



**Department of Finance  
Insurance Commission  
2016 Revised Consolidated Annual Procurement Plan (APP)**

No	Program / Activity / Project	End-User	Mode of Procurement	Schedule for Each Procurement Activity										Estimated Budget Php			Remarks/Activity (Brief Description of Program/Project)	
				ADS/POST OF IB/REI	SUB/OPEN OF BIDS	NOTICE OF AWARD	CONTRACT SIGNING	Source of Funds	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	515,000 00	515,000 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	
	IV Fire Extinguishers													SF 151	10,000 00	-	10,000 00	



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<b>1.3 IC MANILA OFFICE</b>																		
	i Steel Racks and Plastic Bins	Records	Public Bidding											SF 151	800,000 00	-	800,000 00	Replacement of old Steel Cabinets at Records Section and additional steel racks for the container vans
	ii 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											SF 151	18,000 00	-	18,000 00	
	iii Heavy Duty file storage boxes	HR Division	NP - Small Value Procurement											SF 151	6,000 00	-	6,000 00	
	iv Modular Partitions	Planning, COA, Cebu, Davao, Baguio and Admin	Public Bidding											SF 151	8,000,000 00	-	8,000,000 00	Additional workstations for IC personnel, Agent's Examination
	v Sofa set	UCDM, DepCOMS, IC Lobby, Davao, Cebu	Public Bidding											SF 151	1,000,000 00	-	1,000,000 00	Replacement of old sofa sets
	vi Mobile Pedestal	Admin, Records, GS and Cashier	NP- Small Value Procurement											SF 151	12,000 00	-	12,000 00	For additional personnel of Admin, Records, Records and Cashier
	vii Refrigerator	FED, LSG, TSG, MSSG, Davao	NP- Small Value Procurement											SF 151	72,000 00	-	72,000 00	Per Functional Group
	viii Air Conditioning Units	CAD, Ombudsman, COA, Library, Rating, 2/F Lobby, Brokers, AMLA, Reinsurance, HR, IT Trng Ctr & Annex Bldg	Public Bidding											SF 151	1,500,000 00	-	1,500,000 00	For replacement of old and defective units and additional offices
	ix Procurement of IC Service Vehicles	IC Manila Office	Public Bidding											SF 151	16,720,000 00	-	16,720,000 00	For the use of IC official and employees (34-seater coaster)
	x Procurement of IC Motor Vehicles	IC Manila Office	Public Bidding											SF 151	1,800,000 00	-	1,800,000 00	For replacement of Total wreck vehicle of the Commissioner
	xi DOT Matrix Printer	Cashier	NP- Agency to Agency											SF 151	195,000 00	-	195,000 00	
	xii Check Writer	Cashier	NP- Small Value Procurement											SF 151	35,000 00	-	35,000 00	
	xiii Postage Meter Machine	Records	Direct Contracting											SF 151	400,000 00	-	400,000 00	Replacement for defective Machine
	xiv Commemorative Coins/Plaques/Pins	HR	NP- Small Value Procurement											SF 151	500,000 00	500,000 00	-	Tokens to Loyalty Awardees
	xv Digital terrestrial television	Admin	NP- Small Value Procurement											SF 151	6,000 00	-	6,000 00	TV Plus, for monitoring of current events
	xvi LED Televisions	Admin	NP- Small Value Procurement											SF 151	300,000 00	-	300,000 00	



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	xvii. GPS Kit for IC Motor Vehicle	Admin	NP- Small Value Procurement	April - May 2016												SF 151	48,000 00	-	48,000 00	To be installed at for (4) IC-Motor Vehicle
<b>D</b>	<b>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</b>	<b>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 - July 2016 (Delegated to the ICEWA Officers)												SF 151	2,000,000 00	2,000,000 00	-	Accommodation, food, rental of transportation and other related activities
	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	-	
	7 Vision-Mission Reformulation Activity of the Insurance Commission	Planning Division	NP - Small Value Procurement	April - June 2016 (Delegated to the Planning and Management Division)												SF 151	500,000 00	500,000 00	-	Lease of venue, including food, transportation, accommodation and Third Party Facilitator
	8 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
	9 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
	10 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



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11	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
12	Talent Acquisition Tool	HRD	Direct Contracting	April - December 2016				SF 151	325,248 00	325,248 00	-	End of Contract is 30 June 2016
13	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	-	
14	Maintenance Support for Document Management System (DMS)	Records	Direct Contracting	April - June 2016 (Delegated to the Administrative Division - Records Section)				SF 151	75,000 00	75,000 00	-	DMS Maintenance Support
15	Back scanning of IC Documents	Records / CAD	NP - Small Value Procurement	June - August 2016 (Delegated to the Administrative Division - Records Section)				SF 151	500,000 00	500,000 00	-	
16	Refilling of 30 pcs Empty fire extinguishers	Admin	NP - Small Value Procurement	June - November 2016 (Delegated to the Admin Division)				SF 151	10,500 00	10,500 00	-	
17	Additional Electrical Load and Electrical wires for Container 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 and IT Computer Laboratory
18	Biometric Fingerprint Scanner (Virdi 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
19	PRAISE Awardees	HRD	Agency - Agency	June - November 2016 (Delegated to the Admin Division)				SF 151	550,000 00	550,000 00	-	Commemorative Coins and notes for PRAISE Awardees
G	Health and Wellness Program including administ	HRD		June - November 2016 (Delegated to the Admin Division)								
1	Vaccines (Influenza)		NP - Small Value Procurement	September - November 2016				SF 151	220,000 00	220,000 00	-	Single dose IM for adults
2	Vaccines (Hepatitis A) - 2nd Dosage		NP - Small Value Procurement	September - November 2016				SF 151	463,000 00	463,000 00	-	Single dose IM for adults, Inactivated 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
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	300,000 00	300,000 00	-	Two (2) sessions per week, One (1) hour per session
H.	Repairs and Maintenance/Utility Services											



