



Republic of the Philippines  
**PHILIPPINE HEALTH INSURANCE CORPORATION**

PhilHealth Regional Office IV-B  
Caedo Commercial Center, Calicanto, Batangas City  
Healthline (043) 723-8822/ 722-1602/ 300-4342/ 300-3267  
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February 13, 2018

**CORPORATE ORDER**

No. PRO IV-B 2018-006

**TO :** ALL CONCERNED COST-CENTERS  
PhilHealth Regional Office IV-B

**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 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", this Order is hereby issued approving the attached 2018 Annual Procurement Plan (APP) as recommended by the PRO IV-B 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 CY 2018. The PRO IV-B Bids and Awards Committee deliberated on, determined and recommended the appropriate method of procurement covering the various projects/programs/activities under Goods and Services, and Information Technology Resources of the APP, in accordance with the parameters set forth by RA 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 RA 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 should also be met:

- Procurement of Common-Used 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 PS-DBM for items that are carried and/or included in the PhilGEPS Catalogue.
- 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).**
- Procurement of goods 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 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 projects, programs and activities contained in the 2018 APP following procedures defined in RA 9184, its RIRR and relevant and appropriate internal issuances.

**PAOLO JOHANN C. PEREZ**

Regional Vice-President

Date signed: 02/15/2018





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**ANNUAL PROCUREMENT PLAN**  
**Calendar Year 2018**

Code (PAP)	Procurement Program/Project	PMO / End User	Mode of Procurement	Schedule for Each Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
5029999005	Corporate Forum	PRO IV-B	Negotiated Procurement - Lease of Real Property or Venue					COB	607,200.00	607,200.00		
5029999005	Corporate Forum	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	1,021,344.90	1,021,344.90		
5029901002	Marketing and Promotional	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	4,463,575.66	4,463,575.66		
5029999006	Medical Expenses	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	421,800.00	421,800.00		
5029918009	Other Corporate Activities	PRO IV-B	Negotiated Procurement - Lease of Real Property or Venue					COB	247,600.00	247,600.00		
50203020	Procurement of Accountable Forms	PRO IV-B	Negotiated Procurement - Agency to Agency					COB	984,531.52	984,531.52		
5029901001	Procurement of Advertising Services	PRO IV-B	Negotiated Procurement - Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services					COB	644,000.00	644,000.00		
5029901001	Procurement of Advertising Services	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	178,500.00	178,500.00		
50205040	Procurement of Cable, Satellite, Telegraph and Radio Services	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	35,400.00	35,400.00		
10605070	Procurement of Communications Equipment	PRO IV-B	Public Bidding	15-Mar	23-Mar	13-Apr	16-Apr	COB	169,686.50		169,686.50	
50203070	Procurement of Drug and Medicines	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	11,807.59	11,807.59		
10607010	Procurement of Furniture and Fixtures	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	342,894.46		342,894.46	
10607010	Procurement of Furniture and Fixtures	PRO IV-B	Public Bidding	15-Mar	23-Mar	13-Apr	16-Apr	COB	2,915,468.00		2,915,468.00	
50203090	Procurement of Gasoline, Oil and Lubricants	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	1,758,000.00	1,758,000.00		
50205030	Procurement of Internet Services	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	725,885.52	725,885.52		
10605030	Procurement of IT Equipment and Software	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	136,000.00		136,000.00	



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				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
10605030	Procurement of IT Equipment and Software	PRO IV-B	Public Bidding	15-Mar	23-Mar	13-Apr	16-Apr	COB	9,991,800.00		9,991,800.00	
5020301002	Procurement of IT Supplies - 1st Quarter	PRO IV-B	Direct Contracting					COB	240,031.00	240,031.00		
5020301002	Procurement of IT Supplies - 2nd Quarter	PRO IV-B	Direct Contracting					COB	220,653.00	220,653.00		
5020301002	Procurement of IT Supplies - 3rd Quarter	PRO IV-B	Direct Contracting					COB	191,000.00	191,000.00		
5020301002	Procurement of IT Supplies - 4th Quarter	PRO IV-B	Direct Contracting					COB	160,000.00	160,000.00		
5020301002	Procurement of IT Supplies - 1st Quarter	PRO IV-B	Negotiated Procurement - PS DBM					COB	238,403.33	238,403.33		
5020301002	Procurement of IT Supplies - 2nd Quarter	PRO IV-B	Negotiated Procurement - PS DBM					COB	225,492.73	225,492.73		
5020301002	Procurement of IT Supplies - 3rd Quarter	PRO IV-B	Negotiated Procurement - PS DBM					COB	232,771.73	232,771.73		
5020301002	Procurement of IT Supplies - 4th Quarter	PRO IV-B	Negotiated Procurement - PS DBM					COB	224,825.85	224,825.85		
5020301002	Procurement of IT Supplies - 1st Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	650,379.18	650,379.18		
5020301002	Procurement of IT Supplies - 2nd Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	706,667.88	706,667.88		
5020301002	Procurement of IT Supplies - 3rd Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	585,255.10	585,255.10		
5020301002	Procurement of IT Supplies - 4th Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	537,516.10	537,516.10		
50212020	Procurement of Janitorial Services	PRO IV-B	Public Bidding	15-Mar	23-Mar	13-Apr	16-Apr	COB	3,096,480.62	3,096,480.62		
50203080	Procurement of Medical, Dental and Laboratory Supplies - 1st Quarter	PRO IV-B	Negotiated Procurement - PS DBM					COB	4,925.46	4,925.46		
50203080	Procurement of Medical, Dental and Laboratory Supplies - 2nd Quarter	PRO IV-B	Negotiated Procurement - PS DBM					COB	4,782.00	4,782.00		
50203080	Procurement of Medical, Dental and Laboratory Supplies - 3rd Quarter	PRO IV-B	Negotiated Procurement - PS DBM					COB	4,925.46	4,925.46		

