



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

Regional Office VII
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24 January 2019

ORVP MEMORANDUM

No. 0010

TO : ALL CONCERNED END-USERS

SUBJECT : ANNUAL PROCUREMENT PLAN FOR CY 2019

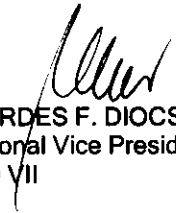
Under the authority granted by the PhilHealth Board of Directors through PBR No. 731, s. 2004 to the Regional Vice President as Head of Procuring Entity and Section IV.9 of Corporate Order on the Preparation and Approval of the Annual Procurement Plan (APP) and consistent with Section 7.1 of Republic 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 PRO-VII 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 2019. The PRO-VII 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 portion of the APP, in accordance with 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 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 Stocks (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 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 2019 APP following procedures defined in RA 9184, its RIRR and relevant and appropriate internal issuances.


LOURDES F. DIOCSON
Regional Vice President
PRO VII

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BAC Information and Technology Resources

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	
Procurement of IT Equipment and Software																				
1st Quarter																				
Philhealth Regional Office VII		Public Bidding Negotiated Procurement - Small Value Procurement	JAN	JAN	JAN		JAN		JAN	FEB	FEB	MAR	MAR	MAR	COB		169,100.00		169,100.00	
2nd Quarter																				
Philhealth Regional Office VII		Public Bidding	FEB	FEB	MAR		MAR		MAR	MAR	APR	APR	APR	MAY	COB		102,925.83		102,925.83	
3rd Quarter																				
Philhealth Regional Office VII		Public Bidding	JUN	JUN	JUN		JUN		JUN	JUN	JUL	JUL	AUG	AUG	AUG	COB	15,539,130.39		15,539,130.39	
																15,811,156.22	0.00	15,811,156.22		
Procurement of IT Supplies																				
1st Quarter																				
Philhealth Regional Office VII		Negotiated Procurement - PS-DBM/Shopping Negotiated Procurement - Small Value Procurement Negotiated Procurement - PS-DBM	FEB	FEB									MAR	MAR	COB		1,494,528.60		1,494,528.60	
2nd Quarter																				
Philhealth Regional Office VII		Negotiated Procurement - PS-DBM/Shopping Negotiated Procurement - Small Value Procurement	APR	APR									MAY	MAY	COB		1,097,851.44		1,097,851.44	
3rd Quarter																				
Philhealth Regional Office VII		Negotiated Procurement - Small Value Procurement Negotiated Procurement - PS-DBM/Shopping Public Bidding Direct Contracting	JUL	JUL						JUL			AUG	AUG	COB		2,847,593.64		2,847,593.64	
4th 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
Procurement of Office Equipment																			
1st Quarter																			
Philhealth Regional Office VII		Public Bidding Negotiated Procurement - Small Value Procurement	JAN	JAN	JAN		JAN		JAN	FEB	FEB	MAR	MAR	MAR	COB		7,010,100.00		7,010,100.00
2nd Quarter																			
Philhealth Regional Office VII		Public Bidding Negotiated Procurement - Small Value Procurement	APR	APR							MAY		MAY	JUN	COB		180,323.81		180,323.81
3rd Quarter																			
Philhealth Regional Office VII		Negotiated Procurement - Small Value Procurement Public Bidding	JUL	JUL							JUL		AUG	AUG	COB		2,318,166.89		2,318,166.89
																9,508,590.70	0.00	9,508,590.70	
Procurement of Furniture and Fixtures																			
1st Quarter																			
Philhealth Regional Office VII		Public Bidding Negotiated Procurement - Small Value Procurement	JAN	JAN	JAN		JAN		JAN	FEB	FEB	MAR	MAR	MAR	COB		908,941.00		908,941.00
2nd Quarter																			
Philhealth Regional Office VII		Public Bidding Negotiated Procurement - Small Value Procurement	APR	APR							MAY		MAY	JUN	COB		692,065.00		692,065.00
3rd Quarter																			
Philhealth Regional Office VII		Public Bidding Negotiated Procurement - PS-DBM/Shopping Negotiated Procurement - Small Value Procurement	JUN	JUN	JUN		JUN		JUN	JUL	JUL	AUG	AUG	AUG	COB		1,899,782.50		1,899,782.50

