



February 1, 2018

MEMORANDUM
PRO XII NO. 2018 -0002

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

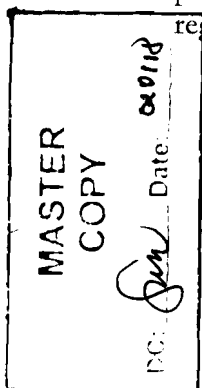
SUBJECT : **ANNUAL PROCUREMENT PLAN FOR CY 2018**

Under the authority granted by the PhilHealth Board of Directors through PBR No. 731 s. 2004 to the Regional Vice President as 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 Regulation (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 XII-Bids and Awards Committee (PRO XII-BAC).

The APP is a consolidation of various Project Procurement Management Plan (PPMPs), and anchored on the approved Corporate Operating Budget for CY 2018. The PRO XII-BAC deliberated, determined and recommended the appropriate method of procurement covering the various project/programs/activities under Goods and Services and Information Technology 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, its 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 Certification 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 screenshot 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 2012-001. It shall likewise be supported by the appropriate certification from the exclusive dealer or manufacturer, duly authenticated by the Philippines Consulate/Embassy where the Head Office is located, if foreign goods.

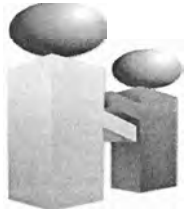
Updating of the PPMPs and consolidated APP shall be undertaken when there is change in project, programs and activities contained in the 2018 APP following procedures defined in RA 9184, its RIRR and relevant and appropriate internal issuances.

For information and guidance of all concerned.


MIRIAM GRACE G. PAMONAG, MD
Regional Vice President
Head of Procuring Entity

Date Signed: 02/01/18





Republic of the Philippines
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Sawat Pilipino MATYENGIN!
Sawat miyembro PROTAKTADO!
Kalusugan natin SEGURADO!

ANNUAL PROCUREMENT PLAN FOR CY 2018

PHILHEALTH REGIONAL OFFICE 12

GOODS AND SERVICES

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

BAC Goods and Services

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 Office Equipment																					
2nd Quarter																					
Philhealth	Regional Office	XII	Public Bidding	FEB	FEB	FEB		FEB		MAR	MAR	MAR	APR	APR	APR	COB	2,642,162.60		2,642,162.60		
3rd Quarter																					
Philhealth	Regional Office	XII	Public Bidding	MAY	MAY	MAY		MAY		JUN	JUN	JUN	JUL	JUL	JUL	COB	41,800.00		41,800.00		
																	2,683,962.60	0.00	2,683,962.60		
Procurement of Furniture and Fixtures																					
2nd Quarter																					
Philhealth	Regional Office	XII	Public Bidding Negotiated Procurement - PS-DBM/Shopping	FEB	FEB	FEB		FEB		MAR	MAR	MAR	APR	APR	APR	COB	2,332,450.00		2,332,450.00		
3rd Quarter																					
Philhealth	Regional Office	XII	Public Bidding	MAY	MAY	MA		MAY		JUN	JUN	JUN	JUL	JUL	JUL	COB	22,000.00		22,000.00		
4th Quarter																					
Philhealth	Regional Office	XII	Public Bidding	OCT	OCT	OCT		OCT		NOV	NOV	NOV	DEC	DEC	JAN	COB	30,250.00		30,250.00		
																	2,384,700.00	0.00	2,384,700.00		
Procurement of Regular Office Supplies																					
2nd Quarter																					
Philhealth	Regional Office	XII	Negotiated Procurement - PS-DBM/Shopping Negotiated Procurement - Lease of Real Property and Venue	MAR	MAR									APR	APR	COB	1,578,317.32	1,578,317.32			
3rd Quarter																					
Philhealth	Regional Office	XII	Negotiated Procurement - PS-DBM/Shopping	JUL	JUL									JUL	JUL	COB	444,187.05	444,187.05			
4th Quarter																					
Philhealth	Regional Office	XII	Negotiated Procurement - PS-DBM/Shopping	OCT	OCT									OCT	OCT	COB	1,002,637.32	1,002,637.32			
																	3,025,141.69	3,025,141.69		0.00	
Procurement of IT Supplies																					
2nd Quarter																					
Philhealth	Regional Office	XII	Negotiated Procurement - PS-DBM/Shopping	APR	APR									APR	APR	COB	1,857,391.60	1,857,391.60			
3rd Quarter																					
Philhealth	Regional Office	XII	Negotiated Procurement - PS-DBM/Shopping	JUL	JUL									JUL	JUL	COB	470,424.18	470,424.18			
4th Quarter																					
Philhealth	Regional Office	XII	Negotiated Procurement - PS-DBM/Shopping	OCT	OCT									OCT	OCT	COB	803,306.24	803,306.24			
																	3,131,122.02	3,131,122.02		0.00	
Procurement of Accountable Forms																					
2nd Quarter																					
Philhealth	Regional Office	XII	Negotiated Procurement - Agency in Agency	MAR	MAR						MAR		APR	APR	COB	81,142.50	81,142.50				

