



Republic of the Philippines  
**PHILIPPINE HEALTH INSURANCE CORPORATION**


Citystate Centre Building, 709 Shaw Boulevard, Pasig City  
Healthline 441-7444 [actioncenter@philhealth.gov.ph](mailto:actioncenter@philhealth.gov.ph)



December 26, 2012

**OFFICE ORDER**

NO. 0161, S. 2012

TO  : **ALL CONCERNED END-USERS  
HEAD OFFICE AND REGIONAL OFFICES**

**SUBJECT : CY 2013 CORPORATE ANNUAL PROCUREMENT PLAN (APP)**

In consonance with Sections 7.1 and 7.2 of the Revised Implementing Rules and Regulations of RA 9184, all procurement shall be within the approved budget of the procuring entity and should be meticulously and judiciously planned by the Corporation. Likewise, no procurement shall be undertaken unless it is in accordance with the approved Annual Procurement Plan (APP).

The Project Procurement Management Plans (PPMPs), submitted by the end-users through the Fund Management Information System – PhilHealth Budget System (FMIS-PBS) were reviewed and evaluated as to the technical specifications, standards and necessity by the Technical Working Group – Planning and Budget Committee and subsequently used as basis in the approval of the Corporate Operating Budget (COB) for CY 2013.

Accordingly, the Bids and Awards Committees for Goods and Services, Information Technology Resources, Infrastructure / Civil Works, and Consulting Services reviewed and confirmed the appropriate method of procurement for the items / services / projects and programs that shall be procured by the Corporation and is further recommending the approval of the CY 2013 Corporate APP.

Under the authority granted by the PhilHealth Board of Directors to the President and CEO as Head of the Procuring Entity, this Order is hereby issued approving the CY 2013 Corporate APP.

Upon effectivity of this Order, and pursuant to the following provisions of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the “Government Procurement Reform Act of 2003” and corporate related policies, the procurement planning and related activities shall be guided by the following provisions:

1. PhilHealth Regional Offices CY 2013 APP was consolidated in the same manner and procedure in the Head Office CY 2013 APP;
2. Updating of the PPMP and consolidated CY 2013 Corporate APP should be in accordance with Office Order No. 03, s. 2009 entitled as “Guidelines on Annual Procurement Plan (APP) Updating”;
3. The use of Report on Realignment of Funds (ReReF) and Request for Change of Specifications Form (RCSF) shall be guided by Office Order 71, s. 2012 entitled “Omnibus Budget Implementing Guidelines”;
4. For changes only in the technical specifications of an item included in the CY 2013 Corporate APP without increase in the budget and /or change in quantity resulting therefrom, the concerned end-user shall accomplish the attached form Annex “A” to be evaluated by the PRID or ITMD, as the case maybe, and if allowed, to be included in the CY 2013 Corporate APP amendment;

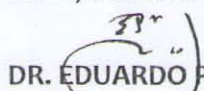


5. If the method of procurement indicated in the CY 2013 Corporate APP is public bidding but cannot be ultimately pursued, the respective BAC through a resolution shall recommend change in the method of procurement to be approved by the President and CEO in the Head Office and Regional Vice President in the PhROs, provided that the conditions and requirements for resorting to alternative methods of procurement are complied with; and
6. To eliminate the possibility of violation of splitting of contracts, all concerned are enjoined to observe procurement of items of the same category or classification through bulk purchase.

The approved CY 2013 Corporate APP shall be posted within three (3) days upon its approval in the PhilHealth Website and Online Monitoring Evaluation System (OMES) of the Government Procurement Policy Board (GPPB), pursuant to the revised IRR of RA 9184 and E.O. 662, s. 2007 as amended by E.O. 662-A and 662-B, otherwise known as "Enhancing Transparency Measures under RA 9184 and Creating the Procurement Transparency Group".

This Order shall take effect immediately.

For information and guidance of all concerned.