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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	
													3,500,788.50	0.00	3,500,788.50			
Procurement of Regular Office Supplies																		
1st Quarter																		
Philhealth Regional Office VII		Negotiated Procurement - PS-DBM/Shopping Negotiated Procurement - Small Value Procurement	JAN	JAN									FEB	FEB	COB	831,002.34	831,002.34	
2nd Quarter																		
Philhealth Regional Office VII		Negotiated Procurement - PS-DBM/Shopping Negotiated Procurement - Small Value Procurement	APR	APR									MAY	MAY	COB	574,687.39	574,687.39	
3rd Quarter																		
Philhealth Regional Office VII		Negotiated Procurement - PS-DBM/Shopping Negotiated Procurement - Small Value Procurement	JUN	JUN					JUN				JUL	AUG	COB	1,877,574.90	1,877,574.90	
4th Quarter																		
Philhealth Regional Office VII		Negotiated Procurement - PS-DBM/Shopping Negotiated Procurement - Small Value Procurement	OCT	OCT									NOV	NOV	COB	480,769.93	480,769.93	
													3,764,034.56	3,764,034.56	0.00			
Procurement of Accountable Forms																		
1st Quarter																		
Philhealth Regional Office VII	National Printing Office		FEB	FEB									MAR	MAR	COB	35,835.50	35,835.50	
2nd Quarter																		
Philhealth Regional Office VII	National Printing Office		MAY	MAY									JUN	JUN	COB	35,835.50	35,835.50	
3rd Quarter																		
Philhealth Regional Office VII	National Printing Office		JUL	JUL									AUG	AUG	COB	35,835.50	35,835.50	
4th Quarter																		

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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	CO	
Philhealth Regional Office VII	National Printing Office		OCT	OCT										NOV	NOV	COB	35,835.50	35,835.50		
143,342.00																	143,342.00	0.00		
Procurement of Drug and Medicines																				
1st Quarter																				
Philhealth Regional Office VII	Negotiated Procurement - Small Value Procurement		JAN	JAN									FEB	MAR	MAR	COB	5,566.58	5,566.58		
2nd Quarter																				
Philhealth Regional Office VII	Negotiated Procurement - Small Value Procurement		MAY	MAY									MAY	JUN	JUN	COB	1,564.40	1,564.40		
3rd Quarter																				
Philhealth Regional Office VII	Negotiated Procurement - Small Value Procurement		JUL	JUL									JUL	AUG	AUG	COB	5,122.35	5,122.35		
4th Quarter																				
Philhealth Regional Office VII	Negotiated Procurement - Small Value Procurement		OCT	OCT									OCT	NOV	NOV	COB	1,564.40	1,564.40		
13,817.73																	13,817.73	0.00		
Procurement of Medical, Dental and Laboratory Supplies																				
1st Quarter																				
Philhealth Regional Office VII	Negotiated Procurement - PS-DBM/Shopping Negotiated Procurement - Small Value Procurement		FEB	FEB										MAR	MAR	COB	12,537.77	12,537.77		
2nd Quarter																				
Philhealth Regional Office VII	Negotiated Procurement - PS-DBM/Shopping		MAY	MAY										JUN	JUN	COB	11,378.14	11,378.14		
3rd Quarter																				
Philhealth Regional Office VII	Negotiated Procurement - PS-DBM/Shopping		JUL	JUL										AUG	AUG	COB	12,086.72	12,086.72		

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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
4th Quarter																			
Philhealth Regional Office VII		Negotiated Procurement - PS-DBM/Shopping	OCT	OCT									NOV	NOV	COB	7,334.12	7,334.12		
																43,336.75	43,336.75	0.00	
Procurement of Gasoline, Oil and Lubricants																			
Philhealth Regional Office VII		Direct Contracting Negotiated Procurement - Small Value Procurement	JAN	JAN					FEB	FEB	MAR	MAR	MAR	MAR	COB	592,380.00	592,380.00		
																592,380.00	592,380.00	0.00	
Procurement of Semi-Expendable Machinery and Equipment Expenses																			
1st Quarter																			
Philhealth Regional Office VII		Negotiated Procurement - Small Value Procurement	JAN	JAN					FEB			MAR	MAR	COB	123,330.32	123,330.32			
2nd Quarter																			
Philhealth Regional Office VII		Negotiated Procurement - Small Value Procurement	MAR	MAR					APR			MAY	MAY	COB	75,317.77	75,317.77			
3rd Quarter																			
Philhealth Regional Office VII		Negotiated Procurement - Small Value Procurement Negotiate Procurement - PS-DBM/Shopping	JUL	JUL					JUL			AUG	AUG	COB	60,475.90	60,475.90			
																259,123.99	259,123.99	0.00	
Procurement of Semi-Expendable Machinery and Equipment Expenses																			
3rd Quarter																			
Philhealth Regional Office VII		Negotiated Procurement - Small Value Procurement	JUL	JUL					JUL			AUG	AUG	COB	2,259.31	2,259.31			
																2,259.31	2,259.31	0.00	
Procurement of Semi-Expendable Furniture, Fixtures and Book Expense																			

