



Republic of the Philippines  
**PHILIPPINE HEALTH INSURANCE CORPORATION**  
**PhilHealth Regional Office XI**

Valgosons Building, Bolton Extension, Poblacion, Davao City  
Healthline 441-7444; Local (082) 295-3382 [www.philhealth.gov.ph](http://www.philhealth.gov.ph)



February 8, 2018

**CORPORATE ORDER**

No. 001, s-2018

TO : **ALL CONCERNED END USERS**  
**Philhealth Regional Office XI**

SUBJECT : **ANNUAL PROCUREMENT PLAN FOR C.Y. 2018**

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Under the authority granted by the Philhealth Board of Directors through PBR No. 731, s. 2004 to the Regional Vice President as 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 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 2018 Annual Procurement Plan as recommended by the Philhealth Regional Office (PRO) XI 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 C.Y. 2018. The PRO XI 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 R.A. 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 R.A. 9184, it's 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 available or not carried)**;
- c. Procurement of goods determined as through "Direct Contracting" must comply with the requisites of Section 50 of R.A. 9184 and its RIRR as well as



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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 Office is located, if foreign goods.

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

**DENNIS B. ADRE**

Regional Vice President  
Philhealth Regional Office XI

Date Signed: 2/19/18



## **BIDS AND AWARDS COMMITTEE**

### **"RESOLUTION RECOMMENDING THE APPROVAL OF THE 2018 ANNUAL PROCUREMENT PLAN (APP) FOR GOODS AND SERVICES, INFORMATION TECHNOLOGY RESOURCES (ITR) AND INFRASTRUCTURE INCLUDING THE METHODS OF PROCUREMENT OF ACTIVITIES/PROJECTS"**

**RESOLUTION NUMBER 18-001  
SERIES OF 2018**

**WHEREAS**, Section 7.1 and 7.2 of the Revised Implementing Rules and Regulations of Republic Act (R.A) 9184 provides for the requirements of an approved Annual Procurement Plan (APP) prior to procurement of program/projects/activities aimed to attain the mandate of National Health Insurance Program which states that:

"Section 7.1 All procurement shall be within the approved budget of the procuring entity and should be meticulously and judiciously planned by the procuring entity. Consistent with government fiscal discipline measures, only those considered crucial to the efficient discharge of government functions shall be included in the annual Procurement Plan (APP).xxx"

"Section 7.2 No procurement shall be undertaken unless it is in accordance with the approved APP of the procuring entity. The APP shall bear the approval of the Head of the Procuring Entity (HOPE) or second-ranking official designated by the Head of the Procuring Entity to act of his behalf, and must be consistent with its duly approved yearly budget."

**WHEREAS**, based on the above provision, the Project Procurement Management Plans (PPMPs) of the Philhealth Regional Office XI (PRO XI), through the Fund Management Information System – Philhealth Budget System (FMIS-PBS) were consolidated into 2018 Annual Procurement Plan (APP) by the PRO XI BAC Secretariat;

**WHEREAS**, upon consolidation of the PPMPs for Goods and Services, Information Technology Resources and Infrastructure into the 2018 APP, the PRO XI BAC Secretariat indicated the method of procurement for each proposed procurement program/project/activity thereat;

**WHEREAS**, on February 8, 2018 meeting, PRO XI BAC reviewed the proposed procurement including the appropriate method of procurement;

**NOW, THEREFORE**, premises considered, the PRO XI BAC, pursuant to Section 12.1 (j) of the Revised I.R.R. of R.A. 9184, hereby recommends to the Regional Vice President, the approval of the attached PRO XI 2018 Annual Procurement Plan (APP);



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Actual procurement for programs, projects and activities in the PRO XI 2018 APP to be undertaken through any of the alternative modes must strictly comply with the requirements and procedures under the Revised Implementing Rules and Regulations of the Republic Act No. 9184, as well as other relevant government and corporate procurement policies, standards, rules and regulations.

**RESOLVED**, at the PhilHealth Regional Office XI, Davao City, this 8<sup>th</sup> day of February 2018.

Recommended By:


  
**DR. HECTOR P. MALATE**  
BAC Chairperson

  
**ATTY. ARNEIL B. SUBIBI**  
BAC MEMBER

  
**DR. BENJAMIN V. PAGUE**  
BAC Member (On Official Travel)

  
**FILBERT BRYAN L. SOLLESTA**  
BAC VICE CHAIR (On Official Travel)

  
**GERMAINE M. TAN**  
BAC Member

  
**GARY S. VELAYO**  
BAC Member

Approved By:

  
**DENNIS B. ADRE**  
Regional Vice President  
Philhealth Regional Office XI



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# **ANNUAL PROCUREMENT PLAN FOR C.Y. 2018**