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				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
50203080	Procurement of Medical, Dental and Laboratory Supplies - 4th Quarter	PRO IV-B	Negotiated Procurement - PS DBM					COB	4,782.00	4,782.00		
50203080	Procurement of Medical, Dental and Laboratory Supplies - 1st Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	3,909.91	3,909.91		
50203080	Procurement of Medical, Dental and Laboratory Supplies - 2nd Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	7,324.91	7,324.91		
50203080	Procurement of Medical, Dental and Laboratory Supplies - 3rd Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	3,412.29	3,412.29		
50203080	Procurement of Medical, Dental and Laboratory Supplies - 4th Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	3,225.79	3,225.79		
10606010	Procurement of Motor Vehicle	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	140,000.00		140,000.00	
10605020	Procurement of Office Equipment	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	271,399.76		271,399.76	
10605020	Procurement of Office Equipment	PRO IV-B	Public Bidding	15-Mar	23-Mar	13-Apr	16-Apr	COB	6,430,009.50		6,430,009.50	
50205010	Procurement of Postage and Delivery Services - Postage	PRO IV-B	Negotiated Procurement - Agency to Agency					COB	1,527,200.00	1,527,200.00		
50205010	Procurement of Postage and Delivery Services - Courier	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	1,299,900.00	1,299,900.00		
50299020	Procurement of Printing and Binding Services	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	1,224,246.00	1,224,246.00		
5020301001	Procurement of Regular Office Supplies - Cashbook	PRO IV-B	Negotiated Procurement - Agency to Agency					COB	8,840.00	8,840.00		
5020301001	Procurement of Regular Office Supplies - 1st Quarter	PRO IV-B	Negotiated Procurement - PS DBM					COB	473,939.24	473,939.24		
5020301001	Procurement of Regular Office Supplies - 2nd Quarter	PRO IV-B	Negotiated Procurement - PS DBM					COB	329,285.39	329,285.39		
5020301001	Procurement of Regular Office Supplies - 3rd Quarter	PRO IV-B	Negotiated Procurement - PS DBM					COB	318,061.60	318,061.60		
5020301001	Procurement of Regular Office Supplies - 4th Quarter	PRO IV-B	Negotiated Procurement - PS DBM					COB	326,295.77	326,295.77		
5020301001	Procurement of Regular Office Supplies - 1st Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	622,172.45	622,172.45		



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5020301001	Procurement of Regular Office Supplies - 2nd Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	451,772.42	451,772.42		
5020301001	Procurement of Regular Office Supplies - 3rd Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	471,764.69	471,764.69		
5020301001	Procurement of Regular Office Supplies - 4th Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	391,847.32	391,847.32		
50299050a	Procurement of Rental Services	PRO IV-B	Negotiated Procurement - Lease of Real Property or Venue					COB	31,696,040.89	31,696,040.89		
50212030	Procurement of Security Services	PRO IV-B	Public Bidding	15-Mar	23-Mar	13-Apr	16-Apr	COB	7,034,609.48	7,034,609.48		
50203220	Procurement of Semi-Expendable Furniture, Fixtures and Book Expense	PRO IV-B	Negotiated Procurement - PS DBM/Shopping					COB	2,664.66	2,664.66		
50203220	Procurement of Semi-Expendable Furniture, Fixtures and Book Expense	PRO IV-B	Public Bidding	15-Mar	23-Mar	13-Apr	16-Apr	COB	1,000,320.00	1,000,320.00		
50203220	Procurement of Semi-Expendable Furniture, Fixtures and Book Expense	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	114,550.13	114,550.13		
50203210	Procurement of Semi-Expendable Machinery and Equipment Expenses	PRO IV-B	Negotiated Procurement - PS DBM					COB	16,189.60	16,189.60		
50203210	Procurement of Semi-Expendable Machinery and Equipment Expenses	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	319,537.72	319,537.72		
50203210	Procurement of Semi-Expendable Machinery and Equipment Expenses	PRO IV-B	Public Bidding	15-Mar	23-Mar	13-Apr	16-Apr	COB	40,000.00	40,000.00		
50299070	Procurement of Subscription Services	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	88,176.00	88,176.00		
50299040	Procurement of Transportation and Delivery Services	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	701,000.00	701,000.00		
5029999003	Registration of Motor Vehicle	PRO IV-B	Negotiated Procurement - Agency to Agency					COB	38,201.65	38,201.65		
5021309002	Repair and Maintenance for Building	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	75,000.00	75,000.00		
5021305003	Repair and Maintenance of Communication Equipment	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	22,000.00	22,000.00		

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50213070	Repair and Maintenance of Furniture and Fixtures	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	45,000.00	45,000.00		
5021305002	Repair and Maintenance of IT Equipment and Software	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	88,000.00	88,000.00		
50213060	Repair and Maintenance of Motor Vehicles	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	947,000.00	947,000.00		
5021305001	Repair and Maintenance of Office Equipment	PRO IV-B	Negotiated Procurement - Small Value Procurement					COB	185,130.00	185,130.00		
									<b>88,702,412.76</b>	<b>68,305,154.54</b>	<b>20,397,258.22</b>	

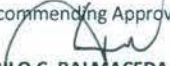
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**CIRILO C. BALMACEDA**  
Chairperson, BAC

Approved by :

  
**PAOLO JOHANN C. PEREZ**  
Regional Vice-President