



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
PHILHEALTH REGIONAL OFFICE – CORDILLERA ADMINISTRATIVE REGION
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January 27, 2016

CORPORATE MEMORANDUM

No. PRO-CAR 2016 - 00018

TO : All Concerned End-Users
PRO-CAR

SUBJECT : Annual Procurement Plan (APP) 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 Annual Procurement and consistent with the requirement of Republic Act No. 9184 (R.A. 9184) and its Revised Implementing Rules and Regulations (RIRR) that "All procurement shall be within the approved budget of the Procuring Entity and should be meticulously and judiciously planned by the Procuring Entity", this Order is hereby issued approving the attached Annual Procurement Plan (APP) for CY 2016, as recommended by the PRO-CAR Bids and Awards Committee (BAC).

The 2016 APP is a consolidation of various Project Procurement Management Plans (PPMPs) covering the various programs, activities and projects (PAPs) of PRO-CAR and anchored on the Corporate Operating Budget for CY 2016 using the parameters set forth by R.A. 9184 and its RIRR. It contains the various Goods and Services, Information Technology Resources and Infrastructure projects which are deemed crucial to the efficient discharge of function of PRO-CAR.

In carrying out the various PAPs, all procurement must be undertaken strictly in accordance with the R.A. 9184, its RIRR as well as relevant government and corporate procurement policies, rules and regulations, subject to usual auditing and accounting rules and regulations.

Moreover, the following specific requirements must be observed:

a. Procurement of Commonly-Used Office Supplies and Materials with mode of procurement indicated as PS-DBM/Shopping may only utilize Shopping upon presentation and submission of Certificate of Non-Availability of Stock (CNS) issued by the PS-DBM local Depot 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 the 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 available or not carried).

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- c. Procurement of goods through "Direct Contracting" must comply with the requisites of Section 50 of R.A. 9184 and its RIRR as well as that of COA Circular 2012-001. It shall likewise be supported by the appropriate certification from the exclusive dealer or manufacturer, duly authenticated by the Philippine Consulate/Embassy where the Head of Office is located, if foreign goods.

Updating of the PPMPs and the consolidated APP shall be undertaken when there is a change in the PAPs contained in the 2016 APP following the appropriate procedures defined in R.A. 9184, its RIRR and relevant corporate issuances.



ELIZABETH S. FERNANDEZ, M. D.

Regional Vice President

Date Signed: 1/27/16



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 Calendar Year 2016

Procurement Program/Project PMO / End-User		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			MOOE			
Procurement of Water Services																				
Philhealth Regional Office CAR	Negotiated	Procurement - Lease of Real Property and Venue/Direct Contracting/Negotiated Procurement - Small Value	FEB	FEB						FEB	FEB	MAR	MAR	APR	COB	71,496.96	71,496.96		✓	
Procurement of Electricity																				
Philhealth Regional Office CAR	Direct Contracting/Negotiated Procurement - Agency to Agency		FEB	FEB						FEB	FEB	MAR	MAR	APR	COB	1,165,995.00	1,165,995.00		✓	
Procurement of Gasoline, Oil and Lubricants																				
Philhealth Regional Office CAR	Negotiated Procurement - Small Value		FEB	FEB						MAR		MAR	MAR	APR	COB	852,600.00	852,600.00		✓	
Procurement of Janitorial Services																				
Philhealth Regional Office CAR	Public Bidding		OCT	OCT	NOV		NOV		NOV	NOV	DEC	DEC	DEC	JAN	COB	2,126,333.28	2,126,333.28		✓	
Procurement of Security Services																				
Philhealth Regional Office CAR	Public Bidding		OCT	OCT	NOV		NOV		NOV	NOV	DEC	DEC	DEC	JAN	COB	4,160,331.12	4,160,331.12		✓	
Procurement of Rental Services																				
Philhealth Regional Office CAR	Negotiated Procurement - Lease of Real Property and Venue		FEB	FEB						FEB	FEB	MAR	MAR	APR	COB	15,272,670.00	15,272,670.00		✓	
Registration of Motor Vehicle																				
Philhealth Regional Office CAR	Negotiated Procurement - Agency to Agency		SEP	SEP						OCT			OCT	NOV	COB	30,000.00	30,000.00		✓	
Medical Expenses																				
Philhealth Regional Office CAR	Negotiated Procurement - Small Value		SEP	SEP						OCT			OCT	NOV	COB	421,800.00	421,800.00		✓	
Local Trainings																				
Philhealth Regional Office CAR	Direct Contracting/Negotiated Procurement - Small Value		MAR	APR						APR	APR	MAY	MAY	MAY	COB	254,350.00	254,350.00		✓	
Procurement of Postage and Delivery Services																				
																254,350.00	254,350.00		0.00	