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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
1st Quarter																			
Philhealth Regional Office VII		Negotiated Procurement - Small Value Procurement Public Bidding	JAN	JAN								FEB		MAR	MAR	COB	1,344,985.21	1,344,985.21	
2nd Quarter																			
Philhealth Regional Office VII		Public Bidding	FEB	FEB	MAR		MAR		MAR	MAR		APR	APR	APR	MAY	COB	184,279.16	184,279.16	
3rd Quarter																			
Philhealth Regional Office VII		Public Bidding Negotiated Procurement - Small Value Procurement	JUN	JUN	JUN		JUN		JUN	JUL		JUL	AUG	AUG	AUG	COB	1,525,793.72	1,525,793.72	
																3,055,058.09	3,055,058.09	0.00	
Procurement of Semi-Expendable Furniture, Fixtures and Book Expense																			
1st Quarter																			
Philhealth Regional Office VII		Negotiated Procurement - Small Value Procurement	JAN	JAN								FEB		MAR	MAR	COB	4,520.33	4,520.33	
2nd Quarter																			
Philhealth Regional Office VII		Negotiated Procurement - Small Value Procurement	MAY	MAY								MAY		JUN	JUN	COB	791.96	791.96	
3rd Quarter																			
Philhealth Regional Office VII		Negotiated Procurement - Small Value Procurement	JUL	JUL								JUL		AUG	AUG	COB	6,139.15	6,139.15	
																11,451.44	11,451.44	0.00	
Procurement of Water Services																			
Philhealth Regional Office VII		Direct Contracting	JAN	JAN								FEB	FEB	MAR	MAR	COB	497,006.40	497,006.40	
																497,006.40	497,006.40	0.00	
Procurement of Electricity																			
Philhealth Regional Office VII		Direct Contracting	JAN	JAN								FEB	FEB	MAR	MAR	COB	9,584,360.40	9,584,360.40	

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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
9,584,360.40																9,584,360.40	0.00		
Procurement of Postage and Delivery Services																			
Philhealth Regional Office VII		Public Bidding Negotiated Procurement - Agency to Agency	JUN	JUN	JUN		JUN		JUN	JUL	JUL	AUG	AUG	AUG	COB	6,356,165.00	6,356,165.00		
6,356,165.00																6,356,165.00	0.00		
Procurement of Cable, Satellite, Telegraph and Radio Services																			
Philhealth Regional Office VII		Direct Contracting	JAN	JAN					JAN	JAN	FEB	FEB	MAR	COB		38,188.00	38,188.00		
38,188.00																38,188.00	0.00		
Procurement of Janitorial Services																			
Philhealth Regional Office VII		Public Bidding	JAN	JAN	JAN		JAN		JAN	FEB	FEB	MAR	MAR	MAR	COB	2,822,899.68	2,822,899.68		
2,822,899.68																2,822,899.68	0.00		
Procurement of Security Services																			
Philhealth Regional Office VII		Public Bidding	JAN	JAN	JAN		JAN		JAN	FEB	FEB	MAR	MAR	MAR	COB	9,725,640.72	9,725,640.72		
9,725,640.72																9,725,640.72	0.00		
Repair and Maintenance of Office Equipment																			
Philhealth Regional Office VII		Negotiated Procurement - Small Value Procurement	JUL	JUL									JUL		AUG	AUG	COB	450,000.00	450,000.00
450,000.00																450,000.00	0.00		
Repair and Maintenance of Motor Vehicles																			
Philhealth Regional Office VII		Negotiated Procurement - Small Value Procurement	JUL	JUL									JUL		AUG	AUG	COB	450,000.00	450,000.00
450,000.00																450,000.00	0.00		
Repair and Maintenance of Furniture and Fixtures																			
Philhealth Regional Office VII		Negotiated Procurement - Small Value Procurement	JUL	JUL									JUL		AUG	AUG	COB	80,000.00	80,000.00
80,000.00																80,000.00	0.00		
Procurement of Advertising Services																			