## **PHILHEALTH REGIONAL OFFICE XI**

### **BAC – GOODS AND SERVICES**

### BAC Goods and Services

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**BAC Goods and Services**

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	CO	
Philhealth Regional Office XI		Negotiated Procurement - PS-DBM/Shopping Shopping Procurement - Small Value Procurement Negotiate Procurement - Lease of Real Property and Venue Negotiated Procurement - Agency to Agency	MAR	MAR									MAR	APR	COB	4,841,030.19	4,841,030.19		
																4,841,030.19	4,841,030.19	0.00	
Procurement of IT Supplies																			
1st Quarter																			
Philhealth Regional Office XI		Negotiated Procurement - PS-DBM/Shopping Negotiated Procurement - Lease of Real Property and Venue Direct Contracting	MAR	MAR									MAR	APR	COB	6,524,963.22	6,524,963.22		
																6,524,963.22	6,524,963.22	0.00	
Procurement of Accountable Forms																			
1st Quarter																			
Philhealth Regional Office XI		Negotiated Procurement - Agency to Agency	FEB	FEB						FEB			MAR	APR		105,456.00	105,456.00		
																105,456.00	105,456.00	0.00	
Procurement of Drug and Medicines																			
1st Quarter																			
Philhealth Regional Office XI		Shopping	MAR	MAR									MAR	APR	COB	42,280.00	42,280.00		
																42,280.00	42,280.00	0.00	
Procurement of Medical, Dental and Laboratory Supplies																			
1st Quarter																			

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Procurement Program/Project			PMO / End-User	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	
Philhealth	Regional	Office XI		Shopping	MAR	MAR									MAR	APR		38,849.24	38,849.24		
																		38,849.24	38,849.24	0.00	
Procurement of Gasoline, Oil and Lubricants																					
Philhealth	Regional	Office XI		Negotiated Procurement - Small Value Procurement Direct Contracting	FEB	FEB							FEB		MAR	APR	COB	1,342,800.00	1,342,800.00		
																		1,342,800.00	1,342,800.00	0.00	
Procurement of Semi-Expendable Machinery and Equipment Expenses																					
1st Quarter																					
Philhealth	Regional	Office XI		Negotiated Procurement - Small Value Procurement Public Bidding Shopping Negotiated Procurement - PS-DBM Shopping	JAN	JAN	JAN		JAN		JAN	FEB	FEB	MAR	MAR	MAR	COB	323,478.69	323,478.69		
																		323,478.69	323,478.69	0.00	
Procurement of Semi-Expendable Furniture, Fixtures and Book Expense																					
1st Quarter																					
Philhealth	Regional	Office XI		Public Bidding Shopping Negotiated Procurement - PS-DBM Shopping Negotiated Procurement - Small Value Procurement	JAN	JAN	JAN		JAN		JAN	FEB	FEB	MAR	MAR	MAR	COB	317,462.90	317,462.90		
																		317,462.90	317,462.90	0.00	
Procurement of Water Services																					
Philhealth	Regional	Office XI		Public Bidding	JAN	JAN	JAN		JAN		JAN	FEB	FEB	MAR	MAR	MAR	COB	276,052.80	276,052.80		
																		276,052.80	276,052.80	0.00	
Procurement of Electricity																					
Philhealth	Regional	Office XI		Public Bidding	JAN	JAN	JAN		JAN		JAN	FEB	FEB	MAR	MAR	MAR	COB	7,469,652.24	7,469,652.24		

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Procurement Program/Project	PMO / End-User	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		
																7,469,652.24	7,469,652.24	0.00		
Procurement of Postage and Delivery Services																				
Philhealth Regional Office XI		Negotiated Procurement - Small Value Procurement Negotiate Procurement - Agency to Agency	FEB	FEB						FEB			MAR	APR	COB	219,450.00	219,450.00			
																219,450.00	219,450.00	0.00		
Procurement of Cable, Satellite, Telegraph and Radio Services																				
Philhealth Regional Office XI		Negotiated Procurement - Small Value Procurement	FEB	FEB						FEB			MAR	APR	COB	34,800.00	34,800.00			
																34,800.00	34,800.00	0.00		
Procurement of Janitorial Services																				
Philhealth Regional Office XI		Negotiated Procurement - Agency to Agency Public Bidding	FEB	FEB						FEB			MAR	APR	COB	3,457,327.20	3,457,327.20			
																3,457,327.20	3,457,327.20	0.00		
Procurement of Security Services																				
Philhealth Regional Office XI		Public Bidding	JAN	JAN	JAN		JAN		FEB	FEB	FEB	MAR	MAR	APR	COB	7,478,345.64	7,478,345.64			
																7,478,345.64	7,478,345.64	0.00		
Repair and Maintenance of Office Equipment																				
Philhealth Regional Office XI		Negotiated Procurement - Small Value Procurement	FEB	FEB						FEB			MAR	APR	COB	810,861.69	810,861.69			
																810,861.69	810,861.69	0.00		
Repair and Maintenance of Communication Equipment																				
Philhealth Regional Office XI		Negotiated Procurement - Small Value Procurement	FEB	FEB						FEB			MAR	APR	COB	10,000.00	10,000.00			