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Procurement Program/Project / End-User			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 Award	Notice of Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover			MCOE	CO			
Philhealth Regional Office CAR				Negotiated Value	FEB	FEB						MAR		MAR	APR	COB	335,970.00	335,970.00			
				Procurement Negotiate Procurement - Agency to Agency																	
Procurement of Telephone Landline Services																	335,970.00	335,970.00		0.00	
Philhealth Regional Office CAR				Negotiated Value	FEB	FEB						MAR		MAR	APR	COB	147,000.00	147,000.00			
				Procurement - Small Value Procurement Direct Contracting																	
Procurement of Cable, Satellite, Telegraph and Radio Services																	147,000.00	147,000.00		0.00	
Philhealth Regional Office CAR				Negotiated Value Procurement	FEB	FEB						MAR		MAR	APR	COB	7,200.00	7,200.00			
				Procurement - Small Value Procurement																	
Procurement of Advertising Services																	7,200.00	7,200.00		0.00	
Philhealth Regional Office CAR				Negotiated Value Procurement	FEB	FEB						MAR		MAR	APR	COB	297,856.00	297,856.00			
				Procurement - Small Value Procurement																	
Marketing and Promotional																	297,856.00	297,856.00		0.00	
Philhealth Regional Office CAR				Negotiated Procurement - Lease of Real Property and Venue Negotiated Procurement - Small Value Procurement	FEB	FEB						MAR		MAR	APR	COB	3,903,052.00	3,903,052.00			
Procurement of Transportation and Delivery Services																	3,903,052.00	3,903,052.00		0.00	
Philhealth Regional Office CAR				Negotiated Value Procurement	MAY	MAY						JUN		JUN	JUL	COB	40,000.00	40,000.00			
				Procurement - Small Value Procurement																	
Procurement of Notarial Services																	40,000.00	40,000.00		0.00	
Philhealth Regional Office CAR				Negotiated Value Procurement	FEB	FEB						MAR		MAR	APR	COB	14,300.00	14,300.00			
				Procurement - Small Value Procurement																	
Repair and Maintenance of Office Equipment																	14,300.00	14,300.00		0.00	
Philhealth Regional Office CAR				Negotiated Procurement - Small Value Procurement	MAY	MAY						JUN		JUN	JUL	COB	186,500.00	186,500.00			
Repair and Maintenance of Furniture and Fixtures																	186,500.00	186,500.00		0.00	
Philhealth Regional Office CAR				Negotiated Value Procurement	MAY	MAY						MAY		MAY	MAY	JUN	JUN	JUL	COB	20,000.00	20,000.00
Repair and Maintenance of Communication Equipment																	20,000.00	20,000.00		0.00	
Philhealth Regional Office CAR				Negotiated Procurement - Small Value Procurement	MAY	MAY						JUN		JUN	JUL	COB	25,000.00	25,000.00			

