



Department of Finance
Insurance Commission
2023 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	Jan - Dec 2023	Jan - Dec 2023	Jan - Dec 2023	Jan - Dec 2023	SF 151	9,026,909.00	9,026,909.00	-	Janitorial Services for IC-Manila head Office, and Cebu and Davao District Offices
2	Security Manpower Services	Admin	Competitive Bidding	Jan - Dec 2023	Jan - Dec 2023	Jan - Dec 2023	Jan - Dec 2023	SF 151	11,786,005.00	11,786,005.00	-	Security Services for IC-Manila head Office, and Cebu and Davao District Offices
B. Lease of Office Space and Equipment												
1	Photocopying Machine	Admin	NP-53.9 - Small Value Procurement	Jan - Dec 2023	N/A	Jan - Dec 2023	Jan - Dec 2023	SF 151	544,500.00	544,500.00	-	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	Jan - Dec 2023	N/A	Jan - Dec 2023	Jan - Dec 2023	SF 151	2,226,897.00	2,226,897.00	-	Lease Contract for Office Space f the IC Cebu District Office
	ii. Davao District Office	Admin	NP-53.10 Lease of Real Property and Venue	Jan - Dec 2023	N/A	Jan - Dec 2023	Jan - Dec 2023	SF 151	1,149,200.00	1,149,200.00	-	Lease Contract for Office Space f the IC Davao District Office
C. Various Property, Plant and Equipment												
1	Office Equipment											
	1.1 IC MANILA OFFICE											
	i. Office Furniture and Fixtures	Admin	NP-53.9 - Small Value Procurement	Jan - Dec 2023	N/A	Jan - Dec 2023	Jan - Dec 2023	SF 151	194,325.00	194,325.00	-	Provision for replacement of old and defective office furnitures and fixtures
	ii. Organ/Piano Keyboard Instrument and Accessories	IC Choir/Admin	NP-53.9 - Small Value Procurement/Shopping	Jan - Dec 2023	N/A	Jan - Dec 2023	Jan - Dec 2023	SF 151	150,000.00	-	150,000.00	Procurement of Organ/Piano Keyboard Instrument and Accessories for the use of the IC Choir
	1.2 IC DAVAO DISTRICT OFFICE											
	i. Steel Cabinets	Davao District Office	NP-53.9 - Small Value Procurement	Jan - Dec 2023	N/A	Jan - Dec 2023	Jan - Dec 2023	SF 151	70,000.00	70,000.00	-	Provision for additional storage of documents at the Davao District Office
D. Supplies and Materials												
1	Business Cards for IC Officials	OCOM/ODCOM	NP-53.9 - Small Value Procurement	Jan - Dec 2023	N/A	Jan - Dec 2023	Jan - Dec 2023	SF 151	150,000.00	150,000.00	-	Provisions for the IC Executives
2	Mineral Drinking Water	Admin	NP-53.9 - Small Value Procurement/Shopping	Jan - Dec 2023	N/A	Jan - Dec 2023	Jan - Dec 2023	SF 151	200,000.00	200,000.00	-	Supply and Delivery of Drinking water with Brand New Hot and Cold Dispenser
3	Common Use Supplies available at Procurement Service	Admin	NP-53.5 Agency-to-Agency - Thru DBM-PS	Jan - Dec 2023	N/A	Jan - Dec 2023	Jan - Dec 2023	SF 151	1,058,339.00	1,058,339.00	-	Supply and Delivery, based on approved APP-CSE for CY 2023
4	Common Use Supplies not available at Procurement Service	Admin	NP-53.9 - Small Value Procurement/ Shopping	Jan - Dec 2023	N/A	Jan - Dec 2023	Jan - Dec 2023	SF 151	7,500,000.00	7,500,000.00	-	
E. Other Maintenance and Operating Expenses												
1	Strengthening Week (Anniversary) for 2023	Steering Committee	NP-53.5 Agency-to-Agency / NP-53.9 - Small Value Procurement	Jan-Feb 2023	N/A	Jan-Feb 2023	Jan-Feb 2023	SF 151	6,500,000.00	6,500,000.00	-	Provision for the 74th Anniversary of IC
2	Mid-Year Performance Review and Planning and Team Building Activity	HRD/PMD	NP-53.10 Lease of Real Property and Venue and NP-53.9 - Small Value Procurement	August 2023	N/A	August 2023	September 2023	SF 151	5,000,000.00	5,000,000.00	-	Engagement of Facilitator for the Mid-Year Planning and Review and Team Building and Procurement of Transportation services, food, logistics, accommodations, lease of venue and incidental expenses, among others.
