



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION


Citystate Centre Building, 709 Shaw Boulevard, Pasig City
Healthline 441-7444 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;

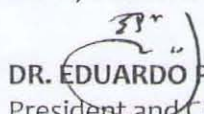


5. If the method of procurement indicated in the CY 2013 Corporate APP is public bidding but cannot be ultimately pursued, the respective BAC through a resolution shall recommend change in the method of procurement to be approved by the President and CEO in the Head Office and Regional Vice President 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



PRID/ITMD
PRAES



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CORPORATE ANNUAL PROCUREMENT PLAN FOR CY 2013

**BAC-GOODS AND SERVICES
(CAPEX/MOOE)
REGIONAL OFFICES**

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

BAC Goods and Services

Code PAP	Procurement Program/Project	PMO / End-User	Mode of Procurement	SCHEDULE FOR EACH PROCUREMENT ACTIVITY												Fund Source	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		Total	MOOE	CapEx	
Procurement of Water Services																				
1	Total Cost	Office of the Area Vice President for Visayas	Direct Contracting	01-Feb	04-Feb						11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB	600.00	600.00		
Procurement of Electricity																				
1	Total Cost	Office of the Area Vice President for Visayas	Direct Contracting	01-Feb	04-Feb						11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB	216,000.00	216,000.00		
Procurement of Rental Services																				
1	Total Cost	Office of the Area Vice President for Visayas	Negotiated Procurement - Lease of Real Property and Venue	01-Feb	04-Feb						11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB	427,200.00	427,200.00		
Procurement of Office Equipment																				
1	PAPER SHREDDER can cut CDs, paperclips, and plastic cards	Office of the Area Vice President for Visayas	Negotiated Procurement - Small Value Procurement	07-Feb	08-Feb						15-Feb			14-Mar	29-Mar	COB	12,600.00		12,600.00	
Procurement of Furniture and Fixtures																				
1	CHAIR Clerical, swivel, gas-lift, ergonomic, midback, with armrest	Office of the Area Vice President for Visayas	Negotiated Procurement - Small Value Procurement	07-Feb	08-Feb						15-Feb			14-Mar	29-Mar	COB	3,000.00		3,000.00	

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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		Total	MOOE	CapEx	
Procurement of Furniture and Fixtures																				
1	STORAGE CABINET All steel, double door, w/ 5 adjacent shelves, gauge #20, duplicate keys, wrinkled green or plain gray finish	Office of the Procurement Area Vice President for Visayas	Negotiated - Small Value	07-Feb	08-Feb						15-Feb		14-Mar	29-Mar	COB	10,500.00		10,500.00		
1	TABLE Clerical Office Table, w/ wood modesty panel, side/return table, and mobile pedestal (in gray laminate finish), dimension: main table(1200mm x 600mm x 750mm), side/return table (900mm x 450mm x 750mm), mobile pedes	Office of the Procurement Area Vice President for Visayas	Negotiated - Small Value	07-Feb	08-Feb						15-Feb		14-Mar	29-Mar	COB	15,000.00		15,000.00		
1	TABLE Jr. Executive Table, w/ wood modesty panel and side/return/desk with mobile pedestal (in gray laminate finish), dimension: main table(1400mm x 700mm x 750mm), side/return table (900mm x 450mm x 750mm), mobile p	Office of the Procurement Area Vice President for Visayas	Negotiated - Small Value	07-Feb	08-Feb						15-Feb		14-Mar	29-Mar	COB	20,000.00		20,000.00		
Local Trainings																				
1	External Leadership and Management	Office of the Procurement Area Vice President for Visayas	Negotiated - Small Value	07-Feb	08-Feb						15-Feb		14-Mar	29-Mar	COB	50,000.00	50,000.00			
1	External PAGBA, GACPA, AGAP (& Government) Convention	Office of the Procurement Area Vice President for Visayas	Direct Contracting	01-Feb	04-Feb					11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB	28,800.00	28,800.00			
1	External SRTC Trainings	Office of the Procurement Area Vice President for Visayas	Direct Contracting	01-Feb	04-Feb					11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB	100,000.00	100,000.00			

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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	CapEx	
Local Trainings																				
1	External Training for Executive Assistants and Secretaries	Office of the Area Vice President for Visayas	Negotiated Procurement - Small Value	07-Feb	08-Feb							15-Feb		14-Mar	29-Mar	COB	24,000.00	24,000.00		
Procurement of Telephone Landline Services																				
1	Telefax NDD	Office of the Area Vice President for Visayas	Direct Contracting	01-Feb	04-Feb						11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB	72,000.00	72,000.00		
Procurement of Regular Office Supplies																				
1	DRUM KIT For BROTHER Fax Machine, 2820 Part No. DR2025	Office of the Area Vice President for Visayas	Negotiated Procurement - PS-DBM	06-Mar	07-Mar									14-Mar	29-Mar		5,355.00	5,355.00		
60	ENVELOPE Brown, A4	Office of the Area Vice President for Visayas	Negotiated Procurement - PS-DBM	06-Mar	07-Mar									14-Mar	29-Mar		58.80	58.80		
60	ENVELOPE Brown, A4	Office of the Area Vice President for Visayas	Negotiated Procurement - PS-DBM	06-Sep	09-Sep									16-Sep	01-Oct		58.80	58.80		
40	ENVELOPE Brown, Long	Office of the Area Vice President for Visayas	Negotiated Procurement - PS-DBM	06-Mar	07-Mar									14-Mar	29-Mar		40.40	40.40		
9	ENVELOPE Brown, Long	Office of the Area Vice President for Visayas	Negotiated Procurement - PS-DBM	06-Dec	09-Dec									16-Dec	31-Dec		9.09	9.09		

