



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

PhilHealth Regional Office V  
ANST Bldg. IV, B. Imperial St., 4500 Legazpi City  
Call Center: (02) 8441-7442 | PRO V BAC 052-4815598 loc. 5329  
www.philhealth.gov.ph



UNIVERSAL HEALTH CARE  
PAGKIKILALAKAS AT KALUSUGAN PARA SA LAHAT

March 18, 2020

**Memorandum**

TO : **ALL CONCERNED END-USERS**  
**PRO V**

SUBJECT : **ANNUAL PROCUREMENT PLAN (APP) FOR CY 2020**

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 2016 Revised Implementing Rules and Regulations, which states that "All procurement shall be within the approved budget of the Procuring Entity should be meticulously and judiciously planned by the Procuring Entity, xxx", this Order is hereby issued approving the attached 2020 Annual Procurement Plan as recommended by the PhilHealth Regional Office V- Bids and Awards Committee (PRO V BAC).

The APP is a consolidation of the various Project Procurement Management Plans (PPMPs), and anchored on the Approved Corporate Operating Budget for CY 2020. The PRO V-BAC deliberated on, determined and recommended the appropriate method of procurement covering the various projects / programs / activities under Goods and Services, Information and Technology Resources, Consulting Services, and Infrastructure portion 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 2016 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 utilized 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**





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Caring for all, protecting everyone.

**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 2016 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 where there is change in projects, programs and activities contained in the 2020 APP following procedures defined in RA 9184, its RIRR and relevant and appropriate internal issuances.

For the information and guidance of all concerned.

*Orlando D. Inigo, Jr.*  
**ORLANDO D. INIGO, JR.**  
Regional Vice President, PRO V  
Head of the Procuring Entity  
Date signed: 3/24



Copy Furnished:

