



Department of Finance  
Insurance Commission  
2020

Indicative 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. Janitorial and Security Services</b>												
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 <b>Php20,407,805.00</b> . Breakdown as follows: First Year - <b>Php6,165,500.00</b> ; Second Year - <b>Php6,782,050.00</b> ; Third Year - <b>Php7,460,255.00</b>
2	Security Manpower Services		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 <b>Php26,645,500.00</b> . Breakdown as follows: <b>First Year - Php8,050,000.00; Second Year - Php8,855,000.00; Third Year - Php9,740,500.00</b>
<b>B. Lease of Office Space and Equipment</b>												
1	Photocopying Machine	Admin	NP-53.9 - Small Value Procurement	April 2020	N/A	April 2020	May 2020	SF 151	500,000.00	500,000.00	-	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 <b>Php3,876,590.00</b> . Breakdown as follow: <b>First Year - 1,361,000.00; Second Year - Php1,197,900.00; Third Year - Php1,317,690.00</b>
	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 <b>Php2,114,000.00</b> . Breakdown as follow: <b>First Year - 787,000.00; Second Year - Php647,000.00; Third Year - Php680,000.00</b>



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<b>C. Various Property, Plant and Equipment</b>												
	<b>1 Office Equipment</b>											
	<b>1.1 IC DAVAO DISTRICT OFFICE</b>											
	i. Power Generator Set, 75KVA		NP-53.9 - Small Value Procurement	March 2021	N/A	March 2021	April 2021	SF 151	750,000.00	-	750,000.00	Supply, Delivery and Instalation of 750KVA Genset to supplment power source during brownouts and to prevent interruption of ACE
	<b>1.2 IC CEBU DISTRICT OFFICE</b>											
	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
	ii. Power Generator Set, 75KVA		NP-53.9 - Small Value Procurement	March 2021	N/A	March 2021	April 2021	SF 151	750,000.00	-	750,000.00	Supply, Delivery and Instalation of 750KVA Genset to supplment power source during brownouts and to prevent interruption of ACE
	iii. Renovation of ACE Laboratory and Stock Room		NP-53.9 - Small Value Procurement	March 2021	N/A	March 2021	April 2021	SF 151	150,000.00	150,000.00	-	Provision for the renovation of IC Cebu District Office



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	<b>1.3 IC MANILA OFFICE</b>											
	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. Heavy Duty Shredder	Budget	NP-53.9 - Small Value Procurement	March 2021	N/A	March 2021	April 2021	SF 151	60,000.00	-	60,000.00	
	iii. Express Scribe Software	CAD/REPD	NP-53.9 - Small Value Procurement	March 2021	N/A	March 2021	April 2021	SF 151	25,000.00	-	25,000.00	Used for transcribing recorded proceedings
	iv. Handheld Barcode Scanner	Licensing	NP-52 - Shopping	March 2021	N/A	March 2021	April 2021	SF 151	2,500.00	2,500.00	-	
	v. Wireless Handheld phone	Licensing	NP-52 - Shopping	March 2021	N/A	March 2021	April 2021	SF 151	2,500.00	2,500.00	-	Used as extension of the direct line of the Licensng Division
	vi. Optical Reader Mark Machine, Hardware and Software	Licensing	NP-53.9 - Small Value Procurement	March 2021	N/A	March 2021	April 2021	SF 151	350,000.00	-	350,000.00	Provision for digital scanning of Paper and Pen Special Agent's examination



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<b>D. Supplies and Materials</b>												
1	Mineral Drinking Water	Admin	NP-52 - Shopping	Year Round	Year Round	Year Round	Year Round	SF 151	105,600.00	105,600.00	-	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	4,500,000.00	4,500,000.00	-	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	5,145,000.00	5,145,000.00	-	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	Year Round	Year Round	Year Round	Year Round	SF 151	150,000.00	150,000.00	-	Provisions for the IC Executives
<b>E. Other Maintenance and Operating Expenses</b>												
1	Strengthening Week (Anniversary) for 2021	Admin	NP-53.9 - Small Value Procurement	January 2021	N/A	January 2021	January 2021	SF 151	3,480,000.00	3,480,000.00	-	Provision for the 70th Anniversary of IC
2	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	1,000,000.00	1,000,000.00	-	Lease of Venue to include accomodations, logistics, foods and incidental expenses
3	Purchase of Accountable Forms	Admin	NP-53.5 Agency-to-Agency	Year Round	Year Round	Year Round	Year Round	SF 151	1,790,000.00	1,790,000.00	-	Provision for printing of IC Official Receipt, checks, etc.



