



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
PHILHEALTH REGIONAL OFFICE – CORDILLERA ADMINISTRATIVE REGION
SNOBT Inc. Building, No. 19 Leonard Wood Road, Baguio City
Tel. No. (074) 444-9862/444-8361/446-0371/444-5345 (T/F)/Call Center (02) 441-7442
www.philhealth.gov.ph



CORPORATE MEMORANDUM

No. PRO-CAR 2019 - 0018

January 28, 2019

TO : All Division Chiefs
All Section Chiefs
All LHIO Heads
All Unit Heads
All Administrative Officer Designates

SUBJECT : Annual Procurement Plan (APP) for CY 2019

Pursuant to the PhilHealth Board Resolution No. 731 s. 2004 granting authority to the Regional Vice President to act as Head of Procuring Entity (HoPE), and consistent with Corporate Order No. 2018-0026 Re: New Delegation and Signing Authority in the Head Office and Regional Offices, this Memorandum is hereby issued approving the attached Annual Procurement Plan (APP) for CY 2019, as recommended by the PRO-CAR Bids and Awards Committee (BAC).

This in compliance with the requirement of Republic Act No. 9184 (R.A. 9184) and its Revised Implementing Rules and Regulations (RIRR) which provides that “No procurement shall be undertaken unless it is in accordance with the approved APP including changes thereto. The APP must be consistent with the duly approved yearly budget of the Procuring Entity and shall bear the approval of the HoPE or second-ranking official designated by the HoPE to act on his behalf.”

The 2019 APP is a consolidation of various Project Procurement Management Plans (PPMPs) covering the various programs, activities and projects (PAPs) of PRO-CAR and anchored on the Corporate Operating Budget for CY 2019 using the parameters set forth by R.A. 9184 and its RIRR. It contains the various Goods and Services, Information Technology Resources and Infrastructure projects which are deemed crucial to the efficient discharge of our governmental functions as well in the pursuit of our mandate.

In carrying out the various PAPs, all procurement activities must be undertaken strictly in accordance with R.A. 9184, its RIRR as well as with other relevant statutory and corporate issuances, subject to usual auditing and accounting rules and regulations.

Moreover, the following specific requirements must be observed:

- a. Procurement of Commonly-Used Office Supplies and Materials with mode of procurement indicated as PS-DBM/Shopping may only utilize Shopping upon presentation and submission of Certificate of Non-Availability of Stock (CNS) issued by the PS-DBM local Depot for items that are carried and/or included in the PhilGEPS Catalogue.

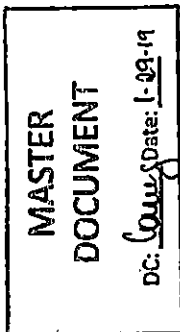
- b. For consumables and common office supplies and materials that are not carried by PS-DBM and/or not shown in the PhilGEPS catalogue and in consideration that the PS-DBM will not issue CNAS for the purpose, a screen shot from the PS-DBM and/or PhilGEPS search utility may suffice (search utility will turn red if not available or not carried).
- c. Procurement of goods through "Direct Contracting" must comply with the requisites of Section 50 of R.A. 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 of Office is located, if foreign goods.

Updating of the PPMPs and the corresponding amendment of the APP shall be undertaken as often as necessary subject to the approval of the HoPE.

For guidance and strict compliance of all.

ATTY.  JERRY F. IBAY
Regional Vice President

Date signed: _____





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ANNUAL PROCUREMENT PLAN

CY 2019

GOODS AND SERVICES
INFORMATION AND TECHNOLOGY RESOURCES
INFRASTRUCTURE

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DC: Carney Date: 1-28-19

Republic of the Philippines
Philippine Health Insurance Corporation
ANNUAL PROCUREMENT PLAN
 Calendar Year 2019

