



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

PhilHealth Regional Office IVA
Lucena Grand Central Terminal, Brgy. Ilayang Dupay, Lucena City
Call Center (02) 441-7442 Contact Number (042) 373-7554
www.philhealth.gov.ph region4a@philhealth.gov.ph



27 January 2016

REGIONAL ORDER

No. 2016-0001

TO : **ALL CONCERNED END-USERS**
PhilHealth Regional Office - IVA

SUBJECT : **ANNUAL PROCUREMENT PLAN FOR CY 2016**

Under the authority granted by the PhilHealth Board of Directors through PBR No. 731, s. 2004 to the Regional Vice President as Head of Procuring Entity and Section IV.9 of Corporate Order on the Preparation and Approval of the Annual Procurement and consistent with Section 7.1 of Republic Act No. 9184 and its Revised Implementing Rules and Regulations, which states that "All procurement shall be within the approved budget of the Procuring Entity and should be meticulously and judiciously planned by the Procuring Entity. xxx", this Order is hereby issued approving the attached 2016 Annual Procurement Plan as recommended by the PRO-IVA Bids and Awards Committee.

The APP is a consolidation of various Project Procurement Management Plans (PPMPs), and anchored on the approved Corporate Operating Budget for CY 2016. The PRO - IVA Bids and Awards Committee deliberated on, determined and recommended the appropriate method of procurement covering the various projects / programs / activities under Goods and Services, Information Technology Resources and Infrastructure portion of the APP, in accordance with the parameters set forth by RA 9184 and its Revised Implementing Rules and Regulations (RIRR).

All procurement must be undertaken strictly in accordance with the terms, conditions, and requirements provided in RA 9184, its RIRR as well as relevant government and corporate procurement policies, rules and regulations, subject to usual government auditing and accounting rules and regulations. Moreover, the following specific requirements should also be met:

- a. Procurement of Common-Used Supplies Office Supplies and Materials with mode of procurement indicated as PS-DBM / Shopping may utilize Shopping upon presentation and submission of Certificate of Non-Availability of Stock (CNAS) issued by the PS-DBM for items that are carried and / or included in the PhilGEPS Catalogue.
- b. For consumables and common office supplies and materials that are not carried by PS-DBM and / or not shown in PhilGEPS catalogue and in consideration that the PS-DBM will not issue CNAS for the purpose, a screen shot from the PS-DBM and/or PhilGEPS search utility may suffice (search utility will turn red if not carried)
- c. Procurement of goods determined as through "Direct Contracting" must comply with the requisites of Sec. 50 of RA 9184 and its RIRR as well as that of COA Circular 2012-001. It shall likewise be supported by the appropriate certification form the exclusive dealer or manufacturer, duly authenticated by the Philippine Consulate / Embassy where the Head Office is located, if foreign goods.






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Updating of the PPMPs and the consolidated APP shall be undertaken when there is change in projects, programs and activities contained in the 2016 APP following procedures defined in RA 9184, its RIRR and relevant and appropriate internal issuances.