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<b>F. Repairs and Maintenance/Utility Services</b>												
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	1,059,000.00	1,059,000.00	-	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	751,300.00	751,300.00	-	Provision to maintain the IC Office Building
3	Repairs and Maintenance of Electrical Components	Admin	NP-53.9 - Small Value Procurement	Year Round	Year Round	Year Round	Year Round	SF 151	428,750.00	428,750.00	-	Provision for electrical supplies (i.e electrical tape, wires, etc.)
4	Motor Vehicle	Admin	NP-53.9 - Small Value Procurement	Year Round	Year Round	Year Round	Year Round	SF 151	650,000.00	650,000.00	-	Repairs and Maintenance of IC Vehicles
5	Preventive Maintenance of Fire Alarm System of IC	Admin	NP- Small Value Procurement	March 2021	N/A	March 2021	April 2021	SF 151	71,250.00	71,250.00		Provision for the maintenance of installed fire alarm system of IC
6	Termite Pest Control	Admin	NP- Small Value Procurement	March 2021	N/A	March 2021	April 2021	SF 151	110,000.00	110,000.00		Provision for the termite pest control of IC.
7	Preventive Maintenance of Automatic Sliding Door	Admin	NP-52 - Shopping	March 2021	N/A	March 2021	April 2021	SF 151	50,000.00	50,000.00		Provision for the electrical system of IC Canteen.
8	Preventive Maintenance of Aircondition Units of IC	Admin	NP- Small Value Procurement	March 2021	N/A	March 2021	April 2021	SF 151	373,313.00	373,313.00		Provision for Preventive Maintenance of seventy one (71) units ACU of IC
9	Preventive Maintenance of Elevated Water and Cistern Tanks	Admin	NP-52 - Shopping	March 2021	N/A	March 2021	April 2021	SF 151	50,000.00	50,000.00		Provision to maintain the Water tank and Cistern
10	Preventive Maintenance of Drinking Fountain and Reverse Osmosis	Admin	NP-52 - Shopping	March 2021	N/A	March 2021	April 2021	SF 151	100,000.00	100,000.00		Provision for the repair and maintenance of Water fountain



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<b>G. Utilities</b>												
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	734,250.00	734,250.00	-	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	7,700,000.00	7,700,000.00	-	IC Head and District Offices power supply
<b>H. Advertising / Subscription</b>												
1	Digital Cable Television Service	Admin	NP-53.9 - Small Value Procurement	Year Round	Year Round	Year Round	Year Round	SF 151	90,000.00	90,000.00	-	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	400,000.00	400,000.00	-	Daily subscription of newspaper for IC officials and Divisions. For public, education and dissemination of information.
3	Publication/Posting of Notices in Newspaper	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	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
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)



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<b>I. Communications</b>												
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	1,500,000.00	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)	November 2020	December 2020	January 2021	January 2021	SF 151	4,000,000.00	4,000,000.00	-	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



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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	750,000.00	750,000.00	-	
<b>J. Taxes, Insurance Premiums and Other Fees</b>												
1	Registration of Motor Vehicles	Admin	NP-53.5 Agency-to-Agency	N/A	N/A	June 2021	June 2021	SF 151	90,000.00	90,000.00	-	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 2021	June 2021	SF 151	525,000.00	525,000.00	-	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 2021	April 2021	SF 151	445,885.00	445,885.00	-	



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<b>K. Information Technology Outlay</b>												
1	Supply, Delivery, Installation and Commissioning of Hyperconverge Equipment	ITD	Competitive Bidding	May 2021	May 2021	June 2021	July 2021	SF 151	10,500,000.00	-	10,500,000.00	Provision in upgrading Servers and back-up infrastructure
2	LED TV 55 inches	ITD	NP-53.9 - Small Value Procurement	September 2020	N/A	September 2020	October 2020	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
<b>L. Information Technology/System Maintenance and Other Operating Expenses (MOOE)</b>												
1	Subscription of Office 365	ITD	NP-53.5 Agency-to-Agency	N/A	N/A	April 2021	May 2021	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.
2	Procurement of Laser Printer Consumables	ITD	NP-53.9 - Small Value Procurement	November 2020	December 2020	January 2021	January 2021	SF 151	2,100,000.00	2,100,000.00	-	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	2,650,000.00	2,650,000.00	-	Provision to renew the subscription the existing Video Conference software
4	Procurement of Maintenance Agreement Support for Cisco Equipment and Hitachi Storage	ITD	Competitive Bidding	November 2020	December 2020	January 2021	January 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
5	Procurement of Comprehensive Maintenance Service Agreement for the existing Back-up Software	ITD	Competitive Bidding	November 2020	December 2020	January 2021	January 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
6	Procurement of Comprehensive Maintenance Service Agreement for the existing Load Balancer	ITD	Competitive Bidding	November 2020	December 2020	January 2021	January 2021	SF 151	2,000,000.00	2,000,000.00	-	Provision for Comprehensive maintenance agreement for Blade Server, Switches and Routers and Storage for 3 years



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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	650,000.00	650,000.00	-	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	830,000.00	830,000.00	-	Provision for Comprehensive maintenance agreement for three (3) years
9	Procurement of E-mail Security License	ITD	Competitive Bidding	December 2020	N/A	January 2021	January 2021	SF 151	1,500,000.00	1,500,000.00	-	Provision for E-mail security and preventing Malware and Phishing virus
10	Procurement of Comprehensive Maintenance Support Services for the Enhanced Licensing System (ELS), Oracle Database, Oracle Business Intelligence and Oracle Weblogic Server	Information Systems 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 Hardware and Program Technical Support Services	Information Systems Division	Direct Contracting	N/A	N/A	April 2021	May 2021	SF 151	4,500,000.00	4,500,000.00	-	This includes ORACLE Software Update Licenses and Support
12	Renewal of Data Governance Solution	ITD	NP-53.9 - Small Value Procurement	December 2020	N/A	January 2021	January 2021	SF 151	1,000,000.00	1,000,000.00	-	Provision for Comprehensive maintenance agreement of Varonis for one (1) year
<b>GRAND TOTAL</b>									<b>104,357,233.00</b>	<b>91,752,233.00</b>	<b>12,605,000.00</b>	

PREPARED BY:

RECOMMENDING APPROVAL :

CHANTAL MAE V. SIMON  
Head, BAC Secretariat

BENEDICTO 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

APPROVED

DISAPPROVED

DENNIS G. FUNA  
Insurance Commissioner

Date : 29 September 2020