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		
Procurement of Office Equipment																					
4th Quarter																					
Philhealth Regional Office	CAR	Public Bidding Negotiated Procurement - Small Value Procurement	SEP	OCT	OCT		OCT		OCT	OCT		NOV	NOV	DEC	COB		946,692.58		946,692.58		
																	946,692.58	0.00	946,692.58		
Procurement of Medical Equipment																					
1st Quarter																					
Philhealth Regional Office	CAR	Negotiated Procurement - Small Value Procurement	FEB	FEB								MAR		MAR	APR	COB		15,937.50	15,937.50		
																	15,937.50	0.00	15,937.50		
Procurement of Furniture and Fixtures																					
1st Quarter																					
Philhealth Regional Office	CAR	Negotiated Procurement - Small Value Procurement	FEB	FEB								MAR		MAR	APR	COB		15,400.00	15,400.00		
2nd Quarter																					
Philhealth Regional Office	CAR	Negotiated Procurement - Small Value Procurement	MAY	MAY								JUN		JUN	JUL	COB		632,500.00	632,500.00		
3rd Quarter																					
Philhealth Regional Office	CAR	Public Bidding	JUL	AUG	AUG		AUG		AUG	AUG	SEP	SEP	SEP	OCT	COB		41,701.00	41,701.00			
4th Quarter																					
Philhealth Regional Office	CAR	Public Bidding Negotiated Procurement - Small Value Procurement	SEP	OCT	OCT		OCT		OCT	OCT		NOV	NOV	DEC	COB		505,010.00	505,010.00			
																	1,194,611.00	0.00	1,194,611.00		
Procurement of Regular Office Supplies																					
1st Quarter																					
Philhealth Regional Office	CAR	Negotiated Procurement - PS-DBM/Shopping Negotiated Procurement - Small Value Procurement Direct Contracting Negotiated Procurement - Agency to Agency	FEB	FEB										MAR	MAR	COB		1,193,790.89	1,193,790.89		
2nd Quarter																					
Philhealth Regional Office	CAR	Negotiated Procurement - Small Value Procurement Negotiated Procurement - PS-DBM/Shopping	MAY	MAY								JUN		JUN	JUL	COB		28,076.75	28,076.75		
3rd Quarter																					
Philhealth Regional Office	CAR	Negotiated Procurement - PS-DBM/Shopping Negotiated Procurement - Small Value Procurement Direct Contracting	SEP	SEP										SEP	OCT	COB		597,315.59	597,315.59		

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Republic of the Philippines
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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
4th Quarter																			
Philhealth Regional Office	CAR	Negotiated Procurement - Small Value Procurement[Negotiate Procurement - PS-DBM/Shopping]	OCT	OCT							NOV		NOV	DEC	COB	23,236.00	23,236.00		
																1,842,419.23	1,842,419.23	0.00	
Procurement of Accountable Forms																			
1st Quarter																			
Philhealth Regional Office	CAR	Negotiated Procurement - Agency to Agency	FEB	FEB							MAR		MAR	APR	COB	20,560.00	20,560.00		
3rd Quarter																			
Philhealth Regional Office	CAR	Negotiated Procurement - Agency to Agency	AUG	AUG							SEP		SEP	OCT	COB	20,560.00	20,560.00		
																41,120.00	41,120.00	0.00	
Procurement of Drug and Medicines																			
1st Quarter																			
Philhealth Regional Office	CAR	Negotiated Procurement - Small Value Procurement	FEB	FEB							MAR		MAR	APR	COB	29,955.22	29,955.22		
3rd Quarter																			
Philhealth Regional Office	CAR	Negotiated Procurement - Small Value Procurement	AUG	AUG							SEP		SEP	OCT	COB	5,722.50	5,722.50		
																35,677.72	35,677.72	0.00	
Procurement of Medical, Dental and Laboratory Supplies																			
1st Quarter																			
Philhealth Regional Office	CAR	Negotiated Procurement - PS-DBM/Shopping[Negotiate Procurement - Small Value Procurement]	MAR	MAR									MAR	APR	COB	30,667.81	30,667.81		
3rd Quarter																			
Philhealth Regional Office	CAR	Negotiated Procurement - PS-DBM/Shopping	SEP	SEP									SEP	OCT	COB	13,341.78	13,341.78		
																44,009.59	44,009.59	0.00	
Procurement of Gasoline, Oil and Lubricants																			
Philhealth Regional Office	CAR	Negotiated Procurement - Small Value Procurement	FEB	FEB									MAR	MAR	APR	COB	1,473,360.00	1,473,360.00	
																1,473,360.00	1,473,360.00	0.00	
Procurement of Semi-Expendable Machinery and Equipment Expenses																			
1st Quarter																			
Philhealth Regional Office	CAR	Negotiated Procurement - Small Value Procurement	FEB	FEB									MAR	MAR	APR	COB	13,983.12	13,983.12	
2nd Quarter																			
Philhealth Regional Office	CAR	Negotiated Procurement - Small Value Procurement	MAY	MAY									JUN	JUN	JUL	COB	15,812.27	15,812.27	