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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	
Philhealth Regional Office VII		Direct Contracting Negotiated Procurement - Small Value Procurement	JUN	JUN					JUL	JUL	AUG	AUG	AUG	COB	1,808,117.20	1,808,117.20		
															1,808,117.20	1,808,117.20	0.00	
Marketing and Promotional																		
Philhealth Regional Office VII		Negotiated Procurement - Small Value Procurement	JAN	JAN						FEB		MAR	MAR	COB	5,457,400.00	5,457,400.00		
															5,457,400.00	5,457,400.00	0.00	
Procurement of Printing and Binding Services																		
Philhealth Regional Office VII		Negotiated Procurement - Small Value Procurement	JAN	JAN						FEB		MAR	MAR	COB	912,600.00	912,600.00		
															912,600.00	912,600.00	0.00	
Procurement of Transportation and Delivery Services																		
Philhealth Regional Office VII		Negotiated Procurement - Small Value Procurement	JAN	FEB						FEB		MAR	MAR	COB	655,000.00	655,000.00		
															655,000.00	655,000.00	0.00	
Procurement of Rental Services																		
Philhealth Regional Office VII		Negotiated Procurement - Lease of Real Property and Venue	JAN	JAN					JAN	JAN	FEB	FEB	MAR	COB	34,641,369.94	34,641,369.94		
															34,641,369.94	34,641,369.94	0.00	
Procurement of Subscription Services																		
Philhealth Regional Office VII		Negotiated Procurement - Small Value Procurement Direct Contracting	JAN	JAN					FEB	FEB	MAR	MAR	MAR	COB	200,400.00	200,400.00		
															200,400.00	200,400.00	0.00	
Other Corporate Activities																		

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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 VII		Negotiated Procurement - Small Value Procurement	FEB	FEB								MAR		MAR	APR	COB	307,600.00	307,600.00		
																	307,600.00	307,600.00	0.00	
Registration of Motor Vehicle																				
Philhealth Regional Office VII		Negotiated Procurement - Small Value Procurement	JUL	JUL								JUL		AUG	AUG	COB	36,300.00	36,300.00		
																	36,300.00	36,300.00	0.00	
Corporate Forum																				
Philhealth Regional Office VII		Negotiated Procurement - Small Value Procurement	JAN	JAN								JAN		FEB	MAR	COB	1,321,000.00	1,321,000.00		
																	1,321,000.00	1,321,000.00	0.00	
Medical Expenses																				
Philhealth Regional Office VII		Negotiated Procurement - Small Value Procurement	JUL	JUL								JUL		AUG	AUG	COB	704,700.00	704,700.00		
																	704,700.00	704,700.00	0.00	
Note: System generated report.																Total	96,942,930.41	83,933,551.21	13,009,379.20	

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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 VII		Negotiated Procurement - PS-DBM/Shopping	OCT	OCT										NOV	NOV	COB	825,972.70	825,972.70		
																	6,265,946.38	6,265,946.38	0.00	
Procurement of Semi-Expendable Machinery and Equipment Expenses																				
2nd Quarter																				
Philhealth Regional Office VII		Public Bidding	FEB	FEB	MAR		MAR		MAR	MAR	APR	APR	APR	MAY	COB		45,891.33	45,891.33		
3rd Quarter																				
Philhealth Regional Office VII		Public Bidding	JUN	JUN	JUN		JUN		JUN	JUL	JUL	AUG	AUG	AUG	COB		51,278.33	51,278.33		
																	97,169.66	97,169.66	0.00	
Procurement of Internet Services																				
Philhealth Regional Office VII		Direct Contracting	JAN	JAN					FEB	FEB	MAR	MAR	MAR	COB			1,868,712.00	1,868,712.00		
																	1,868,712.00	1,868,712.00	0.00	
Repair and Maintenance of IT Equipment and Software																				
Philhealth Regional Office VII		Negotiated Procurement - Small Value Procurement	JUL	JUL						JUL		AUG	AUG	COB			200,000.00	200,000.00		
																	200,000.00	200,000.00	0.00	
Note: System generated report.															Total		24,242,984.26	8,431,828.04	15,811,156.22	