



Republic of the Philippines  
**PHILIPPINE HEALTH INSURANCE CORPORATION**  
**PHILHEALTH REGIONAL OFFICE - 1**  
EMDC Building, Sec. Francisco Q. Duque Jr. Road, Tapuac District, Dagupan City, Pangasinan  
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February 2, 2018

**CORPORATE MEMORANDUM**  
**PRO 1 NO. 2018- 0008**

**TO : ALL PERSONNEL**  
PhilHealth Regional Office 1

**SUBJECT : ANNUAL PROCUREMENT PLAN FOR CY 2018**

Under the authority granted by the PhilHealth Board of Directors through PBR No. 731 s. 2004 to the Regional Vice President as of Head Of the 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 the Republic Act No. 9184 and its Revised Implementing Rules and Regulations (RIRR), 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 2018 Annual Procurement Plan (APP) as recommended by the PhilHealth Regional Office 1-Bids and Awards Committee (PRO 1-BAC).

The APP is a consolidation of various Project Procurement Management Plans (PPMPs), and anchored on the approved Corporate Operating Budget for CY 2018. The PRO 1-BAC deliberated, 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 RIRR.

All procurement must be undertaken strictly in accordance with the terms, conditions, and requirements provided in RA 9184, it's RIRR 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 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 material 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).
- c. Procurement of good 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

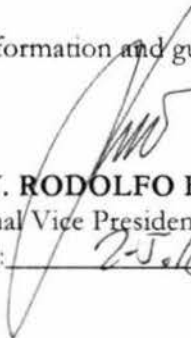
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2012-001. It shall likewise be supported by the appropriate certification from the exclusive dealer or manufacturer, duly authenticated by the Philippine Consulate/Embassy where the Head Office is located, if foreign goods.

Updating of the PPMPs and the consolidated APP shall be undertaken when there is change in project, programs and activities contained in the 2018 APP following procedures defined in RA 9184, its RIRR and relevant and appropriate internal issuances.

For information and guidance of all concerned.

  
**ATTY. RODOLFO B. DEL ROSARIO, JR., MBA, CSEE**

Regional Vice President

Signed: 2-5-18





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# **PHILHEALTH REGIONAL OFFICE 1**

## **CY 2018 ANNUAL PROCUREMENT PLAN- GOODS AND SERVICES**

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Republic of the Philippines  
**Philippine Health Insurance Corporation**  
**ANNUAL PROCUREMENT PLAN**  
 Calendar Year 2018

**BAC Goods and Services**

Procurement Program/Project End-User	PMO / Procurement	Mode of Procurement	SCHEDULE FOR EACH PROCUREMENT ACTIVITY												Fund Source	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		Total	MOOE	CO	
Procurement of Office Equipment																			
1st Quarter																			
Philhealth	Regional Office I	Public Bidding	JAN	JAN	JAN		JAN		JAN	FEB	FEB	MAR	MAR	MAR	COB	1,613,425.20		1,613,425.20	
																1,613,425.20	0.00	1,613,425.20	
Procurement of Communications Equipment																			
1st Quarter																			
Philhealth	Regional Office I	Negotiated Procurement - Small Value Procurement	FEB	FEB						FEB			MAR	APR	COB	210,094.14		210,094.14	
																210,094.14	0.00	210,094.14	
Procurement of Furniture and Fixtures																			
1st Quarter																			
Philhealth	Regional Office I	Public Bidding	JAN	JAN	JAN		FEB		FEB	FEB	FEB	MAR	MAR	APR	COB	2,429,113.90		2,429,113.90	
																2,429,113.90	0.00	2,429,113.90	
Procurement of Regular Office Supplies																			
1st Quarter																			
Philhealth	Regional Office I	Negotiated Procurement - PS- DBM/Shopping Negotiat Procurement - Small Value Procurement Negotiate Procurement - Agency to Agency Direct Contracting	MAR	MAR									MAR	APR	COB	2,474,026.23	2,474,026.23		
2nd Quarter																			
Philhealth	Regional Office I	Negotiated Procurement - PS- DBM/Shopping Negotiat Procurement - Small Value Procurement Direct Contracting Negotiated Procurement - Agency to Agency	JUN	JUN									JUN	JUL	COB	1,177,792.16	1,177,792.16		
3rd Quarter																			
Philhealth	Regional Office I	Negotiated Procurement - PS- DBM/Shopping Direct Contracting Negotiated Procurement - Small Value Procurement Negotiate Procurement - Agency to Agency	SEP	SEP									SEP	OCT	COB	1,095,299.49	1,095,299.49		
4th Quarter																			
Philhealth	Regional Office I	Negotiated Procurement - PS- DBM/Shopping	NOV	NOV									DEC	DEC	COB	211,746.92	211,746.92		
																4,958,864.80	4,958,864.80	0.00	
Procurement of IT Supplies																			
1st Quarter																			
Philhealth	Regional Office I	Negotiated Procurement - PS- DBM/Shopping	MAR	MAR									MAR	APR	COB	2,415,660.93	2,415,660.93		