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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	
														29,795.39	29,795.39	0.00	
Procurement of Semi-Expendable Furniture, Fixtures and Book Expense																	
4th Quarter																	
Philhealth Regional Office	CAR	Public Bidding	SEP	OCT	OCT		OCT		OCT	OCT	NOV	NOV	DEC	COB	123,438.22	123,438.22	
													123,438.22	123,438.22	0.00		
Procurement of Electricity																	
Philhealth Regional Office	CAR	Direct Contracting	FEB	FEB					FEB	MAR	MAR	MAR	APR	COB	2,125,030.08	2,125,030.08	
													2,125,030.08	2,125,030.08	0.00		
Procurement of Postage and Delivery Services																	
Philhealth Regional Office	CAR	Negotiated Procurement - Small Value Procurement Negotiate Procurement - Agency to Agency	FEB	FEB						MAR		MAR	APR	COB	652,604.00	652,604.00	
													652,604.00	652,604.00	0.00		
Procurement of Janitorial Services																	
Philhealth Regional Office	CAR	Public Bidding	APR	APR	MAY		MAY		MAY	MAY	JUN	JUN	JUL	COB	2,872,163.76	2,872,163.76	
													2,872,163.76	2,872,163.76	0.00		
Procurement of Security Services																	
Philhealth Regional Office	CAR	Public Bidding	JAN	JAN	JAN		JAN		JAN	FEB	FEB	MAR	MAR	COB	6,778,701.72	6,778,701.72	
													6,778,701.72	6,778,701.72	0.00		
Repair and Maintenance of Office Equipment																	
Philhealth Regional Office	CAR	Negotiated Procurement - Small Value Procurement	FEB	FEB						MAR		MAR	APR	COB	166,500.00	166,500.00	
													166,500.00	166,500.00	0.00		
Repair and Maintenance of Communication Equipment																	
Philhealth Regional Office	CAR	Negotiated Procurement - Small Value Procurement	FEB	FEB						MAR		MAR	APR	COB	15,000.00	15,000.00	
													15,000.00	15,000.00	0.00		
Repair and Maintenance of Motor Vehicles																	
Philhealth Regional Office	CAR	Negotiated Procurement - Small Value Procurement	FEB	FEB						MAR		MAR	APR	COB	1,282,500.00	1,282,500.00	
													1,282,500.00	1,282,500.00	0.00		
Repair and Maintenance of Furniture and Fixtures																	
Philhealth Regional Office	CAR	Negotiated Procurement - Small Value Procurement	FEB	FEB						MAR		MAR	APR	COB	20,000.00	20,000.00	
													20,000.00	20,000.00	0.00		
Procurement of Advertising Services																	
Philhealth Regional Office	CAR	Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services	FEB	FEB						MAR		MAR	APR	COB	601,000.12	601,000.12	
													601,000.12	601,000.12	0.00		
Marketing and Promotional																	

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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
Philhealth Regional Office	CAR	Negotiated Procurement - Small Value Procurement[Negotiate Procurement - Lease of Real Property and Venue	JAN	JAN						JAN		FEB	MAR	COB	2,380,935.00	2,380,935.00		
															2,380,935.00	2,380,935.00	0.00	
Procurement of Printing and Binding Services																		
Philhealth Regional Office	CAR	Negotiated Procurement - Small Value Procurement	FEB	FEB						FEB		MAR	APR	COB	234,375.00	234,375.00		
															234,375.00	234,375.00	0.00	
Procurement of Rental Services																		
Philhealth Regional Office	CAR	Negotiated Procurement - Lease of Real Property and Venue	JAN	JAN					JAN	JAN	FEB	FEB	FEB	COB	18,610,696.56	18,610,696.56		
															18,610,696.56	18,610,696.56	0.00	
Procurement of Subscription Services																		
Philhealth Regional Office	CAR	Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services	FEB	FEB						MAR		MAR	APR	COB	29,439.96	29,439.96		
															29,439.96	29,439.96	0.00	
Sports Activities																		
Philhealth Regional Office	CAR	Negotiated Procurement - Agency to Agency	FEB	FEB						MAR		MAR	APR	COB	20,000.00	20,000.00		
															20,000.00	20,000.00	0.00	
Other Corporate Activities																		
Philhealth Regional Office	CAR	Negotiated Procurement - Lease of Real Property and Venue[Negotiated Procurement - Small Value Procurement	FEB	FEB					FEB	MAR	MAR	MAR	APR	COB	208,000.00	208,000.00		
															208,000.00	208,000.00	0.00	
Registration of Motor Vehicle																		
Philhealth Regional Office	CAR	Negotiated Procurement - Agency to Agency	FEB	FEB						MAR		MAR	APR	COB	33,000.00	33,000.00		
															33,000.00	33,000.00	0.00	
Corporate Forum																		
Philhealth Regional Office	CAR	Negotiated Procurement - Lease of Real Property and Venue[Negotiated Procurement - Small Value Procurement	FEB	FEB						MAR		MAR	APR	COB	580,370.00	580,370.00		
															580,370.00	580,370.00	0.00	
Medical Expenses																		
Philhealth Regional Office	CAR	Negotiated Procurement - Small Value Procurement	AUG	AUG						SEP		OCT	COB	575,000.00	575,000.00			

