



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;

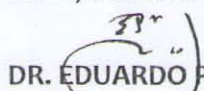


5. If the method of procurement indicated in the CY 2013 Corporate APP is public bidding but cannot be ultimately pursued, the respective BAC through a resolution shall recommend change in the method of procurement to be approved by the President and CEO in the Head Office and Regional Vice President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

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**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-INFORMATION TECHNOLOGY RESOURCES (CAPEX/MOOE) REGIONAL OFFICES**

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

**BAC Information and Technology Resources**

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 Internet Services																				
10	Total Cost	Philhealth Public Regional Bidding Office I		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB	975,372.00	975,372.00		
Repair and Maintenance of IT Equipment and Software																				
1	Chamois (absorbent Cloth)	Philhealth Negotiated Regional Procurement Office I - Small Value Procurement		07-Feb	08-Feb							15-Feb		14-Mar	29-Mar	COB	1,000.00	1,000.00		
1	labor on repair of HP 4015	Philhealth Negotiated Regional Procurement Office I - Small Value Procurement		07-Feb	08-Feb							15-Feb		14-Mar	29-Mar	COB	16,200.00	16,200.00		
1	labor on repair of HP 4250	Philhealth Negotiated Regional Procurement Office I - Small Value Procurement		07-Feb	08-Feb							15-Feb		14-Mar	29-Mar	COB	9,000.00	9,000.00		
1	labor on repair of P3005x	Philhealth Negotiated Regional Procurement Office I - Small Value Procurement		07-Feb	08-Feb							15-Feb		14-Mar	29-Mar	COB	10,800.00	10,800.00		
2	LCD/LED Monitors	Philhealth Negotiated Regional Procurement Office I - Small Value Procurement		07-Feb	08-Feb							15-Feb		14-Mar	29-Mar	COB	50,000.00	50,000.00		
1	maintenance of HP 4015	Philhealth Negotiated Regional Procurement Office I - Small Value Procurement		07-Feb	08-Feb							15-Feb		14-Mar	29-Mar	COB	18,000.00	18,000.00		
1	maintenance of HP 4250	Philhealth Negotiated Regional Procurement Office I - Small Value Procurement		07-Feb	08-Feb							15-Feb		14-Mar	29-Mar	COB	10,000.00	10,000.00		
1	maintenance of HP P3005x	Philhealth Negotiated Regional Procurement Office I - Small Value Procurement		07-Feb	08-Feb							15-Feb		14-Mar	29-Mar	COB	10,000.00	10,000.00		
1	Motherboard for Epson LQ 2180	Philhealth Negotiated Regional Procurement Office I - Small Value Procurement		07-Feb	08-Feb							15-Feb		14-Mar	29-Mar	COB	40,000.00	40,000.00		

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Repair and Maintenance of IT Equipment and Software																				
	1 Plastic wire strip	Philhealth Regional Office I	Negotiated - Small Value Procurement	07-Feb	08-Feb							15-Feb		14-Mar	29-Mar	COB		300.00	300.00	
	1 Power Supply for Epson LQ 2180	Philhealth Regional Office I	Negotiated - Small Value Procurement	07-Feb	08-Feb							15-Feb		14-Mar	29-Mar	COB		30,000.00	30,000.00	
	1 Spare parts for Epson LQ 2180	Philhealth Regional Office I	Negotiated - Small Value Procurement	07-Feb	08-Feb							15-Feb		14-Mar	29-Mar	COB		20,000.00	20,000.00	
	3 UPS Battery	Philhealth Regional Office I	Negotiated - Small Value Procurement	07-Feb	08-Feb							15-Feb		14-Mar	29-Mar	COB		30,000.00	30,000.00	
	1 Wax (All purpose)	Philhealth Regional Office I	Negotiated - Small Value Procurement	07-Feb	08-Feb							15-Feb		14-Mar	29-Mar	COB		1,000.00	1,000.00	
1st Quarter																				
Procurement of IT Equipment and Software																				
	1 BARCODE PRINTER 203dpi print resolution, 4.65max. label width, 4ips printing speed, 8MB DRAM & 4MB Flash Memory	Philhealth Regional Office I	Public Bidding	14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		40,000.00	40,000.00	
	3 UNIT BARCODE SCANNER Handheld, stable	Philhealth Regional Office I	Public Bidding	14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		60,000.00	60,000.00	
	70 COMPUTER Desktop Personal Computer, Standard	Philhealth Regional Office I	Public Bidding	14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		4,200,000.00	4,200,000.00	
	3 COMPUTER Desktop Personal Computer, w/ UC monitor for IT Applications use	Philhealth Regional Office I	Public Bidding	14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		270,000.00	270,000.00	
	1 COMPUTER Laptop, Standard	Philhealth Regional Office I	Public Bidding	14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		40,000.00	40,000.00	