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

BAC Goods and Services

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	
3rd Quarter																			
Philhealth	Regional Office XII	Negotiated Procurement - Agency to Agency	JUN	JUN							JUN		JUL	JUL	COB	81,142.50	81,142.50		
4th Quarter																			
Philhealth	Regional Office XII	Negotiated Procurement - Agency to Agency	SEP	SEP							SEP		OCT	OCT	COB	110,885.00	110,885.00		
																273,170.00	273,170.00	0.00	
Procurement of Drug and Medicines																			
2nd Quarter																			
Philhealth	Regional Office XII	Negotiated Procurement - Small Value Procurement Negotiate Procurement - Agency to Agency	MAR	MAR							MAR		APR	APR	COB	40,319.82	40,319.82		
3rd Quarter																			
Philhealth	Regional Office XII	Negotiated Procurement - Small Value Procurement	JUN	JUN							JUN		JUL	JUL	COB	38,468.05	38,468.05		
4th Quarter																			
Philhealth	Regional Office XII	Negotiated Procurement - Small Value Procurement	SEP	SEP							SEP		OCT	OCT	COB	74,344.15	74,344.15		
																153,132.02	153,132.02	0.00	
Procurement of Medical, Dental and Laboratory Supplies																			
2nd Quarter																			
Philhealth	Regional Office XII	Negotiated Procurement - PS-DBM/Shopping Negotiated Procurement - Small Value Procurement	APR	APR									APR	APR	COB	7,558.42	7,558.42		
3rd Quarter																			
Philhealth	Regional Office XII	Negotiated Procurement - PS-DBM/Shopping Negotiated Procurement - Small Value Procurement	JUL	JUL									JUL	JUL	COB	1,255.90	1,255.90		
4th Quarter																			
Philhealth	Regional Office XII	Negotiated Procurement - Small Value Procurement	SEP	SEP							SEP		OCT	OCT	COB	532.42	532.42		
																9,346.74	9,346.74	0.00	
Procurement of Gasoline, Oil and Lubricants																			
Philhealth	Regional Office XII	Public Bidding	FEB	FEB	FEB		FEB		MAR	MAR	MAR	APR	APR	APR	COB	2,356,080.00	2,356,080.00		
																2,356,080.00	2,356,080.00	0.00	
Procurement of Semi-Expendable Machinery and Equipment Expenses																			
2nd Quarter																			
Philhealth	Regional Office XII	Negotiated Procurement - PS-DBM/Shopping	APR	APR									APR	APR	COB	45,324.66	45,324.66		
																45,324.66	45,324.66	0.00	
Procurement of Semi-Expendable Furniture, Fixtures and Book Expense																			
2nd Quarter																			

