

Republic of the Philippines
Philippine Health Insurance Corporation
ANNUAL PROCUREMENT PLAN FOR CY 2016 - Amendment
PhilHealth Regional Office - National Capital Region (PRO NCR) - 5th Batch

Code (PA P)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity					Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Project)	Remarks (Explaining changes from the APP)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing			Total	MOOE	CO		
1	Lease of Venue with Meals and other incidental expenses for the conduct of PRO NCR 1st Annual Bidders Conference	PRO NCR-OVP	Negotiated Procurement- Lease of Venue	Oct. 2016	Sept. 2016	Sept. 28, 2016	Sept. 30, 2016	COB 2016 - REREF		78,750.00	78,750.00		FROM: Drinking Water - Php90,430.56	Drinking water consumed for CY2016 was charged to CY 2015 Continuing Appropriation
										78,750.00	78,750.00			
													FROM: Training Expense	
2	Training on RA 9184 and its IRR inclusive of Honorarium	PRO-NCR OVP	Negotiated Procurement- Lease of Venue	Oct. 2016	Oct. 2016	Oct. 5, 2016	Oct. 11, 2016	COB 2016 - REREF		160,000.00	160,000.00		IT Skills Training - Php30,000.00	Updates on the Procurement Law
													Statistical Report - Php20,000.00	
													Public Speaking - Php20,000.00	
													Technical Business Writing - Php97,500.00	

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3	Glue, All Purpose, Jar	PRO NCR-Central	Negotiated Procurement-PSDM/Shopping	Oct. 2016	Oct. 2016	Oct. 2016	Oct. 2016		COB 2016 - REREF	19,552.00	19,552.00		FROM: OFFICE SUPPLIES - Drinking Water-Php350,000.00	To augment the supplies for the labeling of boxes in compliance to QMS
4	Marker, Permanent, Blue	PRO NCR-Central	Negotiated Procurement-PSDM/Shopping	Oct. 2016	Oct. 2016	Oct. 2016	Oct. 2016		COB 2016 - REREF	1,822.50	1,822.50			
5	Tape, Packaging, Size 2"	PRO NCR-Central	Negotiated Procurement-PSDM/Shopping	Oct. 2016	Oct. 2016	Oct. 2016	Oct. 2016		COB 2016 - REREF	6,656.00	6,656.00			
6	Rubber Stamp	PRO NCR-Central	Negotiated Procurement-PSDM/Shopping	Oct. 2016	Oct. 2016	Oct. 2016	Oct. 2016		COB 2016 - REREF	1,800.00	1,800.00			
7	Fire Extinguisher	PRO NCR-Central	Negotiated Procurement-PSDM/Shopping	Oct. 2016	Oct. 2016	Oct. 2016	Oct. 2016		COB 2016 - REREF	16,000.00	16,000.00			To be used on LHIO Rizal as requirement for the ARTA validation
8	Communication Expenses: Telephone Expense (Landline)	PRO NCR-Central	Direct Contracting	Nov. 2016	Nov. 2016	Dec. 2016	Dec. 2016		COB 2016 - REREF	15,781.50	15,781.50			To be used by PAIMS to increase contact with employers in able to increase collection of premiums and arrears.
9	Telephone Expense (Mobile)	PRO NCR-Central	Negotiated Procure-Small Value	Nov. 2016	Nov. 2016	Dec. 2016	Dec. 2016		COB 2016 - REREF	24,000.00	24,000.00			To fund the CEA of ColSec and MemSec which was overlook during 2016 Budget Preparation

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10	Tarpaulin	PRO NCR-Central	Negotiated Procure-Small Value	Nov. 2016	Nov. 2016	Dec. 2016	Dec. 2016	COB 2016 - REREF		3,500.00	3,500.00			To be used for Anti-Smoking Campaign during Motorcade as banner and poster for Red Orchid
										89,112.00	89,112.00			
11	Aircon, Split Type, 3.0TR, Cooling Capacity, floor mounted, digital control, supply and installation, materials and labor	NCR-North	Negotiated Procurement - Small Value	Oct. 7-14, 2016	Nov. 2016	Nov. 2016	Nov. 2016	COB 2016 - REREF		387,148.20		387,148.20	Aircon, Split Type, 3.0TR, Cooling Capacity, floor mounted, digital control, supply and installation, materials and labor - Php297,000.00	For use of POEA per 2015 MOA (donation in lieu of rental payments for office space
12	Aircon, Split Type, 5.0TR, Cooling Capacity, floor mounted, digital control, supply and installation, materials and labor, 220V, 3ph, 60hz	NCR-North	Negotiated Procurement - Small Value	Oct. 7-14, 2016	Nov. 2016	Nov. 2016	Nov. 2016	COB 2016 - REREF		387,148.20		387,148.20	Aircon, Split Type, 5.0TR, Cooling Capacity, floor mounted, digital control, supply and installation, materials and labor, 220V, 3ph, 60hz - Php187,000.00	
										387,148.20		387,148.20		