- GPPB-TSO
- Resident Auditor, COA
- SBAC, PHIC





## PHILHEALTH REGIONAL OFFICE V Annual Procurement Plan for FY 2020

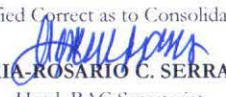
Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Project)
					Advertiseme nt/Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
GOODS AND SERVICES													
CAPITAL EXPENDITURES													
10605020	Procurement of Office Equipment	PRO V	NO	Competitive Bidding	JUNE	JUNE	JUNE	JULY	COB 2020	3,384,760.00		3,384,760.00	Airconditioning units
10605020	Procurement of Office Equipment	PRO V	NO	Competitive Bidding	JUNE	JUNE	JULY	JULY	COB 2020	1,512,500.00		1,512,500.00	Printing machine
10605020	Procurement of Office Equipment	PRO V	NO	NP-53.9 Small Value Procurement	N/A	N/A	JUNE	JULY	COB 2020	469,255.00		469,255.00	Paper shredder, refrigerator, sound system & handy camera & other office equipments
10607010	Procurement of Furniture and Fixtures	PRO V	NO	Competitive Bidding	JUNE	JUNE *	JUNE	JULY	COB 2020	2,206,368.00		2,206,368.00	Furniture & Fixtures
10607010	Procurement of Furniture and Fixtures	PRO V	NO	NP-53.9 Small Value Procurement	N/A	N/A	JUNE	JULY	COB 2020	50,000.00		50,000.00	Diaper-Changing Table
Sub-total										7,622,883.00	-	7,622,883.00	
Advertising, Promotional and Marketing Expenses													
5029901001	Procurement of Advertising Services	PRO V	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	JUNE	JULY	COB 2020	500,000.00	500,000.00		Advertising through electronic billboards (LED), blocktime in local TV & AM & FM Radio, spotbuys in local AM & FM Radio and magazine campaigns
5029901002	Marketing and Promotional	PRO V	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	SEPT	OCT	COB 2020	749,000.00	749,000.00		Meals with venue
5029901002	Marketing and Promotional	PRO V	NO	NP-53.9 Small Value Procurement	N/A	N/A	SEPT	OCT	COB 2020	3,275,816.00	3,275,816.00		Meals during in-house trainings / seminars, printable materials, give-aways & exhibits
Sub-total										4,524,816.00	4,524,816.00	-	
Communication													
50205010	Procurement of Courier Services	PRO V	NO	NP-53.9 Small Value Procurement	N/A	N/A	FEB	MAR	COB 2020	339,064.03	339,064.03		Mailing through private couriers
50205010	Procurement of Postage Services	PRO V	NO	NP-53.5 Agency-to-Agency	N/A	N/A	FEB	MAR	COB 2020	1,942,645.00	1,942,645.00		For mailings through Post Office
Sub-total										2,281,709.03	2,281,709.03	-	
General Services													
50212020	Procurement of Janitorial Services	PRO V	NO	Competitive Bidding	JAN	JAN	JAN	FEB	COB 2020	2,402,032.64	2,402,032.64		Member IDs, calendars & others
50212030	Procurement of Security Services	PRO V	YES	Competitive Bidding	JAN	JAN	JAN	FEB	COB 2020	6,182,716.95	6,182,716.95		Security Services for PRO V Office & warehouse & 6 LHIOs
Sub-total										8,584,749.59	8,584,749.59	-	
Other Maintenance and Operating Expenses													
50299020	Procurement of Printing and Binding Services	PRO V	NO	NP-53.9 Small Value Procurement	N/A	N/A	SEPT	OCT	COB 2020	422,000.00	422,000.00		Printing of member IDs, calendars and others
50299040	Procurement of Transportation and Delivery Services	PRO V	NO	NP-53.9 Small Value Procurement	N/A	N/A	JAN	FEB	COB 2020	100,000.00	100,000.00		Transfer of office and garbage collection
50299040	Procurement of Transportation and Delivery Services	PRO V	NO	NP-53.9 Small Value Procurement	N/A	N/A	JAN	FEB	COB 2020	270,000.00	270,000.00		Trucking & labor for hauling / transfer of racking system, records, supplies and equipments from present warehouse to new warehouse
50299050	Procurement of Lease / Rental Services	PRO V	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	JAN	FEB	COB 2020	20,458,881.96	20,458,881.96		Rent for office space and warehouse
50299050	Procurement of Rental Services	PRO V	NO	NP-53.9 Small Value Procurement	N/A	N/A	JAN	FEB	COB 2020	69,996.00	69,996.00		Other rental services
50299070	Subscription Expenses	PRO V	NO	NP-53.9 Small Value Procurement	N/A	N/A	JAN	FEB	COB 2020	75,000.00	75,000.00		Newspaper subscriptions
5029999003	Registration of Motor Vehicle	PRO V	NO	Direct Contracting	N/A	N/A	FEB	MAR	COB 2020	58,000.00	58,000.00		Registration of motor vehicles
5029999005	Corporate Forum	PRO V	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	SEPT	OCT	COB 2020	816,800.96	816,800.96		Corporate forums w/ lease of venue
5029999005	Corporate Forum	PRO V	NO	NP-53.9 Small Value Procurement	N/A	N/A	SEPT	OCT	COB 2020	83,199.04	83,199.04		Corporate forums w/o lease of venue
5029999006	Medical Expenses	PRO V	NO	NP-53.9 Small Value Procurement	N/A	N/A	FEB	MAR	COB 2020	540,000.00	540,000.00		Annual Physical Health Examination
Sub-total										22,893,877.96	22,893,877.96		
Repairs and Maintenance													



