



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



Republic of the Philippines
Philippine Health Insurance Corporation
ANNUAL PROCUREMENT PLAN
 Calendar Year 2016

BAC Infrastructure

BAC Infrastructure		SCHEDULE FOR EACH PROCUREMENT ACTIVITY															Estimated Budget		Remarks
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	CO	
Repair and Maintenance for Leasehold Improvements			MAY	MAY						JUN	JUN	JUN	JUL		COB	50,000.00	50,000.00	✓	
Philhealth Regional Office CAR																			
Procurement - Small Value Procurement																			
Total																	50,000.00	50,000.00	0.00
Total																	50,000.00	50,000.00	0.00
Note: System generated report.																			

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