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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		Total	MOOE	CapEx	
Procurement of Regular Office Supplies																				
40	ENVELOPE Brown, Long	Office of the Area Vice President for Visayas	Negotiated Procurement - PS-DBM	06-Sep	09-Sep									16-Sep	01-Oct		40.40	40.40		
2	SELF-INKING STAMP TRODAT PRINTY, 5460 with rubber Inscription	Office of the Area Vice President for Visayas	Negotiated Procurement - PS-DBM	06-Mar	07-Mar									14-Mar	29-Mar		3,528.00	3,528.00		
8	SIGN PEN Pilot V5, Black	Office of the Area Vice President for Visayas	Negotiated Procurement - PS-DBM	06-Mar	07-Mar									14-Mar	29-Mar		453.60	453.60		
8	SIGN PEN Pilot V5, Black	Office of the Area Vice President for Visayas	Negotiated Procurement - PS-DBM	06-Jun	07-Jun									14-Jun	01-Jul		453.60	453.60		
8	SIGN PEN Pilot V5, Black	Office of the Area Vice President for Visayas	Negotiated Procurement - PS-DBM	06-Sep	09-Sep									16-Sep	01-Oct		453.60	453.60		
5	SIGN PEN Pilot V5, Black	Office of the Area Vice President for Visayas	Negotiated Procurement - PS-DBM	06-Dec	09-Dec									16-Dec	31-Dec		283.50	283.50		
1	TONER CARTRIDGE_ For BROTHER Fax Machine TN 2025	Office of the Area Vice President for Visayas	Negotiated Procurement - PS-DBM	06-Mar	07-Mar									14-Mar	29-Mar		2,677.50	2,677.50		
1	TONER CARTRIDGE_ For BROTHER Fax Machine TN 2025	Office of the Area Vice President for Visayas	Negotiated Procurement - PS-DBM	06-Sep	09-Sep									16-Sep	01-Oct		2,677.50	2,677.50		

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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		Total	MOOE	CapEx	
Procurement of Regular Office Supplies																				
1	WALLCLOCK Telesonic 8142	Office of the Area Vice President for Visayas	Negotiated Procurement - PS-DBM	06-Mar	07-Mar									14-Mar	29-Mar		840.00	840.00		
Procurement of IT Supplies																				
1	MAINTENANCE KIT For Network Printer Model: Phaser 4600	Office of the Area Vice President for Visayas	Negotiated Procurement - PS-DBM	06-Mar	07-Mar									14-Mar	29-Mar		16,550.00	16,550.00		
1	TONER CARTRIDGE For KYOCERA Miita Network Printer, Model: ECOSYS 1030D	Office of the Area Vice President for Visayas	Negotiated Procurement - PS-DBM	06-Sep	09-Sep									16-Sep	01-Oct		5,985.00	5,985.00		
1	TONER CARTRIDGE For KYOCERA Miita Network Printer, Model: ECOSYS 1030D	Office of the Area Vice President for Visayas	Negotiated Procurement - PS-DBM	06-Mar	07-Mar									14-Mar	29-Mar		5,985.00	5,985.00		
2	TONER CARTRIDGE For Network Printer Model: Phaser 4600	Office of the Area Vice President for Visayas	Negotiated Procurement - PS-DBM	06-Mar	07-Mar									14-Mar	29-Mar		18,600.00	18,600.00		
1	TONER CARTRIDGE For Network Printer Model: Phaser 4600	Office of the Area Vice President for Visayas	Negotiated Procurement - PS-DBM	06-Sep	09-Sep									16-Sep	01-Oct		9,300.00	9,300.00		
1	DRUM_KIT For Network Printer Model: Phaser 4600	Office of the Area Vice President for Visayas	Negotiated Procurement - PS-DBM	06-Mar	07-Mar									14-Mar	29-Mar		16,550.00	16,550.00		

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Procurement of Subscription Services																					
1	Total Cost	Office of the Vice President for Visayas	Negotiated Procurement - Small Value	07-Feb	08-Feb							15-Feb		14-Mar	29-Mar	COB	6,600.00	6,600.00			
Corporate Forum																					
1	Area II Officers' Conference	Office of the Vice President for Visayas	Negotiated Procurement - Lease of Real Property and Venue	01-Feb	04-Feb						11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB	1,198,500.00	1,198,500.00			
1	FOD Chiefs and ColSec Heads Forum	Office of the Vice President for Visayas	Negotiated Procurement - Lease of Real Property and Venue	01-Feb	04-Feb						11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB	125,400.00	125,400.00			
1	HCDMD Forum	Office of the Vice President for Visayas	Negotiated Procurement - Lease of Real Property and Venue	01-Feb	04-Feb						11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB	186,000.00	186,000.00			
1	MSD Officers Forum	Office of the Vice President for Visayas	Negotiated Procurement - Lease of Real Property and Venue	01-Feb	04-Feb						11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB	93,000.00	93,000.00			
Total																2,679,099.79	2,617,999.79	61,100.00			
Note: System generated report.																					

Note: System generated report.