  
**DR. EDUARDO P. BANZON**  
President and CEO

Date: December 26, 2012







## OFFICE: \_\_\_\_\_

[illegible]

**Recommended for Updating:**

Head of Office  
Sector/Group/Department/Office

PRID/ITMD  
PRAES



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# **CORPORATE ANNUAL PROCUREMENT PLAN FOR CY 2013**

## **BAC-CONSULTING SERVICES (MOOE) HEAD OFFICE**

Republic of the Philippines  
**Philippine Health Insurance Corporation**  
 ANNUAL PROCUREMENT PLAN  
 Calendar Year 2013

**BAC Consulting Services**

Code PAP	Procurement Program/Project	PMO / End-User	Mode of Procurement	SCHEDULE FOR EACH PROCUREMENT ACTIVITY												Fund Source	Total	Estimated Budget		Remarks
				Pre-Proc Conference	Ads/Post of ITB	Pre-Bid Conference	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover			MOOE	CapEx	
Consultancy Services																				
	1 Consultant to the Chairman of the Board	Office of Public the Bidding Chairman of PhilHealth Board		01-Jan	02-Jan	09-Jan	10-Jan	30-Jan		11-Feb	18-Feb	21-Feb	18-Mar	21-Mar	05-Apr	COB		900,000.00	900,000.00	
	1 CRISC / CISA	Informati Negotiated Security Procurement Departme - Small Value Procurement		07-Feb	08-Feb							15-Feb		14-Mar	29-Mar	COB		480,000.00	480,000.00	
	1 Develop a Manual on the Standard Physical Allocation In the CO and PROs	Physical Negotiated Resource Procurement and - Small Infrastruc Value Procurement Departme		07-Feb	08-Feb							15-Feb		14-Mar	29-Mar	COB		300,000.00	300,000.00	
	1 Health Financing	Office of Public the Bidding President and CEO - Proper		01-Jan	02-Jan	09-Jan	10-Jan	30-Jan		11-Feb	18-Feb	21-Feb	18-Mar	21-Mar	05-Apr	COB		720,000.00	720,000.00	
	2 Hiring of consultant	Corporat Public Bidding Marketing Departme		01-Jan	02-Jan	09-Jan	10-Jan	30-Jan		11-Feb	18-Feb	21-Feb	18-Mar	21-Mar	05-Apr	COB		630,000.00	630,000.00	
	1 Hiring of consultant in developing policies and guidellnes on marketing & promotions management	Corporat Negotiated Marketing - Small Value Procurement Departme		14-Feb	15-Feb							22-Feb		21-Mar	05-Apr	COB		420,000.00	420,000.00	
	1 HRD Consultant	Human Negotiated Resource Procurement - Small Departme Value Procurement		07-Feb	08-Feb							15-Feb		14-Mar	29-Mar	COB		300,000.00	300,000.00	
	1 IT Consultant	Treasury Public Bidding Departme		02-Jan	03-Jan	10-Jan	11-Jan	31-Jan		12-Feb	19-Feb	22-Feb	19-Mar	22-Mar	08-Apr	COB		825,000.00	825,000.00	
	3 IT Consultant	Comptroll Public Bidding Departme		02-Jan	03-Jan	10-Jan	11-Jan	31-Jan		12-Feb	19-Feb	22-Feb	19-Mar	22-Mar	08-Apr	COB		2,250,000.00	2,250,000.00	
	1 Research & Social Marketing activities	Benefits Negotiated Developm Procurement and - Small Research Value Procurement Departme		15-Feb	18-Feb							25-Feb		22-Mar	08-Apr	COB		210,000.00	210,000.00	

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				Pre-Proc Conference	Ads/Post of ITB	Pre-Bid Conference	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover	MOOE									
Consultancy Services																									
	1 Technical Consultant	Task Force for IT-Audit	Public Bidding	02-Jan	03-Jan	10-Jan	11-Jan	31-Jan		12-Feb	19-Feb	22-Feb	19-Mar	22-Mar	08-Apr	COB	258,000.00	258,000.00							
	1 Technical Consultant	Corporate Planning Department	Public Bidding	01-Jan	02-Jan	09-Jan	10-Jan	30-Jan		11-Feb	18-Feb	21-Feb	18-Mar	21-Mar	05-Apr	COB	160,000.00	160,000.00							
	1 Technical Consultant	Corporate Secretary	Public Bidding	02-Jan	03-Jan	10-Jan	11-Jan	01-Feb		15-Feb	22-Feb	25-Feb	22-Mar	27-Mar	11-Apr	COB	660,000.00	660,000.00							
	2 Technical Consultant	Office of the Chief Operating Officer - Proper	Public Bidding	01-Jan	02-Jan	09-Jan	10-Jan	30-Jan		11-Feb	18-Feb	21-Feb	18-Mar	21-Mar	05-Apr	COB	1,350,000.00	1,350,000.00							
	1 To develop database on international fellowship, development partners, students supported by development partners	International and Local Engagement Department	Negotiated Procurement - Small Value Procurement	07-Feb	08-Feb							15-Feb		14-Mar	29-Mar	COB	126,000.00	126,000.00							
Procurement of Contract Services																									
	1 additional budget to pay the P 200,000 payment for the photoshoot for the Annual Report	Corporate Planning Department	Negotiated Procurement - Small Value Procurement	07-Feb	08-Feb							15-Feb		14-Mar	29-Mar	COB	54,688.44	54,688.44							
	1 Appraisal of Lots	Physical Resource and Infrastructure Department	Public Bidding	01-Jan	02-Jan	09-Jan	10-Jan	30-Jan		11-Feb	18-Feb	21-Feb	18-Mar	21-Mar	05-Apr	COB	1,750,000.00	1,750,000.00							
	1 Assessment Center (Testing Center)	Human Resource Department	Public Bidding	01-Jan	02-Jan	09-Jan	10-Jan	30-Jan		11-Feb	18-Feb	21-Feb	18-Mar	21-Mar	05-Apr	COB	2,000,000.00	2,000,000.00							
	1 Audio-Video Presentation	Office of the Vice President Corporate Affairs Group	Negotiated Procurement - Small Value Procurement	07-Feb	08-Feb							15-Feb		14-Mar	29-Mar	COB	300,000.00	300,000.00							