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BAC Goods and Services

Procurement Program/Project PMO / End-User Procurement		SCHEDULE FOR EACH PROCUREMENT ACTIVITY												Fund Source	Total	Estimated Budget		CO	Remarks
		Pre-Proc Conference	Advs/Post of ITB	Pre-Bid Conference	Eligibility Check	Sub/Opn of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover			MOOE			
Repair and Maintenance of Motor Vehicles																			
Philhealth Regional Office CAR	Negotiated Procurement - Small Value Procurement	MAY	MAY						JUN		JUN	JUL	COB	810,000.00	810,000.00	✓		0.00	
Procurement of Printing and Binding Services																			
Philhealth Regional Office CAR	Negotiated Procurement - Small Value Procurement	FEB	FEB						MAR		MAR	APR	COB	266,590.00	266,590.00	✓		0.00	
Procurement of Subscription Services																			
Philhealth Regional Office CAR	Negotiated Procurement - Small Value Procurement	FEB	FEB						MAR		MAR	APR	COB	48,678.00	48,678.00	✓		0.00	
Sports Activities																			
Philhealth Regional Office CAR	Direct Contracting	OCT	OCT						OCT	OCT	NOV	NOV	DEC	COB	17,500.00	17,500.00	✓	0.00	
Corporate Forum																			
Philhealth Regional Office CAR	Negotiated Procurement - Small Value Procurement(Negotiate Procurement - Lease of Real Property and Venue	MAY	MAY						MAY	JUN	JUN	JUN	JUL	COB	571,450.00	571,450.00	✓		
Procurement of Regular Office Supplies														571,450.00	571,450.00		0.00		
1st Quarter																			
Philhealth Regional Office CAR	Negotiated Procurement - PS-DBM/Shopping(Negotiated Procurement - Small Value Procurement(Direct Contracting(National Printing Office	FEB	FEB								FEB	MAR	COB	907,280.55	907,280.55				
2nd Quarter																			
Philhealth Regional Office CAR	Negotiated Procurement - PS-DBM/Shopping(Negotiated Procurement - PS-DBM/Direct Contracting(Negotiated Procurement - Small Value Procurement(National Printing Office	JUN	JUN								JUN	JUL	COB	437,175.90	437,175.90				
3rd Quarter																			

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BAC Goods and Services

Procurement Program/Project PMO / End-User Procurement		SCHEDULE FOR EACH PROCUREMENT ACTIVITY												Estimated Budget		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	Fund Source	Total		
Philhealth Regional Office CAR Negotiated - PS- DBM/Shopping Negotiated Procurement - Small Value Procurement Direct Contracting National Printing Office		SEP	SEP								SEP	OCT	COB	563,409.79	563,409.79		
4th Quarter																	
Philhealth Regional Office CAR Negotiated - PS- DBM/Shopping Negotiated Procurement - Small Value Procurement Direct Contracting Negotiated Procurement - Agency to Agency		NOV	NOV								NOV	DEC	COB	349,631.62	349,631.62		
1st Quarter																	
Philhealth Regional Office CAR Negotiated - Agency to Agency		FEB	FEB						MAR		MAR	APR	COB	90,280.50	90,280.50		
2nd Quarter																	
Philhealth Regional Office CAR Negotiated - Agency to Agency		MAY	MAY						JUN		JUN	JUL	COB	90,280.50	90,280.50		
3rd Quarter																	
Philhealth Regional Office CAR Negotiated - Agency to Agency		AUG	AUG						SEP		SEP	OCT	COB	90,280.50	90,280.50		
4th Quarter																	
Philhealth Regional Office CAR Negotiated - Agency to Agency		OCT	OCT								NOV	DEC	COB	90,280.50	90,280.50		
Procurement of Medical, Dental and Laboratory Supplies														361,122.00	361,122.00	0.00	
1st Quarter																	
Philhealth Regional Office CAR Negotiated - PS- DBM/Shopping Negotiated Procurement - Small Value		MAR	MAR								MAR	APR	COB	9,382.84	9,382.84		
2nd Quarter																	
Philhealth Regional Office CAR Negotiated - PS- DBM/Shopping Negotiated Procurement - Small Value		MAY	MAY										COB	9,731.60	9,731.60		
3rd Quarter																	
Philhealth Regional Office CAR Negotiated - PS- DBM/Shopping Negotiated Procurement - Small Value		AUG	AUG								SEP	OCT	COB	7,428.32	7,428.32		
4th Quarter																	