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Philippine Health Insurance Corporation  
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**BAC Goods and Services**

Procurement Program/Project PMO / End-User			Mode of Procurement	SCHEDULE FOR EACH PROCUREMENT ACTIVITY												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	Fund Source	Total	MOOE		
2nd Quarter																				
Philhealth Regional Office I			Negotiated Procurement - PS-DBM/Shopping		JUN	JUN									JUN	JUL	COB	770,540.92	770,540.92	
3rd Quarter																				
Philhealth Regional Office I			Negotiated Procurement - PS-DBM/Shopping		AUG	AUG									AUG	SEP	COB	1,096,163.00	1,096,163.00	
4th Quarter																				
Philhealth Regional Office I			Negotiated Procurement - PS-DBM/Shopping		NOV	NOV									DEC	DEC	COB	108,560.00	108,560.00	
																	4,390,924.85	4,390,924.85	0.00	
Procurement of Accountable Forms																				
1st Quarter																				
Philhealth Regional Office I			Negotiated Procurement to Agency		FEB	FEB						FEB			MAR	APR	COB	30,551.00	30,551.00	
2nd Quarter																				
Philhealth Regional Office I			Negotiated Procurement to Agency		MAY	MAY						MAY			JUN	JUL	COB	30,551.00	30,551.00	
3rd Quarter																				
Philhealth Regional Office I			Negotiated Procurement to Agency		AUG	AUG						AUG			SEP	OCT	COB	4,851.00	4,851.00	
4th Quarter																				
Philhealth Regional Office I			Negotiated Procurement to Agency		NOV	NOV						NOV			DEC	JAN	COB	4,851.00	4,851.00	
																	70,804.00	70,804.00	0.00	
Procurement of Drug and Medicines																				
1st Quarter																				
Philhealth Regional Office I			Negotiated Procurement - PS-DBM/Shopping		MAR	MAR									MAR	APR	COB	20,980.43	20,980.43	
2nd Quarter																				
Philhealth Regional Office I			Negotiated Procurement - PS-DBM/Shopping		JUN	JUN									JUN	JUL	COB	16,244.84	16,244.84	
3rd Quarter																				
Philhealth Regional Office I			Negotiated Procurement - PS-DBM/Shopping		SEP	SEP									SEP	OCT	COB	16,825.58	16,825.58	
4th Quarter																				
Philhealth Regional Office I			Negotiated Procurement - PS-DBM/Shopping		NOV	NOV									DEC	DEC	COB	13,654.00	13,654.00	
																	67,704.85	67,704.85	0.00	
Procurement of Medical, Dental and Laboratory Supplies																				
1st Quarter																				
Philhealth Regional Office I			Negotiated Procurement - PS-DBM/Shopping		MAR	MAR									MAR	APR	COB	32,159.82	32,159.82	