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				Pre-Proc Conference	Ads/Post of ITB	Pre-Bid Conference	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover	MOOE						
Procurement of Contract Services																						
	1 Development of CPG-based policy statements for target illnesses (2nd round)	Accredita and Standard Monitorin	Negotiated Procurement - Highly Technical Consultants	07-Feb	08-Feb							15-Feb		14-Mar	29-Mar	COB	1,500,000.00	1,500,000.00				
		Departme																				
	1 Development of Office Space Standard Design	Physical Resource and Infrastruc	Public Bidding	01-Jan	02-Jan	09-Jan	10-Jan	30-Jan		11-Feb	18-Feb	21-Feb	18-Mar	21-Mar	05-Apr	COB	2,000,000.00	2,000,000.00				
		Departme																				
	1 Maintenance for TMS	Treasury	Public Bidding	02-Jan	03-Jan	10-Jan	11-Jan	31-Jan		12-Feb	19-Feb	22-Feb	19-Mar	22-Mar	08-Apr	COB	1,000,000.00	1,000,000.00				
		Departme																				
	1 Photoshoot for the Annual Report	Corporat Planning	Negotiated Procurement - Small Value	24-May	27-May							03-Jun		28-Jun	15-Jul	COB	145,311.56	145,311.56				
		Departme	Procurement																			
Procurement of Research Services																						
	1 Brand Development Workshop	Corporat Marketing	Negotiated Procurement - Small Value	14-Feb	15-Feb							22-Feb		21-Mar	05-Apr	COB	200,000.00	200,000.00				
		Departme	Procurement																			
	1 Conduct Market research to determine how products & services will be best packaged, & promoted	Corporat Marketing	Negotiated Procurement - Small Value	14-Feb	15-Feb							22-Feb		21-Mar	05-Apr	COB	100,000.00	100,000.00				
		Departme	Procurement																			
	1 conduct of research and policy development and plan	Corporat Communic-	Negotiated Procurement - Small Value	14-Feb	15-Feb							22-Feb		21-Mar	05-Apr	COB	450,000.00	450,000.00				
		Departme	Procurement																			
	1 Conduct workshop	Corporat Marketing	Public Bidding	01-Jan	02-Jan	09-Jan	10-Jan	30-Jan		11-Feb	18-Feb	21-Feb	18-Mar	21-Mar	05-Apr	COB	200,000.00	200,000.00				
		Departme																				

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Procurement of Research Services																					
	1 Payment to National Statistics Office (NSO) re. inclusion of rider questions in the National Demographic and Health Survey (NDHS)	National Demogra	Public Bidding	02-Jan	03-Jan	10-Jan	11-Jan	31-Jan		12-Feb	19-Feb	22-Feb	19-Mar	22-Mar	08-Apr	COB	2,000,000.00	2,000,000.00			
	1 SEC/BIR/COA	Internal Legal Departme	Negotiated Procurement - Small Value Procurement	07-Feb	08-Feb							15-Feb		14-Mar	29-Mar	COB	5,000.00	5,000.00			
	1 TOR developed/survey firm hired and survey conducted	Corporat Communic Departme	Public Bidding	01-Jan	02-Jan	09-Jan	10-Jan	30-Jan		11-Feb	18-Feb	21-Feb	18-Mar	21-Mar	05-Apr	COB	900,000.00	900,000.00			
Note: System generated report.																	Total	22,194,000.00	22,194,000.00		0.00

Note: System generated report.