



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;

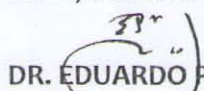


5. If the method of procurement indicated in the CY 2013 Corporate APP is public bidding but cannot be ultimately pursued, the respective BAC through a resolution shall recommend change in the method of procurement to be approved by the President and CEO in the Head Office and Regional Vice President 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-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													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	Fund Source	Total	MOOE	CapEx	
Procurement of IT Equipment and Software																				
	40 COMPUTER Desktop Personal Computer, Standard	Philhealth Public Regional Bidding Office IVA		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		2,400,000.00		2,400,000.00
	5 HDD External, Portable 500GB	Philhealth Public Regional Bidding Office IVA		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		30,000.00		30,000.00
	1 INTERACTIVE WHITEBOARD Electronic Panaboard, plain paper electronic printboard, with accessories, 4 panels with stand, roll film, and adapter plug	Philhealth Public Regional Bidding Office IVA		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		120,000.00		120,000.00
	1 IT DEVICE/ APPLIANCE	Philhealth Public Regional Bidding Office IVA		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		20,000.00		20,000.00
	1 IT DEVICE/ APPLIANCE	Philhealth Public Regional Bidding Office IVA		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		75,000.00		75,000.00
	1 IT DEVICE/ APPLIANCE IP- PBX for PhRO	Philhealth Public Regional Bidding Office IVA		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		2,500,000.00		2,500,000.00
	1 IT DEVICE/ APPLIANCE IP- Phone for IPBX High End	Philhealth Public Regional Bidding Office IVA		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
	25 IT DEVICE/ APPLIANCE IP- Phone for IPBX Low End	Philhealth Public Regional Bidding Office IVA		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		500,000.00		500,000.00
	2 NETWORK SWITCH For PRO, 24 ports 10/100 ; Manageable	Philhealth Public Regional Bidding Office IVA		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
	6 NETWORK SWITCH For Service Office, 24 ports 10/100	Philhealth Public Regional Bidding Office IVA		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		210,000.00		210,000.00
	10 PRINTER Colored Printer, Heavy Duty	Philhealth Public Regional Bidding Office IVA		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		126,000.00		126,000.00
	3 PRINTER Dot Matrix Printer, Heavy Duty (at least 24 pins)	Philhealth Public Regional Bidding Office IVA		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB		151,200.00		151,200.00

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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		
Procurement of IT Equipment and Software																					
	1 PRINTER Heavy-duty 4-in-1 Network Printer (Multi-function network printer; can print, copy, scan, fax)	Philhealth Public Regional Bidding Office IVA		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB	250,000.00		250,000.00		
	10 PRINTER Laser Printer, Network	Philhealth Public Regional Bidding Office IVA		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB	890,000.00		890,000.00		
	1 PROJECTOR Large Area / Outdoor Multimedia Projector	Philhealth Public Regional Bidding Office IVA		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		
	12 RACK Rack for hub/router, cabinet-type	Philhealth Public Regional Bidding Office IVA		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB	120,000.00		120,000.00		
	2 ROUTER For SO Firewall VPN/UTM w/ Load Balancer	Philhealth Public Regional Bidding Office IVA		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB	80,000.00		80,000.00		
	3 SCANNER Scanner, Standard, Flatbed	Philhealth Public Regional Bidding Office IVA		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB	14,430.00		14,430.00		
	5 SERVER General Purpose Servers	Philhealth Public Regional Bidding Office IVA		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB	1,500,000.00		1,500,000.00		
	26 SURVEILLANCE CAMERA IP Camera, wireless capable; High Resolution; Manageable	Philhealth Public Regional Bidding Office IVA		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB	1,040,000.00		1,040,000.00		
	1 WIRELESS ACCESS POINT Access Point Management Device	Philhealth Public Regional Bidding Office IVA		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		
	1 WIRELESS ACCESS POINT High-end Access Point	Philhealth Public Regional Bidding Office IVA		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		
	3 FLASH/THUMB DRIVE 16.0 GB capacity, USB 2.0 plug and play, complete with standard accessories	Philhealth Public Regional Bidding Office IVA		16-Apr	17-Apr	24-Apr		25-Apr		07-May	14-May	17-May	11-Jun	14-Jun	01-Jul	COB	1,980.00		1,980.00		
	5 FLASH/THUMB DRIVE 4.0 GB capacity, USB 2.0 plug and play, complete with standard accessories	Philhealth Public Regional Bidding Office IVA		16-Apr	17-Apr	24-Apr		25-Apr		07-May	14-May	17-May	11-Jun	14-Jun	01-Jul	COB	1,500.00		1,500.00		

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				SCHEDULE FOR EACH PROCUREMENT ACTIVITY													Estimated Budget					
Code PAP	Procurement Program/Project	PMO / End-User	Mode of Procurement	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	Fund Source	Total	MOOE	CapEx	Remarks		
Procurement of IT Equipment and Software																						
	5 FLASH/THUMB DRIVE 8.0 GB capacity, USB 2.0 plug and play, complete with standard accessories	Philhealth Public Regional Bidding Office IVA		16-Apr	17-Apr	24-Apr		25-Apr		07-May	14-May	17-May	11-Jun	14-Jun	01-Jul	COB	2,000.00		2,000.00			
Procurement of Internet Services																						
	8 Total Cost	Philhealth Public Regional Bidding Office IVA		14-Jan	15-Jan	22-Jan		23-Jan		04-Feb	11-Feb	14-Feb	11-Mar	14-Mar	29-Mar	COB	1,539,000.00	1,539,000.00				
Repair and Maintenance of IT Equipment and Software																						
	1 Repair (replacement of mainboard/printhead)	Philhealth Regional Office IVA	Negotiated Procurement - Small Value Procurement	07-Feb	08-Feb							15-Feb		14-Mar	29-Mar	COB	56,000.00	56,000.00				
	1 Repair (replacement of maintenance kit)	Philhealth Regional Office IVA	Negotiated Procurement - Small Value Procurement	07-Feb	08-Feb							15-Feb		14-Mar	29-Mar	COB	254,400.00	254,400.00				
	1 UPS, Repair (replacement of battery & calibration)	Philhealth Regional Office IVA	Negotiated Procurement - Small Value Procurement	07-Feb	08-Feb							15-Feb		14-Mar	29-Mar	COB	12,000.00	12,000.00				
Note: System generated report.																	Total	12,458,410.00	1,861,400.00	10,597,010.00		

Note: System generated report.