EDWIN M. ORIÑA, M.D.
Officer-in-Charge
PhilHealth Regional Office IVA

Date Signed: 1/28/2016



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BAC Goods and Services

Procurement Program/Project PMO / End-User	Mode of Procurement	Pre-Proc Conference	Ads/Post of ITB	Pre-Bid Conference	Eligibility Check	SCHEDULE FOR EACH PROCUREMENT ACTIVITY										Fund Source	Total	Estimated Budget		CO	Remarks
						Sub/Open of Bids	Evaluation	Bid	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover	MOOE						
Procurement of Water Services																					
Philhealth Regional Office IVA	Direct Contracting	JAN	JAN							JAN	JAN	FEB	FEB	FEB	COB	311,028.00	311,028.00	0.00			
Procurement of Electricity																					
Philhealth Regional Office IVA	Direct Contracting	JAN	JAN							JAN	JAN	FEB	FEB	FEB	COB	8,859,472.80	8,859,472.80	0.00			
Procurement of Gasoline, Oil and Lubricants																					
Philhealth Regional Office IVA	Public Bidding	JAN	JAN	JAN					JAN	JAN	FEB	FEB	FEB	MAR	COB	1,418,800.00	1,418,800.00	0.00			
Procurement of Janitorial Services																					
Philhealth Regional Office IVA	Public Bidding	JAN	JAN	JAN					JAN	JAN	FEB	FEB	FEB	MAR	COB	2,335,816.34	2,335,816.34	0.00			
Procurement of Security Services																					
Philhealth Regional Office IVA	Public Bidding	JAN	JAN	JAN					JAN	JAN	FEB	FEB	FEB	MAR	COB	5,120,581.97	5,120,581.97	0.00			
Procurement of Rental Services																					
Philhealth Regional Office IVA	Negotiated Procurement - Lease of Real Property and Venue	JAN	JAN							JAN	JAN	FEB	FEB	FEB	COB	14,112,863.24	14,112,863.24	0.00			
Registration of Motor Vehicle																					
Philhealth Regional Office IVA	Negotiated Procurement - Agency to Agency	JAN	JAN							JAN	JAN	FEB	FEB	FEB	COB	33,979.06	33,979.06	0.00			
Medical Expenses																					
Philhealth Regional Office IVA	Public Bidding	FEB	FEB	FEB					FEB	FEB	MAR	MAR	MAR	APR	COB	514,300.00	514,300.00	0.00			
Local Trainings																					

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Procurement Program/Project End-User	PMO / Procurement	Mode of Procurement	SCHEDULE FOR EACH PROCUREMENT ACTIVITY										Fund Source	Total	Estimated Budget		CO	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		
Philhealth Regional Office IVA	Negotiated Value	Procurement - Small Value	JAN	JAN						JAN		FEB	FEB	COB	415,850.00	415,850.00		
Procurement of Postage and Delivery Services																		
Philhealth Regional Office IVA	Negotiated Value	Procurement - Small Value	JAN	JAN						JAN		FEB	FEB	COB	4,596,825.00	4,596,825.00		
Procurement of Telephone Landline Services																		
Philhealth Regional Office IVA	Direct Contracting		JAN	JAN						JAN	JAN	FEB	FEB	COB	810,063.48	810,063.48	0.00	
Procurement of Cable, Satellite, Telegraph and Radio Services																		
Philhealth Regional Office IVA	Negotiated Value	Procurement - Small Value	JAN	JAN						JAN		FEB	FEB	COB	29,940.00	29,940.00		
Procurement of Advertising Services																		
Philhealth Regional Office IVA	Direct Contracting	Negotiated Procurement - Small Value	JAN	JAN						JAN		FEB	FEB	COB	394,000.00	394,000.00		
Marketing and Promotional															394,000.00	394,000.00	0.00	

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Procurement Program/Project	PMO / End-User	Mode of Procurement	Pre-Proc Conference	Advs/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	MOCE								
Philhealth Regional Office IVA										JAN	JAN						JAN		FEB	FEB	COB	4,014,450.00	4,014,450.00	0.00	
Procurement of Transportation and Delivery Services																									
Philhealth Regional Office IVA										JAN	JAN					JAN		FEB	MAR	COB	110,000.00	110,000.00	0.00		
Negotiated Procurement - Small Value Procurement																									
Procurement of Notarial Services																									
Philhealth Regional Office IVA										JAN	JAN					JAN		FEB	FEB	COB	10,600.00	10,600.00	0.00		
Negotiated Procurement - Small Value Procurement																									
Repair and Maintenance of Office Equipment																									
Philhealth Regional Office IVA										JAN	JAN					JAN		FEB	FEB	COB	360,000.00	360,000.00	0.00		
Negotiated Procurement - Small Value Procurement																									
Repair and Maintenance of Furniture and Fixtures																									
Philhealth Regional Office IVA										JAN	JAN					JAN		FEB	FEB	COB	29,500.00	29,500.00	0.00		
Negotiated Procurement - Small Value Procurement																									
Repair and Maintenance of Communication Equipment																									
Philhealth Regional Office IVA										JAN	JAN					JAN		FEB	FEB	COB	6,000.00	6,000.00	0.00		
Negotiated Procurement - Small Value Procurement																									
Repair and Maintenance of Motor Vehicles																									
Negotiated Procurement - Small Value Procurement																									