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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		
1st Quarter																					
Procurement of IT Equipment and Software																					
	7 COMPUTER THIN CLIENT	Philhealth Public Regional Bidding Office I		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		280,000.00		280,000.00	
	4 UNIT HDD External, Portable 1 Tera Byte	Philhealth Public Regional Bidding Office I		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		24,000.00		24,000.00	
	1 NETWORK SWITCH Edge Switch, manageable with PoE	Philhealth Public Regional Bidding Office I		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		200,000.00		200,000.00	
	4 NETWORK SWITCH For PRO, 24 ports 10/100 ; Manageable	Philhealth Public Regional Bidding Office I		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		400,000.00		400,000.00	
	4 UNIT PRINTER Colored Printer, Heavy Duty	Philhealth Public Regional Bidding Office I		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		50,400.00		50,400.00	
	6 PRINTER Dot Matrix Printer, Basic (at least 9 pins)	Philhealth Public Regional Bidding Office I		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		60,000.00		60,000.00	
	5 PRINTER Dot Matrix Printer, Heavy Duty (at least 24 pins)	Philhealth Public Regional Bidding Office I		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		252,000.00		252,000.00	
	1 PRINTER Dot Matrix, 24 pins	Philhealth Public Regional Bidding Office I		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		42,070.00		42,070.00	
	16 PRINTER Laser Printer, Network	Philhealth Public Regional Bidding Office I		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		1,424,000.00		1,424,000.00	
	5 UNIT PRINTER Laser Printer, Standalone	Philhealth Public Regional Bidding Office I		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		50,000.00		50,000.00	
	1 PROJECTOR Large Area / Outdoor Multimedia Projector	Philhealth Public Regional Bidding Office I		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		174,900.00		174,900.00	
	2 PROJECTOR Small Room Multimedia Projector	Philhealth Public Regional Bidding Office I		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		160,000.00		160,000.00	
	1 ROUTER Wireless Router	Philhealth Public Regional Bidding Office I		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		6,000.00		6,000.00	
	1 SCANNER Scanner, Heavy Duty	Philhealth Public Regional Bidding Office I		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		130,000.00		130,000.00	

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1st Quarter																				
Procurement of IT Equipment and Software																				
	5 SCANNER Scanner, Standard, Flatbed	Philhealth Public Regional Bidding Office I		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		24,050.00		24,050.00
	2 SERVER PC Server (entry-level general purpose application servers and small databases)	Philhealth Public Regional Bidding Office I		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		360,000.00		360,000.00
	2 UPS Rack Mount-Type, 1500VA	Philhealth Public Regional Bidding Office I		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		100,000.00		100,000.00
	14 FLASH/THUMB DRIVE 16.0 GB capacity, USB 2.0 plug and play, complete with standard accessories	Philhealth Public Regional Bidding Office I		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		9,240.00		9,240.00
	6 FLASH/THUMB DRIVE 4.0 GB capacity, USB 2.0 plug and play, complete with standard accessories	Philhealth Public Regional Bidding Office I		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		1,800.00		1,800.00
	3 FLASH/THUMB DRIVE 8.0 GB capacity, USB 2.0 plug and play, complete with standard accessories	Philhealth Public Regional Bidding Office I		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		1,200.00		1,200.00
Note: System generated report.																Total	9,581,332.00	1,221,672.00	8,359,660.00	

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