3	Year End Assessment Program	Steering Committee	NP-53.9 - Small Value Procurement	October 2023	N/A	November 2023	November 2023	SF 152	4,800,000.00	4,800,000.00	-	Procurement for the 2023 YEA Activities
4	Printing of 2024 Institutional Calendar	PMD	NP-53.9 - Small Value Procurement	Jan - Feb 2023	N/A	Jan - Dec 2023	Jan - Dec 2023	SF 151	190,000.00	190,000.00	-	Printing of the 2024 Institutional Calendar



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5	Services of Third Party Certifying Body for ISO	PMD	NP-53.9 - Small Value Procurement	Jan - Dec 2023	N/A	Jan - Dec 2023	Jan - Dec 2023	SF 151	260,000.00	260,000.00	-	ISO Certifying Body
6	Consultancy Services for the Enterprise Architect of the Insurance Commission	ITD/ISyD	NP-53.7 – Highly Technical Consultants	Jan - Dec 2023	N/A	Jan - Dec 2023	Jan - Dec 2023	SF 151	1,440,000.00	1,440,000.00	-	Engagement of services of an Enterprise Architect Consultant for the Insurance Commission
7	Procurement of Memorabilia/Souvenir for the 2023 Loyalty Incentive Awardees (IC PRAISE)	HRD	NP-53.9 - Small Value Procurement	Jan - Dec 2023	N/A	Jan - Dec 2023	Jan - Dec 2023	SF 151	520,000.00	520,000.00	-	Procurement of Memorabilia/Souvenir for the 2023 Loyalty Incentive Awardees (IC PRAISE)
8	Procurement of Memorabilia/Souvenir for the 2022 Loyalty Incentive Awardees (IC PRAISE)	HRD	NP-53.9 - Small Value Procurement	Jan - Dec 2023	N/A	Jan - Dec 2023	Jan - Dec 2023	SF 151	915,000.00	915,000.00	-	Procurement of Memorabilia/Souvenir for the 2022 Loyalty Incentive Awardees (IC PRAISE)
9	PRAISE Awardees (Plaques)	HRD	NP-53.9 - Small Value Procurement	Jan - Dec 2023	N/A	Jan - Dec 2023	Jan - Dec 2023	SF 151	42,745.00	42,745.00	-	Procurement of Plaques for PRAISE Awardees
10	Loyalty Pins for 2023 Loyalty Incentive Awardees	HRD	NP-53.9 - Small Value Procurement	Dec 2023 - Jan 2024	N/A	Jan - Dec 2023	Dec 2023 - Jan 2024	SF 151	30,000.00	30,000.00	-	Procurement of Loyalty Pins
11	Plaques for IC PRAISE Awardees (Gawad Parangal during the 75th Anniversary Celebration)	HRD	NP-53.9 - Small Value Procurement	Dec 2023 - Jan 2024	N/A	Jan - Dec 2023	Dec 2023 - Jan 2024	SF 151	50,000.00	50,000.00	-	Procurement of Plaques for Awardees
12	Purchase of Accountable Forms	Admin	Agency to Agency	Jan - Dec 2023	N/A	Jan - Dec 2023	Jan - Dec 2023	SF 151	2,165,900.00	2,165,900.00	-	Provision for printing of IC Official Receipt, checks, etc.
13	Catering Services for hosting of the CSC Cluster Meeting	HRD	NP-52 - Shopping	Jan - Dec 2023	N/A	Jan - Dec 2023	Jan - Dec 2023	SF 152	65,000.00	65,000.00	-	Provision for catering services for the CSC Cluster Meeting
14	Customized Formal Attire for the IC Chorale	HRD	NP-53.9 - Small Value Procurement	Oct - Dec 2023	N/A	Oct - Dec 2023	Oct - Dec 2023	SF 151	160,000.00	160,000.00	-	
15	Customized Polo Shirts with Embroidery for the Insurance Consciousness Week	HRD	NP-53.9 - Small Value Procurement	October 2023	N/A	Oct - Dec 2023	Oct - Dec 2023	SF 151	260,000.00	260,000.00	-	
16	Customized Polo Shirts with Embroidery for the IC CY 2023 Year End Assessment	HRD	NP-53.9 - Small Value Procurement	Nov - Dec 2023	N/A	Nov - Dec 2023	Nov - Dec 2023	SF 151	260,000.00	260,000.00	-	
17	Professional Photography Services	HRD	NP-53.9 - Small Value Procurement	Jan - Dec 2023	N/A	Jan - Dec 2023	Jan - Dec 2023	SF 151	170,000.00	170,000.00	-	Provision for Professional Pictures of the IC Executives and Employees
18	Procurement of Commemorative Stamps for the Insurance Commission's 75th Anniversary Celebration	Steering Committee	NP-53.5 Agency-to-Agency	Dec 2023 - March 2024	N/A	Dec 2023 - March 2024	Dec 2023 - March 2024	SF 151	600,000.00	600,000.00	-	Commemorative Stamps provided by PhilPost
19	Strengthening Week (Anniversary) for 2024	Steering Committee	NP-53.5 Agency-to-Agency, NP-53.9 - Small Value Procurement	Dec 2023 - March 2024	N/A	Dec 2023 - March 2024	Dec 2023 - March 2024	SF 151	7,850,000.00	7,850,000.00	-	Provision for the 75th Anniversary of IC
20	Lease of Venue for the IC Rebranding Activity	Steering Committee	NP-53.5 Agency-to-Agency, NP-53.10 Lease of Real Property and Venue	January - December 2024	N/A	January - December 2024	January - December 2024	SF 151	1,000,000.00	1,000,000.00	-	Provision for the rebranding of IC
21	Consultancy Services for the IC Rebranding Activity	Steering Committee	NP-53.9 - Small Value Procurement	January - December 2024	N/A	January - December 2024	January - December 2024	SF 151	1,000,000.00	1,000,000.00	-	Provision for the rebranding of IC