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BAC Goods and Services		SCHEDULE FOR EACH PROCUREMENT ACTIVITY														Estimated Budget		CO	Remarks	
Procurement Program/Project	PMO / End-User	Mode of Procurement	Pre-Proc Conference	Advs/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	CO	Remarks	
Philhealth Regional Office IVA		Negotiated Procurement - Small Value Procurement	JAN	JAN							JAN		FEB	FEB	COB	525,500.00	525,500.00			
Procurement of Printing and Binding Services																525,500.00	525,500.00		0.00	
Philhealth Regional Office IVA		Negotiated Procurement - Small Value Procurement	JAN	JAN							JAN		FEB	FEB	COB	655,980.00	655,980.00			
Procurement of Subscription Services																655,980.00	655,980.00		0.00	
Philhealth Regional Office IVA		Negotiated Procurement - Small Value Procurement	JAN	JAN							JAN		FEB	FEB	COB	19,200.00	19,200.00			
Other Corporate Activities																19,200.00	19,200.00		0.00	
Philhealth Regional Office IVA		Negotiated Procurement - Small Value Procurement	FEB	FEB							MAR		MAR	APR	COB	160,504.00	160,504.00			
Corporate Forum																160,504.00	160,504.00		0.00	
Philhealth Regional Office IVA		Negotiated Procurement - Small Value Procurement	JAN	JAN							JAN	JAN	FEB	FEB	MAR	COB	1,104,150.00	1,104,150.00		
Procurement of Regular Office Supplies		Procurement/Negotiate Procurement - Lease of Real Property and Venue														1,104,150.00	1,104,150.00		0.00	
1st Quarter																				

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Procurement Program/Project PMO / End-User			Mode of Procurement		SCHEDULE FOR EACH PROCUREMENT ACTIVITY										Fund Source		Total		Estimated Budget MOOE		CO		Remarks	
			Pre-Proc Conference	Advs/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										
Philhealth Regional Office IVA			Negotiated	JAN	JAN									JAN	JAN	COB	2,002,295.07	2,002,295.07						
			Procurement - PS-DBM/Shopping Negotiat																					
			Procurement - Agency to Agency Negotiated																					
			Procurement - Small Value Procurement																					
2nd Quarter																								
Philhealth Regional Office IVA			Negotiated	MAR	MAR									APR	APR	COB	713,806.60	713,806.60						
			Procurement - PS-DBM/Shopping Negotiat																					
			Procurement - Small Value																					
			Procurement Direct Contracting																					
3rd Quarter																								
Philhealth Regional Office IVA			Negotiated	JUN	JUN									JUL	JUL	COB	773,197.60	773,197.60						
			Procurement - PS-DBM/Shopping Negotiat																					
			Procurement - Small Value																					
			Procurement Negotiate Agency to Agency																					
4th Quarter																								
Philhealth Regional Office IVA			Negotiated	SEP	SEP									OCT	OCT	COB	602,716.15	602,716.15						
			Procurement - PS-DBM/Shopping Negotiat																					
			Procurement - Small Value																					
			Procurement Direct Contracting																					
Procurement of Accountable Forms																	4,092,015.42	4,092,015.42	0.00					
1st Quarter																								