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**BAC Goods and Services**

Procurement Program/Project PMO / End-User Mode of Procurement			SCHEDULE FOR EACH PROCUREMENT ACTIVITY													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	Fund Source	Total	MOOE			
2nd Quarter																				
Philhealth Regional Office I		Negotiated Procurement - PS-DBM/Shopping	JUN	JUN									JUN	JUL	COB	20,251.27	20,251.27			
3rd Quarter																				
Philhealth Regional Office I		Negotiated Procurement - PS-DBM/Shopping	SEP	SEP									SEP	OCT	COB	16,939.29	16,939.29			
4th Quarter																				
Philhealth Regional Office I		Negotiated Procurement - PS-DBM/Shopping	NOV	NOV									DEC	DEC	COB	3,394.32	3,394.32			
																72,744.70	72,744.70	0.00		
Procurement of Gasoline, Oil and Lubricants																				
Philhealth Regional Office I		Negotiated Procurement - Small Value Procurement	JAN	JAN						JAN			FEB	MAR	COB	1,164,000.00	1,164,000.00			
																1,164,000.00	1,164,000.00	0.00		
Procurement of Semi-Expendable Machinery and Equipment Expenses																				
1st Quarter																				
Philhealth Regional Office I		Negotiated Procurement - Small Value Procurement	FEB	FEB						FEB			MAR	APR	COB	192,869.97	192,869.97			
2nd Quarter																				
Philhealth Regional Office I		Negotiated Procurement - Small Value Procurement	MAY	MAY						MAY			JUN	JUL	COB	21,960.00	21,960.00			
																214,829.97	214,829.97	0.00		
Procurement of Semi-Expendable Furniture, Fixtures and Book Expense																				
1st Quarter																				
Philhealth Regional Office I		Negotiated Procurement - Small Value Procurement/Negotiate Procurement - PS-DBM/Shopping	FEB	FEB						FEB			MAR	APR	COB	117,924.10	117,924.10			
3rd Quarter																				
Philhealth Regional Office I		Negotiated Procurement - PS-DBM/Shopping	SEP	SEP									SEP	OCT	COB	927.45	927.45			
																118,851.55	118,851.55	0.00		
Procurement of Water Services																				
Philhealth Regional Office I		Public Bidding	JAN	JAN	JAN		JAN		JAN	FEB	FEB	MAR	MAR	MAR	COB	406,792.02	406,792.02			
																406,792.02	406,792.02	0.00		
Procurement of Electricity																				
Philhealth Regional Office I		Public Bidding	JAN	JAN	JAN		JAN		JAN	FEB	FEB	MAR	MAR	MAR	COB	4,736,723.49	4,736,723.49			
																4,736,723.49	4,736,723.49	0.00		
Procurement of Postage and Delivery Services																				
Philhealth Regional Office I		Negotiated Procurement - Small Value Procurement/Negotiate Procurement - Agency to Agency	JAN	JAN						JAN			FEB	MAR	COB	6,152,420.00	6,152,420.00			