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13	Evaporator, Air Cooler Voltage 220V-60Hz, Input Power, 250watts - QTY. 5	NCR-Central	Shopping	Nov. 2016	Nov. 2016	Nov. 2016	Nov. 2016	COB 2016 - REREF	150,000.00		150,000.00	FROM: Chair, 4 seater, Gang Chair for One Look Policy (OO # 91 s.2009) using at least 1.50mm, thickness stainless steel with arm rest and perforated back rest, 2.0mm thick connectors, supported with at least 80mm x 40mm x 2.0mm thick rectangular - Php254,319.66	Not included in the approved 2016 APP
									150,000.00		150,000.00		
14	Corporate Forum, Information Caravan of NCR North Branch (332 pax x 600/pax) includes contingency	NCR-North	Negotiated Procurement - Lease of Venue	Oct. 2016	Oct. 2016	Oct. 2016	Oct. 2016	COB 2016 - REREF	204,200.00	204,200.00		FROM: Internet Expenses - Php552,000.00	
									204,200.00	204,200.00			
15	Ink Cartridge, for Pitney Bowes Mailing/Metering Machine, Fluorescent Red DM300c/DM400c, 45ml (Part No. 765-9) (P7,161.00/cartridge)	NCR-North	Direct Contracting	Nov. 2016	Nov. 2016	Nov. 2016	Nov. 2016	COB 2016 - REREF	42,966.00	42,966.00		FROM: REGULAR OFFICE SUPPLIES - Envelope, Mailing, white, window type with PHIC Logo, 90gsm, 500pcs/box, legal (P635.25/box) - Php29,221.50	
									204,200.00	204,200.00			

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16	Ink for Duplo Machine, For Duplo Machine Model: DP-L520 (Ink Code: DR14), Ink Yield Capacity (10,000-15,000 copies) (P729.00/cartridge)	NCR-North	Direct Contracting	Nov. 2016	Nov. 2016	Nov. 2016	Nov. 2016	COB 2016 - REREF	69,984.00	69,984.00		Toner Cartridge, For Fuji Docuprint Network Printer, Model: C1110, Black (P4,208.00/cartridge) - Php16,832.00	
												Toner Cartridge, For Fuji Docuprint Network Printer, Model: C1110, Cyan (P5,584.00/cartridge)- Php22,336.00	
												Toner Cartridge, For Fuji Docuprint Network Printer, Model: C1110, Magenta (P5,584.00/cartridge)- Php22,336.00	
												Toner Cartridge, For Fuji Docuprint Network Printer, Model: C1110, Yellow (P5,584.00/cartridge)- Php22,336.00	
									112,950.00	112,950.00			

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				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing			Total	MOOE	CO		
17	MARKETING AND PROMOTIONAL EXPENSE - Jacket, Double face, 2 color combination, knitted collar, cuffs and waistband, with Philhealth Logo, UHC Logo and Philhealth Website - QTY. 1,200	PRO-NCR	Public Bidding	Nov. 2016	Nov. 2016	Dec.2016	Dec.2016	COB 2016 - REREF		750,000.00	750,000.00		FROM: MARKETING AND PROMOTIONAL EXPENSE -Collateral: T-Shirt with collar, with full color, upper left hand side print - QTY. - 3,000 Php750,000.00	For PhilHealth NCR Marketing use
										750,000.00	750,000.00			
18	PRO NCR - Philhealth Forward - QTY. - 1	PRO-NCR	Negotiated Procurement - Lease of Venue	Sept. 2016	Sept. 2016	Sept. 2016	Sept. 2016	COB 2016 - REREF		162,500.00	162,500.00		FROM: Quality Management System (Updates on QMS) - 525,000.00	To showcase new and enhanced programs of Philhealth to members
										162,500.00	162,500.00			
Marketing and Promotional Expense for Philhealth Forward														
19	Ceremonial Cheque	PRO-NCR		Sept. 2016	Sept. 2016	Sept. 2016	Sept. 2016	COB 2016 - REREF		1,500.00	1,500.00		FROM: Quality Management System (Updates on QMS) - 362,500.00	Additional Materials to be used during Philhealth Forward. Note: Cheque to be used for the Philhealth Run turnover ceremony
20	Balloons	PRO-NCR	Negotiated Procurement - Small Value Procurement	Sept. 2016	Sept. 2016	Sept. 2016	Sept. 2016	COB 2016 - REREF		900.00	900.00			
21	Tarpaulin (1,000 each)	PRO-NCR		Sept. 2016	Sept. 2016	Sept. 2016	Sept. 2016	COB 2016 - REREF		2,000.00	2,000.00			
22	Incidental Expenses	PRO-NCR		Sept. 2016	Sept. 2016	Sept. 2016	Sept. 2016	COB 2016 - REREF		2,000.00	2,000.00			
	Walk for Life (Elderly Week)													