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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	
													575,000.00	575,000.00	0.00		
<i>Note: System generated report.</i>												Total	42,932,377.43	40,775,136.35	2,157,241.08		

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BAC Information and Technology Resources

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	
Procurement of IT Equipment and Software																				
4th Quarter																				
Philhealth Regional Office	CAR	Negotiated Procurement - Small Value Procurement Public Bidding	OCT	OCT														5,008,602.93		5,008,602.93
															5,008,602.93	0.00	5,008,602.93			
Procurement of IT Supplies																				
1st Quarter																				
Philhealth Regional Office	CAR	Negotiated Procurement - PS-DBM/Shopping Negotiated Procurement - PS-DBM/Shopping Negotiated Procurement - Small Value Procurement Direct Contracting	MAR	MAR										MAR	APR		COB	1,879,249.60	1,879,249.60	
2nd Quarter																				
Philhealth Regional Office	CAR	Negotiated Procurement - Small Value Procurement Negotiated Procurement - PS-DBM/Shopping	MAY	MAY						JUN				JUN	JUL		COB	31,960.00	31,960.00	
3rd Quarter																				
Philhealth Regional Office	CAR	Negotiated Procurement - PS-DBM/Shopping Negotiated Procurement - PS-DBM/Shopping Direct Contracting Public Bidding	SEP	SEP										SEP	OCT		COB	912,787.76	912,787.76	
4th Quarter																				
Philhealth Regional Office	CAR	Negotiated Procurement - PS-DBM/Shopping Public Bidding	NOV	NOV										NOV	DEC		COB	60,800.00	60,800.00	
															2,884,797.36	2,884,797.36	0.00			
Procurement of Internet Services																				
Philhealth Regional Office	CAR	Public Bidding	APR	MAY	MAY		MAY	MAY	MAY	MAY	JUN	JUN	JUL	JUL			COB	684,720.00	684,720.00	
															684,720.00	684,720.00	0.00			
Repair and Maintenance of IT Equipment and Software																				
Philhealth Regional Office	CAR	Negotiated Procurement - Small Value Procurement	AUG	AUG							SEP			SEP	OCT		COB	40,000.00	40,000.00	
															40,000.00	40,000.00	0.00			
															Total	8,618,120.29	3,609,517.36	5,008,602.93		

Note: System generated report.

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 Calendar Year 2019

BAC Infrastructure

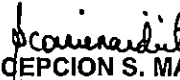
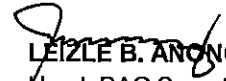

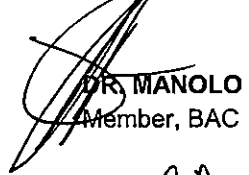
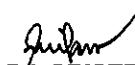


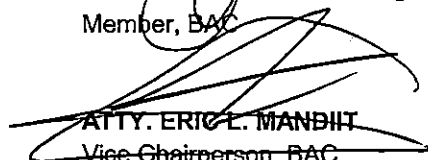
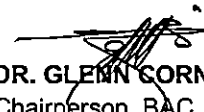

Procurement Program/Project	PMO / End-User	Mode of Procurement	SCHEDULE FOR EACH PROCUREMENT ACTIVITY											Fund Source	Estimated Budget			Remarks		
			Pre-Proc Conference	Ads/Post of ITB	Pre-Bid Conference	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion		Acceptance Turnover	Total	MOOE		CO	
Repair and Maintenance for Building																				
Philhealth Regional Office	CAR	Negotiated Procurement - Small Value Procurement	FEB	FEB							MAR		MAR	APR	COB	50,000.00	50,000.00			
																50,000.00	50,000.00	0.00		
<i>Note: System generated report.</i>																Total	50,000.00	50,000.00	0.00	

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<p>Prepared By:</p> <p> CONCEPCION S. MANDIIT Member, BAC Secretariat</p>	<p>Certified Correct:</p> <p> LEIZLE B. ANONGOS Head, BAC Secretariat</p>
<p>Certify for Inclusion in the 2019 APP:</p> <p> VINCENT T. ABELLANOSA Provisional Member, BAC</p> <p> DR. MANOLO Y. TANDOC Member, BAC</p> <p> IMELDA CRISTETA D. VILLAMAR Member, BAC</p> <p> DR. DOMINGA A. GADGAD Member, BAC</p> <p> DR. SIMON P. MACARIO JR. Member, BAC</p> <p> ATTY. ERIC L. MANDIIT Vice Chairperson, BAC</p> <p> DR. GLENN CORNELIO A. LAMSIS Chairperson, BAC</p>	<p>Approved by:</p> <p> ATTY. JERRY F. IBAY Regional Vice President/Head of the Procuring Entity</p>

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DC: Coming Date: 1-29-17