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Procurement Program/Project	PMO / End-User	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		
																10,000.00	10,000.00	0.00		
Repair and Maintenance of Motor Vehicles																				
Philhealth Regional Office XI		Negotiated Procurement - Small Value Procurement Direct Contracting	FEB	FEB						FEB		MAR	APR	COB	790,000.00	790,000.00				
																790,000.00	790,000.00	0.00		
Repair and Maintenance of Furniture and Fixtures																				
Philhealth Regional Office XI		Negotiated Procurement - Small Value Procurement	FEB	FEB						FEB		MAR	APR	COB	80,000.00	80,000.00				
																80,000.00	80,000.00	0.00		
Procurement of Advertising Services																				
Philhealth Regional Office XI		Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services	FEB	FEB						FEB		MAR	APR	COB	1,747,200.00	1,747,200.00				
																1,747,200.00	1,747,200.00	0.00		
Marketing and Promotional																				
Philhealth Regional Office XI		Negotiated Procurement - Small Value Procurement Shopping	FEB	FEB						FEB		MAR	APR	COB	3,994,800.10	3,994,800.10				
																3,994,800.10	3,994,800.10	0.00		
Procurement of Printing and Binding Services																				
Philhealth Regional Office XI		Negotiated Procurement - Small Value Procurement Shopping	JAN	JAN						JAN		FEB	FEB	COB	735,300.00	735,300.00				
																735,300.00	735,300.00	0.00		
Procurement of Transportation and Delivery Services																				

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**BAC Goods and Services**

Procurement Program/Project	PMO / End-User	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		
Philhealth Regional Office XI		Negotiated Procurement - Small Value Procurement	FEB	FEB							FEB			MAR	APR	COB	50,000.00	50,000.00		
																	50,000.00	50,000.00	0.00	
Procurement of Rental Services																				
Philhealth Regional Office XI		Negotiated Procurement - Lease of Real Property and Venue	FEB	FEB						FEB	FEB	MAR	MAR	APR	COB	18,361,822.72	18,361,822.72			
																	18,361,822.72	18,361,822.72	0.00	
Procurement of Subscription Services																				
Philhealth Regional Office XI		Negotiated Procurement - Small Value Procurement Direct Contracting	FEB	FEB						FEB			MAR	APR	COB	109,560.00	109,560.00			
																	109,560.00	109,560.00	0.00	
Sports Activities																				
Philhealth Regional Office XI		Negotiated Procurement - Agency to Agency	FEB	FEB						FEB			MAR	APR	COB	30,000.00	30,000.00			
																	30,000.00	30,000.00	0.00	
Other Corporate Activities																				
Philhealth Regional Office XI		Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services	FEB	FEB						FEB			MAR	APR	COB	246,400.00	246,400.00			
																	246,400.00	246,400.00	0.00	
Registration of Motor Vehicle																				
Philhealth Regional Office XI		Negotiated Procurement - Agency to Agency	FEB	FEB						FEB			MAR	APR	COB	51,642.76	51,642.76			
																	51,642.76	51,642.76	0.00	
Corporate Forum																				

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Procurement Program/Project	PMO / End-User	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		
Philhealth Regional Office XI		Negotiated Procurement - Lease of Real Property and Venue	FEB	FEB						FEB	FEB	MAR	MAR	APR	COB	2,795,900.00	2,795,900.00			
																2,795,900.00	2,795,900.00	0.00		
Medical Expenses																				
Philhealth Regional Office XI		Public Bidding	JAN	JAN	JAN		JAN		FEB	FEB	FEB	MAR	MAR	APR	COB	488,400.00	488,400.00			
																488,400.00	488,400.00	0.00		
Note: System generated report.																Total	69,997,847.09	62,773,835.39	7,224,011.70	

Prepared By:

Checked By:

Certified Correct By:

Approved By:

  
**BRENDO C. MAAGHOP**  
 BAC Secretariat

  
**ATTY. SUZETTE B. BALUCANAG-PUNAY**  
 BAC Secretariat Chairperson

  
**DR. HECTOR P. MALATE**  
 BAC Chairperson

  
**DENNIS B. ADRE**  
 Regional Vice President  
 Head of the Procuring Entity