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

BAC Goods and Services

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	
Philhealth Regional Office XII		Negotiated Procurement - PS-DBM/Shopping	APR	APR									APR	APR	COB	44,965.00	44,965.00		
3rd Quarter																			
Philhealth Regional Office XII		Negotiated Procurement - PS-DBM/Shopping	JUL	JUL									JUL	JUL	COB	1,905.75	1,905.75		
																46,870.75	46,870.75	0.00	
Procurement of Other Supplies																			
2nd Quarter																			
Philhealth Regional Office XII		Negotiated Procurement - PS-DBM/Shopping	APR	APR									APR	APR	COB	3,040.00	3,040.00		
																3,040.00	3,040.00	0.00	
Procurement of Water Services																			
Philhealth Regional Office XII		Public Bidding	JAN	JAN	JAN		JAN		JAN	FEB	FEB		MAR	MAR	COB	87,156.48	87,156.48		
																87,156.48	87,156.48	0.00	
Procurement of Electricity																			
Philhealth Regional Office XII		Public Bidding	JAN	JAN	JAN		JAN		JAN	FEB	FEB		MAR	MAR	COB	5,025,792.96	5,025,792.96		
																5,025,792.96	5,025,792.96	0.00	
Procurement of Postage and Delivery Services																			
Philhealth Regional Office XII		Negotiated Procurement - Small Value Procurement	MAR	MAR							MAR		APR	APR	COB	1,017,750.00	1,017,750.00		
																1,017,750.00	1,017,750.00	0.00	
Procurement of Cable, Satellite, Telegraph and Radio Services																			
Philhealth Regional Office XII		Direct Contracting	MAR	MAR						MAR	MAR	APR	APR	APR	COB	12,000.00	12,000.00		
																12,000.00	12,000.00	0.00	
Procurement of Janitorial Services																			
Philhealth Regional Office XII		Public Bidding	JAN	JAN	JAN		JAN		JAN	FEB	FEB		MAR	MAR	COB	2,259,805.20	2,259,805.20		
																2,259,805.20	2,259,805.20	0.00	
Procurement of Security Services																			
Philhealth Regional Office XII		Public Bidding	JAN	JAN	JAN		JAN		JAN	FEB	FEB		MAR	MAR	COB	5,342,764.20	5,342,764.20		
																5,342,764.20	5,342,764.20	0.00	
Repair and Maintenance of Office Equipment																			
Philhealth Regional Office XII		Negotiated Procurement - Small Value Procurement	MAR	MAR							MAR		APR	APR	COB	364,445.60	364,445.60		
																364,445.60	364,445.60	0.00	
Repair and Maintenance of Motor Vehicles																			
Philhealth Regional Office XII		Negotiated Procurement - Small Value Procurement	MAR	MAR							MAR		APR	APR	COB	700,000.00	700,000.00		
																700,000.00	700,000.00	0.00	
Repair and Maintenance of Furniture and Fixtures																			
Philhealth Regional Office XII		Negotiated Procurement - Small Value Procurement	MAR	MAR							MAR		APR	APR	COB	257,204.00	257,204.00		
																257,204.00	257,204.00	0.00	
Procurement of Advertising Services																			
Philhealth Regional Office XII		Direct Contracting	JAN	JAN						JAN	FEB	FEB	MAR	MAR	COB	3,304,560.00	3,304,560.00		

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

BAC Goods and Services

			SCHEDULE FOR EACH PROCUREMENT ACTIVITY											Estimated Budget					
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	Remarks
																3,304,560.00	3,304,560.00	0.00	
Marketing and Promotional																			
Philhealth Regional Office XII		Negotiated Procurement - Small Value Procurement/Negotiate Procurement - Lease of Real Property and Venue	MAR	MAR							MAR		APR	APR	COB	2,867,944.00	2,867,944.00		
																2,867,944.00	2,867,944.00	0.00	
Procurement of Printing and Binding Services																			
Philhealth Regional Office XII		Negotiated Procurement - Small Value Procurement	FEB	FEB							FEB		MAR	APR	COB	533,176.02	533,176.02		
																533,176.02	533,176.02	0.00	
Procurement of Transportation and Delivery Services																			
Philhealth Regional Office XII		Negotiated Procurement - Small Value Procurement	MAY	JUN							JUN		JUL	JUL	COB	450,000.00	450,000.00		
																450,000.00	450,000.00	0.00	
Procurement of Rental Services																			
Philhealth Regional Office XII		Public Bidding	JAN	JAN	JAN		JAN		JAN	FEB	FEB	MAR	MAR	MAR	COB	17,157,565.56	17,157,565.56		
																17,157,565.56	17,157,565.56	0.00	
Other Corporate Activities																			
Philhealth Regional Office XII		Negotiated Procurement - Lease of Real Property and Venue	FEB	FEB						FEB	FEB	MAR	MAR	APR	COB	213,400.00	213,400.00		
																213,400.00	213,400.00	0.00	
Registration of Motor Vehicle																			
Philhealth Regional Office XII		Negotiated Procurement - Agency to Agency	MAR	MAR							MAR		APR	APR	COB	80,400.00	80,400.00		
																80,400.00	80,400.00	0.00	
Corporate Forum																			
Philhealth Regional Office XII		Negotiated Procurement - Lease of Real Property and Venue	JAN	JAN						JAN	JAN	FEB	FEB	MAR	COB	1,348,933.40	1,348,933.40		
																1,348,933.40	1,348,933.40	0.00	
Medical Expenses																			
Philhealth Regional Office XII		Negotiated Procurement - Small Value Procurement	AUG	AUG							AUG		SEP	OCT	COB	386,592.57	386,592.57		
																386,592.57	386,592.57	0.00	

Note: System generated report.

Prepared by:

GRACE B. QUINTERO

BAC Secretariat

Checked by:

ATTY. JOSEN E. LUBATON

BAC Chairperson

Approved by:

MIRIAM GRACE G. PAMONAG, MD

Regional Vice President - PRO XII

Head of Procuring Entity