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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, Gastern 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
<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



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<b>K</b>	<b>Communications</b>																	
	1 Telecommunications Services																	
	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
	2 Internet Service Provider (ISP)																	
	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</b>	<b>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 Liana)
	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</b>	<b>Information Technology Outlay</b>																	
	1 Consumables for Laser Printers (Toner Cartridges)	C 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, La Union	Public Bidding	June - August 2016										SF 151	312,000 00	-	312,000 00		
	ii Notebook Computers	IC Main	Public Bidding	June - August 2016										SF 151	280,000 00	-	280,000 00		
	iii Heavy Duty Colored Laser Printer	Planning Division	Public Bidding	June - August 2016										SF 151	340,000 00	-	340,000 00		
	iv Laser Image Drum Kit	ITD	NP - Small Value Procurement	April - June 2016										SF 151	100,000 00	-	100,000 00	For HP LaserJet M855 Pnnter	
	v. Tape cartridges	ITD	NP - Small Value Procurement	April - June 2016										SF 151	90,000 00	-	90,000 00		
	vi UTP Cable	ITD	NP - Small Value Procurement	April - June 2016										SF 151	5,000 00	-	5,000 00		
	vii RJ45 connectors	ITD	NP - Small Value Procurement	April - June 2016										SF 151	2,000 00	-	2,000 00		
	viii 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		
	ix Server Rack	ITD	NP - Small Value Procurement	April - June 2016										SF 151	90,000 00	-	90,000 00		
	x Thermal Printer Rubbon and label sicker paper	ITD	NP - Small Value Procurement	April - June 2016										SF 151	10,000 00	-	10,000 00	For use of printing bar code for the Document Management System	
4	Supply, Delivery, Installation and Commissioning of Load Balancer	ITD	Public Bidding	June - August 2016										SF 151	7,900,000 00	-	7,900,000 00	For Reliable Network Connectivity, High Availability and comprehensive link maintenance	
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	1,000,000 00	1,000,000 00	-	Three (3) year maintenance support for IC's backup system	
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 Pehnrperals	Regulations (1), CRL (1), Licensing (2), PAMMD (2), Cashier (2)	Direct Contracting	April - June 2016										SF 151	55,000 00	55,000 00	-	Additional licenses and pehnrperals for IC frontline services	
9	Upgrade and Migration of IC Active Directory and Exchange	ITD	Public Bidding	June - August 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	June - August 2016										SF 151	2,800,000 00	-	2,800,000 00	For Agent's Computerized Examination Room, convertible to meeting and training rooms	



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11	Supply, Delivery and Installation of Structured cabling	ITD	Public Bidding	June - August 2016				SF 151	2,100,000 00	2,100,000 00		To upgrade IC backbone to Gigahertz and additional port for ACE and new employees and upgrade of CCTV systems
11	Supply, Delivery and Installation of CCTV system	ITD	NP - Small Value Procurement	June - August 2016				SF 151	150,000 00		150,000 00	To upgrade the EOL CCTV systems
12	Supply, Delivery and Instalation of Access Switch and Fiber Optic Module	ITD	Public Bidding	June - August 2016				SF 151	2,000,000 00	-	2,000,000 00	To upgrade the remaining End of Life (EOL) Switches
13	Procurement of Wireless Microphones/Lapel and other sound system peripherals	IC Main Office	Public Bidding	June - August 2016				SF 151	1,100,000 00	-	1,100,000 00	
14	Maintenance Support Agreement for Enhanced Licensing System (ELS)	ITD	Direct Contracting	June 2016 - June 2017				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
16	Renewal of ORACLE Technical Software Support Services	ITD	Direct Contracting	May - July 2016				SF 151	3,640,000 00	3,640,000 00	-	This includes ORACLE Software Update Licenes and Support
17	Renewal of ORACLE Technical Harware Support Services	ITD	Direct Contracting	May - July 2016				SF 151	2,240,000 00	2,240,000 00	-	This includes Oracle Premier Support for Systems
<b>GRAND TOTAL</b>								<b>133,280,363 04</b>	<b>85,416,363 04</b>	<b>47,864,000 00</b>		

PREPA PREPARED BY:

ROSALINDA Q. MITRA  
 BAC Secretariat

RECOMMENDING APPROVAL:

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 BAC Vice Chairperson

CARLO F. GARCIA  
 BAC Chairperson

APPROVED  
 DISAPPROVED  
  
 EMMANUEL F. DOOC  
 Insurance Commissioner

Date April 18, 2016