF 151	135,000.00	135,000.00	-	Registration and Insurance coverage of IC Vehicles (Toyota Innova, Vios and Nissan Urvan, and new vehicles)
2	Insurance of IC Properties including IC Motor Vehicles	Admin	NP-53.5 Agency-to-Agency	N/A	N/A	June 2021	June 2021	SF 151	577,500.00	577,500.00	-	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 2021	April 2021	SF 151	256,000.00	256,000.00	-	
L. Information Technology/System Maintenance and Other Operating Expenses (MOOE)												
1	Subscription of Office 365	ITD	NP-53.5 Agency-to-Agency	N/A	N/A	April 2021	May 2021	SF 151	3,500,000.00	3,500,000.00	-	Provision on productivity software that allows creation and storage of files in the cloud, secure information and files for 250 users
2	Procurement of Laser Printer Consumables	ITD	NP-53.9 - Small Value Procurement	March 2021	March 2021	April 2021	May 2021	SF 151	2,200,000.00	2,200,000.00	-	Procurement of Laser printer consumables for IC offices/divisions
3	Procurement and Renewal of Subscription Five (5) host Video Cloud Conferencing Software	ITD	NP-53.9 - Small Value Procurement	March 2021	March 2021	April 2021	May 2021	SF 151	500,000.00	500,000.00	-	Provision to renew the subscription the existing Video Conference software
4	Procurement of Subscription Ten (10) host Video Cloud Conferencing Software	ITD	NP-53.9 - Small Value Procurement	March 2021	March 2021	April 2021	May 2021	SF 151	135,000.00	135,000.00	-	Provision to procure additional subscription Video Conference software



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5	Procurement of Maintenance Agreement Support for Cisco Equipment and Hitachi Storage	ITD	Competitive Bidding	March 2021	March 2021	April 2021	May 2021	SF 151	1,800,000.00	1,800,000.00	-	Provision for Comprehensive maintenance agreement for Blade Server, Switches and Routers and Storage for 3 years
6	Procurement of Comprehensive Maintenance Service Agreement for the existing Back-up Software	ITD	Competitive Bidding	November 2021	December 2021	December 2021	December 2021	SF 151	1,500,000.00	1,500,000.00	-	Provision for Comprehensive maintenance agreement for Blade Server, Switches and Routers and Storage for 3 years
7	Procurement of Comprehensive Maintenance Service Agreement Support for the existing Firewall Security Appliances	ITD	NP-53.9 - Small Value Procurement	March 2021	N/A	April 2021	April 2021	SF 151	850,000.00	850,000.00	-	Provision for Comprehensive Maintenance Support for Fortinet Firewall for two (2) years
8	Renewal of Monitoring Network Tool	ITD	Direct Contracting	N/A	N/A	December 2020	January 2021	SF 151	1,250,000.00	1,250,000.00	-	Provision for Comprehensive maintenance agreement
9	Procurement of MS Exchange Upgrade and Migration Services	ITD	NP-53.9 - Small Value Procurement	April 2021	N/A	May 2021	June 2021	SF 151	950,000.00	950,000.00	-	Provision for the migration of Exchange Server to Exchange On-line
10	Procurement of Comprehensive Maintenance Support Services for the Enhanced Licensing System (ELS), Oracle Database, Oracle Business Intelligence and Oracle Weblogic Server	Licensing Division	Competitive Bidding	April 2021	April 2021	May 2021	June 2021	SF 151	4,100,000.00	4,100,000.00	-	Provision for Comprehensive Maintenance Support for the ELS, Oracle Database, OBI and Weblogic Server
11	Renewal of ORACLE Program Technical Support Services	Information Systems Division	Direct Contracting	N/A	N/A	April 2021	May 2021	SF 151	1,690,000.00	1,690,000.00	-	This includes ORACLE Software Update Licenses and Support
12	Renewal of Data Governance Solution	ITD	NP-53.9 - Small Value Procurement	January 2021	January 2021	January 2021	January 2021	SF 151	975,000.00	975,000.00	-	Provision for Comprehensive maintenance agreement of Varonis
13	Renewal of Secure Sockets Layer (SSL) certificate	ITD	NP-53.9 - Small Value Procurement	January 2021	January 2021	January 2021	January 2021	SF 151	100,000.00	100,000.00	-	Provision Renewal of SSL for two (2) years



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	Renewal of Subscription of VMWARE vCenter 14 Server and Comprehensive Maintenance Service Agreement Support	ITD	NP-53.9 - Small Value Procurement	January 2021	N/A	January 2021	February 2021	SF 151	933,000.00	933,000.00	-	Renewal of subscription for three (3) years
GRAND TOTAL									87,521,025.00	87,521,025.00	-	
									104,357,233.00	91,752,233.00	12,605,000.00	

PREPARED BY:

RECOMMENDING APPROVAL:

APPROVED
 DISAPPROVED

CHANTAL MAE V. SIMON
Head, BAC Secretariat

BENEDICT N. SANTOS
Member

ATTY. ALWYN FRANZ P. VILLARUEL
Member

MICHAEL JEROME D. INONCILLO
Member

ATTY. JUAN PAOLO P. ROXAS
BAC Vice Chairperson

EDWIN CORNELIUS A. LAUZ
BAC Chairperson

DENNIS B. FUNA
Insurance Commissioner
Date: 08 Jan. 2021