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23	Meals (P350/pax)	PRO-NCR	Negotiated Procurement - Small Value Procurement	Sept. 2016	Sept. 2016	Sept. 2016	Sept. 2016	COB 2016 - REREF		21,000.00	21,000.00			To be used during Elderly Week
24	T-Shirt (P250/each)	PRO-NCR		Sept. 2016	Sept. 2016	Sept. 2016	Sept. 2016	COB 2016 - REREF		25,000.00	25,000.00			
25	Tarpaulin (500 each)	PRO-NCR		Sept. 2016	Sept. 2016	Sept. 2016	Sept. 2016	COB 2016 - REREF		500.00	500.00			
26	Incidental Expenses	PRO-NCR		Sept. 2016	Sept. 2016	Sept. 2016	Sept. 2016	COB 2016 - REREF		2,000.00	2,000.00			
										54,900.00	54,900.00			
27	BAS Forum	PRO NCR-OVP	Negotiated Procurement - Lease of Venue	Oct. 2016	Oct. 2016	Oct. 2016	Oct. 2016	COB 2016 - REREF		88,600.00	88,600.00		FROM: Corporate Forum - Planning and Budget Forum	To augment budget for the BAS Forum / Updates about PRO NCR Claims business process
28	IT Forum	PRO NCR-OVP	Negotiated Procurement - Lease of Venue	Nov. 2016	Nov. 2016	Nov. 2016	Nov. 2016	COB 2016 - REREF		207,400.00	207,400.00		Mid-Year Assessment	To augment budget for the IT Forum
													FROM: Risk Management BRO No. NCR-16-201-13	
29	Risk Management Orientation	PRO NCR-OVP	Negotiated Procurement - Lease of Venue	Oct. 2016	Oct. 2016	Oct. 5, 2016	Oct. 2016	COB 2016 - REREF		345,600.00	345,600.00		Travelling Expense	2nd Tranche of Risk Management Orientation
													Regular Office Supplies	
													IT Supplies	
													Corporate Forum	

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									641,600.00	641,600.00			
30	ID Card Printer with Side Laminator	PRO-NCR	Public Bidding	Nov. 2016	Nov. 2016	Dec. 2016	Dec. 2016	COB 2016 - REREF	995,000.00		995,000.00	FROM: IT Solution, Video Conferencing - Php9,000,000.00	Not included in the approved 2016 APP / for use of HCDMD
									995,000.00	-	995,000.00		
31	Toner Cartridge for FUJI XEROX DOCUPRINT P455 Monochrome Laser Printer Part No. CT201949 (High Capacity)-QTY.590	PRO NCR	Public Bidding	Nov. 2016	Nov. 2016	Dec. 2016	Dec. 2016	COB 2016 - REREF	9,257,296.67	9,257,296.67		FROM: Toner Cartridge for FUJI XEROX DOCUPRINT P455 Monochrome Laser Printer Part No. CT201949 - QTY. 908 - Php9,261,600.00	Reduce Quantity and Change of Specification from Standard Capacity to High Capacity for more printing capacity
									9,257,296.67	9,257,296.67			
32	Network Switch, Layer 2 Switch, Manageable - QTY.14 units	PRO-NCR ITU	Public Bidding	Oct. 24, 2016	Nov. 16, 2016	Dec. 5, 2016	Dec. 27, 2016	COB 2016 - REREF	4,765,894.00		4,765,894.00	FROM: IT Solution, Video Conferencing - Php8,005,000.00	Additional units to augment the approved 2016 SEPP of PRO NCR for use at the Branch and LHIO Offices
									4,765,894.00	-	4,765,894.00		