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SCHEDULE FOR EACH PROCUREMENT ACTIVITY										Estimated Budget		Remarks						
Procurement Program/Project	PMO / End-User	Mode of Procurement	Pre-Proc Conference	Advs/Post of ITB	Pre-Bid Conference	Eligibility Check	Sub/Open Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed		Delivery Completion	Acceptance Turnover	Fund Source	Total	MOOE	CO
Philhealth Regional Office IVA			Negotiated Procurement - Agency to Agency	JAN	JAN					JAN		FEB	FEB	COB	723,288.25	723,288.25		
2nd Quarter																		
Philhealth Regional Office IVA			Negotiated Procurement - Agency to Agency	FEB	FEB					MAR		APR	APR	COB	722,894.00	722,894.00		
3rd Quarter																		
Philhealth Regional Office IVA			Negotiated Procurement - Agency to Agency	MAY	MAY					JUN		JUL	JUL	COB	722,894.00	722,894.00		
4th Quarter																		
Philhealth Regional Office IVA			Negotiated Procurement - Agency to Agency	AUG	SEP					SEP		OCT	OCT	COB	621,757.00	621,757.00		
Procurement of Medical, Dental and Laboratory Supplies															2,790,813.25	2,790,813.25	0.00	
1st Quarter																		
Philhealth Regional Office IVA			Negotiated Procurement - Small Value	JAN	JAN							JAN	JAN	COB	25,110.85	25,110.85		
2nd Quarter																		
Philhealth Regional Office IVA			Negotiated Procurement - Small Value	FEB	FEB					MAR		APR	APR	COB	8,434.01	8,434.01		
3rd Quarter																		
Philhealth Regional Office IVA			Negotiated Procurement - Small Value	MAY	MAY					JUN		JUL	JUL	COB	16,587.79	16,587.79		
4th Quarter																		
Philhealth Regional Office IVA			Negotiated Procurement - PS-DBM/Shopping															

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Procurement Program/Project PMO / End-User		Mode of Procurement	Pre-Proc Conference	Advs/Post of ITB	Pre-Bid Conference	Eligibility Check	SCHEDULE FOR EACH PROCUREMENT ACTIVITY				Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover	Fund Source	Total	Estimated Budget MOOE	CO	Remarks
4th Quarter		Philhealth Regional Office IVA	Negotiated Procurement - Small Value Procurement	AUG	SEP						SEP		OCT	OCT	COB	4,637.35	4,637.35		
54,770.00																	54,770.00	0.00	
Procurement of Drug and Medicines																			
1st Quarter		Philhealth Regional Office IVA	Negotiated Procurement - Small Value Procurement	JAN	JAN						JAN		FEB	FEB	COB	6,211.27	6,211.27		
2nd Quarter <td>Philhealth Regional Office IVA</td> <td>Negotiated Procurement - Small Value Procurement</td> <td>FEB</td> <td>FEB</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>MAR</td> <td></td> <td>APR</td> <td>APR</td> <td>COB</td> <td>5,317.79</td> <td>5,317.79</td> <td></td> <td></td>		Philhealth Regional Office IVA	Negotiated Procurement - Small Value Procurement	FEB	FEB						MAR		APR	APR	COB	5,317.79	5,317.79		
3rd Quarter <td>Philhealth Regional Office IVA</td> <td>Negotiated Procurement - Small Value Procurement</td> <td>MAY</td> <td>MAY</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>JUN</td> <td></td> <td>JUL</td> <td>JUL</td> <td>COB</td> <td>5,297.04</td> <td>5,297.04</td> <td></td> <td></td>		Philhealth Regional Office IVA	Negotiated Procurement - Small Value Procurement	MAY	MAY						JUN		JUL	JUL	COB	5,297.04	5,297.04		
4th Quarter <td>Philhealth Regional Office IVA</td> <td>Negotiated Procurement - Small Value Procurement</td> <td>SEP</td> <td>SEP</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>SEP</td> <td></td> <td>OCT</td> <td>OCT</td> <td>COB</td> <td>4,764.65</td> <td>4,764.65</td> <td></td> <td></td>		Philhealth Regional Office IVA	Negotiated Procurement - Small Value Procurement	SEP	SEP						SEP		OCT	OCT	COB	4,764.65	4,764.65		
21,590.75																	21,590.75	0.00	
Procurement of IT Supplies																			
1st Quarter		Philhealth Regional Office IVA	Negotiated Procurement - PS-DBM/Shopping Direct Contracting	JAN	JAN								JAN	JAN	COB	3,967,635.11	3,967,635.11		
2nd Quarter <td>Philhealth Regional Office IVA</td> <td>Negotiated Procurement - PS-DBM/Shopping Direct Contracting</td> <td>MAR</td> <td>MAR</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>APR</td> <td>APR</td> <td>COB</td> <td>1,024,253.00</td> <td>1,024,253.00</td> <td></td> <td></td>		Philhealth Regional Office IVA	Negotiated Procurement - PS-DBM/Shopping Direct Contracting	MAR	MAR								APR	APR	COB	1,024,253.00	1,024,253.00		