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Procurement Program/Project	PMO / End-User	Mode of Procurement	SCHEDULE FOR EACH PROCUREMENT ACTIVITY												Fund Source	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		Total	MOOE		
															6,152,420.00	6,152,420.00	0.00		
Procurement of Cable, Satellite, Telegraph and Radio Services																			
Philhealth Regional Office I		Negotiated Procurement - Small Value Procurement	JAN	JAN						JAN			FEB	MAR	COB	6,000.00	6,000.00		
															6,000.00	6,000.00	0.00		
Procurement of Janitorial Services																			
Philhealth Regional Office I		Public Bidding	JAN	JAN	JAN		FEB		FEB	FEB	MAR	MAR	APR	COB	3,691,137.60	3,691,137.60			
															3,691,137.60	3,691,137.60	0.00		
Procurement of Security Services																			
Philhealth Regional Office I		Public Bidding	JAN	JAN	JAN		FEB		FEB	FEB	MAR	MAR	APR	COB	5,174,777.52	5,174,777.52			
															5,174,777.52	5,174,777.52	0.00		
Repair and Maintenance of Office Equipment																			
Philhealth Regional Office I		Negotiated Procurement - Small Value Procurement	JAN	JAN						JAN			FEB	MAR	COB	794,685.00	794,685.00		
															794,685.00	794,685.00	0.00		
Repair and Maintenance of Communication Equipment																			
Philhealth Regional Office I		Negotiated Procurement - Small Value Procurement Public Bidding	JAN	JAN						JAN			FEB	MAR	COB	1,044,200.00	1,044,200.00		
															1,044,200.00	1,044,200.00	0.00		
Repair and Maintenance of Motor Vehicles																			
Philhealth Regional Office I		Negotiated Procurement - Small Value Procurement	JAN	JAN						JAN			FEB	MAR	COB	285,604.00	285,604.00		
															285,604.00	285,604.00	0.00		
Repair and Maintenance of Furniture and Fixtures																			
Philhealth Regional Office I		Negotiated Procurement - Small Value Procurement	JAN	JAN						JAN			FEB	MAR	COB	51,000.00	51,000.00		
															51,000.00	51,000.00	0.00		
Procurement of Advertising Services																			
Philhealth Regional Office I		Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services	JAN	JAN						JAN			FEB	MAR	COB	420,000.00	420,000.00		
															420,000.00	420,000.00	0.00		
Marketing and Promotional																			
Philhealth Regional Office I		Negotiated Procurement - Lease of Real Property and Venue Negotiated Procurement - Small Value Procurement	JAN	JAN						JAN	JAN	FEB	FEB	MAR	COB	5,268,510.60	5,268,510.60		
															5,268,510.60	5,268,510.60	0.00		
Procurement of Printing and Binding Services																			
Philhealth Regional Office I		Negotiated Procurement - Small Value Procurement	JAN	JAN						JAN			FEB	MAR	COB	777,321.00	777,321.00		

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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	
															777,321.00	777,321.00	0.00	
Procurement of Transportation and Delivery Services																		
Philhealth Regional Office 1		Negotiated Procurement - Small Value Procurement	JAN	JAN						JAN		FEB	MAR	COB	435,000.00	435,000.00		
															435,000.00	435,000.00	0.00	
Procurement of Rental Services																		
Philhealth Regional Office 1		Negotiated Procurement - Lease of Real Property and Venue Negotiated Procurement - Small Value Procurement	JAN	JAN						JAN		FEB	MAR	COB	15,428,062.92	15,428,062.92		
															15,428,062.92	15,428,062.92	0.00	
Procurement of Subscription Services																		
Philhealth Regional Office 1		Negotiated Procurement - Small Value Procurement	JAN	JAN						JAN		FEB	MAR	COB	87,456.00	87,456.00		
															87,456.00	87,456.00	0.00	
Other Corporate Activities																		
Philhealth Regional Office 1		Negotiated Procurement - Lease of Real Property and Venue	FEB	FEB					FEB	FEB	MAR	MAR	APR	COB	229,000.00	229,000.00		
															229,000.00	229,000.00	0.00	
Registration of Motor Vehicle																		
Philhealth Regional Office 1		Negotiated Procurement - Agency to Agency	JAN	JAN						JAN		FEB	MAR	COB	21,245.30	21,245.30		
															21,245.30	21,245.30	0.00	
Corporate Forum																		
Philhealth Regional Office 1		Negotiated Procurement - Lease of Real Property and Venue Negotiated Procurement - Small Value Procurement	JAN	JAN					JAN	JAN	FEB	FEB	MAR	COB	2,213,600.00	2,213,600.00		
															2,213,600.00	2,213,600.00	0.00	
Medical Expenses																		
Philhealth Regional Office 1		Negotiated Procurement - Small Value Procurement	AUG	AUG						AUG		SEP	OCT	COB	377,400.00	377,400.00		
															377,400.00	377,400.00	0.00	
Total															62,912,293.41	58,659,660.17	4,252,633.24	
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