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Procurement Program/Project PMO / End-User		SCHEDULE FOR EACH PROCUREMENT ACTIVITY												Estimated Budget		Remarks
		Pre-Proc Conference	Advs/Post of ITB	Pre-Bid Conference	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover	Fund Source	Total	MOOE	
Philhealth Regional Office CAR		OCT	OCT					OCT			NOV	DEC	COB	7,084.90	7,084.90	
Mode of Procurement		Negotiated Procurement - Small Value														
		Procurement/Negotiate Procurement - PS-DBM/Shopping														
Procurement of Drug and Medicines																0.00
1st Quarter																
Philhealth Regional Office CAR		FEB	FEB					MAR			MAR	APR	COB	6,738.46	6,738.46	
Mode of Procurement		Negotiated Procurement - Small Value Procurement														
2nd Quarter																
Philhealth Regional Office CAR		MAY	MAY					JUN			JUN	JUL	COB	5,071.11	5,071.11	
Mode of Procurement		Negotiated Procurement - Small Value Procurement														
3rd Quarter																
Philhealth Regional Office CAR		AUG	AUG					SEP			SEP	OCT	COB	4,451.28	4,451.28	
Mode of Procurement		Negotiated Procurement - Small Value Procurement														
4th Quarter																
Philhealth Regional Office CAR		OCT	OCT								NOV	DEC	COB	3,926.17	3,926.17	
Mode of Procurement		Negotiated Procurement - Small Value Procurement														
Procurement of IT Supplies																0.00
1st Quarter																
Philhealth Regional Office CAR		MAR	MAR								MAR	APR	COB	1,243,476.31	1,243,476.31	
Mode of Procurement		Negotiated Procurement - PS-DBM/Shopping/Negotiated Procurement - Small Value Procurement/Direct Contracting														
2nd Quarter																
Philhealth Regional Office CAR		JUN	JUN								JUN	JUL	COB	769,197.77	769,197.77	
Mode of Procurement		Negotiated Procurement - PS-DBM/Shopping/Direct Contracting														
3rd Quarter																
Philhealth Regional Office CAR		SEP	SEP								SEP	OCT	COB	882,510.06	882,510.06	
Mode of Procurement		Negotiated Procurement - PS-DBM/Shopping/Direct Contracting														
4th Quarter																
Philhealth Regional Office CAR		NOV	NOV								NOV	DEC	COB	773,131.11	773,131.11	
Mode of Procurement		Negotiated Procurement - PS-DBM/Shopping/Direct Contracting/Negotiated Procurement - Small Value Procurement														
Procurement of Furniture and Fixtures																0.00
1st Quarter																

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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
Philhealth Regional Office CAR		Negotiated Procurement - Small Value Procurement	FEB	FEB						MAR		MAR	APR	COB	12,980.00		12,980.00	
2nd Quarter																		
Philhealth Regional Office CAR		Public Bidding	MAR	MAR	APR	APR	APR	APR	APR	MAY	MAY	MAY	JUN	COB	455,373.00		455,373.00	
4th Quarter																		
Philhealth Regional Office CAR		Public Bidding	AUG	AUG	SEP	SEP	SEP	SEP	SEP	OCT	OCT	OCT	NOV	COB	1,902,278.99		1,902,278.99	
Procurement of Library Books															2,370,631.99	0.00	2,370,631.99	
1st Quarter																		
Philhealth Regional Office CAR		Negotiated Procurement - Small Value Procurement	FEB	FEB						MAR		MAR	APR	COB	545.04		545.04	
Procurement of Office Equipment															545.04	0.00	545.04	
1st Quarter																		
Philhealth Regional Office CAR		Negotiated Procurement - Small Value Procurement	FEB	FEB						MAR		MAR	APR	COB	1,372,102.92		1,372,102.92	
2nd Quarter																		
Philhealth Regional Office CAR		Negotiated Procurement - Small Value Procurement	MAY	MAY						JUN		JUN	JUL	COB	122,595.00		122,595.00	
4th Quarter																		
Philhealth Regional Office CAR		Public Bidding	OCT	OCT	OCT	OCT	OCT	OCT	OCT	NOV	NOV	DEC	DEC	COB	1,229,800.00		1,229,800.00	
Total															2,724,497.92	0.00	2,724,497.92	
Total															42,483,097.10	37,367,422.15	5,095,674.95	
Note: System generated report.																		

Note: System generated report.