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Procurement Program/Project	PMO / End-User	Mode of Procurement	SCHEDULE FOR EACH PROCUREMENT ACTIVITY										Fund Source	Total	Estimated Budget		CO	Remarks	
			Pre-Proc Conference	Ad/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			MODE
3rd Quarter																			
Philhealth Regional Office IVA	Negotiated Procurement - PS-DBM/Shopping Direct Contracting		JUN	JUN							JUL	JUL	COB	1,308,881.37	1,308,881.37				
4th Quarter																			
Philhealth Regional Office IVA	Negotiated Procurement - PS-DBM/Shopping Direct Contracting		SEP	SEP							OCT	OCT	COB	498,018.71	498,018.71				
Procurement of Furniture and Fixtures													6,798,788.19	6,798,788.19	0.00				
2nd Quarter																			
Philhealth Regional Office IVA	Negotiated Procurement - Small Value Procurement Public Bidding		APR	APR						APR		MAY	MAY	COB	1,333,270.80	1,333,270.80			
3rd Quarter																			
Philhealth Regional Office IVA	Public Bidding Negotiated Procurement - Small Value Procurement		AUG	AUG	AUG		AUG	AUG	AUG	SEP	SEP	SEP	OCT	COB	2,425,589.62	2,425,589.62			
Procurement of Library Books													3,758,860.42	0.00	3,758,860.42				
2nd Quarter																			
Philhealth Regional Office IVA	Negotiated Procurement - Small Value Procurement		APR	APR						APR		MAY	MAY	COB	3,380.52	3,380.52			
Procurement of Office Equipment													3,380.52	0.00	3,380.52				
1st Quarter																			

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Procurement Program/Project	PMO / End-User	Mode of Procurement	Pre-Proc Conference	Advs/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	CO						
Philhealth Regional Office IVA										JAN	JAN							JAN	FEB	FEB	COB	60,000.00		60,000.00
Negotiated Procurement - Small Value Procurement																								
2nd Quarter																								
Philhealth Regional Office IVA										APR	APR							APR	MAY	MAY	COB	1,011,887.99		1,011,887.99
Negotiated Procurement - Small Value Procurement																								
3rd Quarter																								
Philhealth Regional Office IVA										MAY	MAY							JUN	JUL	JUL	COB	1,644,340.00		1,644,340.00
Public Bidding/Negotiated Procurement - Small Value Procurement																								
2,716,227.99																					0.00	2,716,227.99		
Procurement of Communications Equipment																								
3rd Quarter																								
Philhealth Regional Office IVA										JUL	JUL							AUG	SEP	SEP	COB	28,600.00		28,600.00
Negotiated Procurement - Small Value Procurement																								
28,600.00																					0.00	28,600.00		
Total										66,216,450.43	59,709,381.50	6,507,068.93												

Wgcs: System generated report.

Note: System generated report.