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33	Bundy Clock, wall mounted, compact design, Large Display, 2 color ribbon with free electronic memory for perpetual calendar, dotmatrix printer, 220 volts, back-up power source, 12 hour system printing - QTY. - 2		Negotiated Procurement - PSDBM/Shopping	Nov. 2016	Nov. 2016	Nov. 2016	Nov. 2016	COB 2016 - REREF		8,000.00		8,000.00	FROM: Queuing Machine, Digital Number Counter - Php193,600.00	Additional item for the use of PRO NCR (Warehouse)
										8,000.00	-	8,000.00		
34	ALAGA KA Activity	PRO NCR-South	Negotiated Procurement - Small Value Procurement	Nov. 2016	Nov. 2016	Nov. 2016	Nov. 2016	COB 2016 - REREF		200,000.00	200,000.00		FROM: Mailing of RTH Documents - Php450,000.00	To augment funds for the Alaga Ka Big Event on Nov 12, 2016
										200,000.00	200,000.00			
35	Bus Rental	PRO NCR-South - CARES	Negotiated Procurement - Small Value Procurement	Oct. 2016	Oct. 2016	Oct. 2016	Oct. 2016	COB 2016 - REREF		64,800.00	64,800.00		FROM Travelling Expenses : Travel	For P-Cares Forum use at Clark Pampanga
										64,800.00	64,800.00			
36	Meals for the conduct of Salamat - Mabuhay Program for Ms. Anita Decano	PRO NCR	Negotiated Procurement - Small Value Procurement	Aug. 2016	Aug. 2016	Aug. 2016	Aug. 2016	COB 2016 - REREF		27,500.00	27,500.00			Per CPO No. 2016-314 dated August 8, 2016. With signed PMP
										27,500.00	27,500.00			


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	Printing and Binding													
37	Wall Calendar - Qty. 3,500.00 pcs	PRO NCR	Negotiated Procurement - Small Value Procurement	Nov. 2016	Nov. 2016	Nov. 2016	Nov. 2016	COB 2016 - Budget Release Order No. NCR-16-396-24		349,300.00	349,300.00			With letter from CAG dated June 16, 2016 and signed PMP per Budget Release Order No NCR-16-396-24.
38	Desktop Planner - 4,300pcs	PRO NCR	Negotiated Procurement - Small Value Procurement	Nov. 2016	Nov. 2016	Nov. 2016	Nov. 2016			221,063.00	221,063.00			
										570,363.00	570,363.00			
39	Annual Physical Examination for Casual	PRO NCR	Public Bidding	Nov. 2016	Nov. 2016	Dec. 2016	Dec. 2016	Budget Release Order NCR-16-445-27		2,429,500.00	2,429,500.00			With Signed PMP and Budget Release Order NCR-16-445-27
										2,429,500.00	2,429,500.00			
40	Printing and Binding : PhilHealth Shift	PRO NCR	Negotiated Procurement - Small Value Procurement	Nov. 2016	Nov. 2016	Dec. 2016	Dec. 2016	Budget Release Order NCR-16-396-24		474,600.00	474,600.00			With Signed PMP and Budget Release Order NCR-16-396-24
474,600.00										474,600.00				
41	Leasehold Improvement	PRO NCR - Express	Public Bidding	Nov. 2016	Nov. 2016	Dec. 2016	Dec. 2016	Budget Release Order NCR-16-409-25		851,500.00		851,500.00		With Signed PMP and Budget Release Order NCR-16-409-25
										851,500.00		851,500.00		

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DEFINITION

1. **PROGRAM (BESF)**– A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's administrative operations or for the provisions of staff support to the agency's line functions.

Remarks
Programs and projects should be aligned with budget documents, and especially those posted at the PhilGepps.

2. **PROJECT (BESF)**– Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-determined measure of goods and services.

3. **PMO/End User** - Unit as proponent of program or project

4. **Mode of Procurement** - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.

5. **Schedule for Each Procurement Activity** - Major procurement activities (advertising/posting; submission and receipt/Opening of bids; award of contract; contract signing).

6. **Source of Funds** - Whether GoP, Foreign Assisted or Special Purpose Fund

7. **Estimated Budget** - Agency approved estimate of project/program costs

Breakdown into mooe and co for tracking purposes; aligned with budget documents

8. **Remarks** - brief description of program or project

Any remark that will help GPPB track programs and projects