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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
5021305001	Repairs and Maintenance of Office Equipment	PRO V	NO	Direct Contracting	N/A	N/A	JAN	FEB	COB 2020	20,000.00	20,000.00		Repairs & maintenance of duplicating machines
5021305001	Repairs and Maintenance of Office Equipment	PRO V	NO	NP-53.9 Small Value Procurement	N/A	N/A	JAN	FEB	COB 2020	280,000.00	280,000.00		Repairs & maintenance of aircon & generator
5021305002	Repairs and Maintenance of I.T. Equipment	PRO V	NO	NP-53.9 Small Value Procurement	N/A	N/A	JAN	FEB	COB 2020	90,000.00	90,000.00		Repairs of computers, laptops and printers
50213060	Repairs and Maintenance of Transportation Equipment	PRO V	NO	NP-53.9 Small Value Procurement	N/A	N/A	JAN	FEB	COB 2020	600,000.00	600,000.00		Repair & maintenance of motor vehicles
50213070	Repairs and Maintenance of Furnitures	PRO V	NO	NP-53.9 Small Value Procurement	N/A	N/A	JAN	FEB	COB 2020	45,000.00	45,000.00		Repairs of chairs, sofa sets and tables
50213070	Repairs and Maintenance of Fixtures	PRO V	NO	NP-53.9 Small Value Procurement	N/A	N/A	JAN	FEB	COB 2020	20,000.00	20,000.00		Repairs of signages
50213070	Repairs and Maintenance of Fixtures	PRO V	NO	NP-53.9 Small Value Procurement	N/A	N/A	JAN	FEB	COB 2020	100,000.00	100,000.00		Dismantling & reinstallation of racking system for transfer to new warehouse
<b>Sub-total</b>										<b>1,155,000.00</b>	<b>1,155,000.00</b>		
<b>Supplies and Material Expenses</b>													
5020301001	Regular Office Supplies	PRO V	NO	NP-53.5 Agency-to-Agency / Shopping	N/A	N/A	SEPT	OCT	COB 2020	3,316,976.95	3,316,976.95		Regular office supplies purchased from PS-DBM / Shopping
5020301001	Regular Office Supplies	PRO V	NO	Direct Contracting	N/A	N/A	SET	OCT	COB 2020	195,169.12	195,169.12		Ink & master rolls for copier and risograph
50203020	Procurement of Accountable Forms	PRO V	NO	NP-53.5 Agency-to-Agency	N/A	N/A	OCT	OCT	COB 2020	19,675.00	19,675.00		Checks
50203070	Procurement of Drugs & Medicines	PRO V	NO	NP-53.9 Small Value Procurement	N/A	N/A	SEPT	OCT	COB 2020	43,287.50	43,287.50		Drug and medicines
50203080	Procurement of Medical, Dental & Laboratory Supplies	PRO V	NO	NP-53.9 Small Value Procurement	N/A	N/A	SET	OCT	COB 2020	65,322.18	65,322.18		Medical, dental & Laboratory supplies
50203090	Procurement of Gasoline, Oil and Lubricants	PRO V	NO	Public Bidding via Ordering Agreement	N/A	N/A	JAN	FEB	COB 2020	1,373,760.00	1,373,760.00		Gasoline, oil & lubricants
50203990	Procurement of Other Supplies and Material Expenses	PRO V	NO	NP-53.5 Agency-to-Agency / Shopping	N/A	N/A	MAR	MAR	COB 2020	338,917.27	338,917.27		Auto supply, hardware supply & others
<b>Sub-total</b>										<b>5,353,108.02</b>	<b>5,353,108.02</b>		
<b>Utility Expenses</b>													
50204010	Procurement of Water Services	PRO V	NO	Direct Contracting	N/A	N/A	FEB	MAR	COB 2020	330,901.68	330,901.68		Water supply
50204020	Procurement of Electricity	PRO V	NO	Direct Contracting	N/A	N/A	FEB	MAR	COB 2020	7,903,899.00	7,903,899.00		Electricity
<b>Sub-total</b>										<b>8,234,800.68</b>	<b>8,234,800.68</b>		
<b>TOTAL</b>										<b>60,650,944.28</b>	<b>53,028,061.28</b>	<b>7,622,883.00</b>	
<b>INFORMATION AND TECHNOLOGY RESOURCES</b>													
5020301002	Procurement of I.T. Supplies	PRO V	NO	Competitive Bidding	APR	APR	MAY	JUNE	COB 2020	1,924,275.00	1,924,275.00		Toner, Ribbons, Ink Cartridges & Maintenance Kit
5020301002	Procurement of I.T. Supplies	PRO V	NO	NP-53.5 Agency-to-Agency / Shopping	N/A	N/A	MAY	JUNE	COB 2020	302,326.97	302,326.97		Other IT Supplies
50205030	Procurement of Internet Services	PRO V	NO	NP-53.9 Small Value Procurement	N/A	N/A	SEPT	OCT	COB 2020	1,312,800.00	1,312,800.00		Internet subscriptions
<b>TOTAL</b>										<b>3,539,401.97</b>	<b>3,539,401.97</b>		
<b>INFRASTRUCTURE</b>													
5021309002	Repairs and Maintenance - Leased Assets Improvements - Building	PRO V	NO	NP-53.9 Small Value Procurement	N/A	N/A	JAN	FEB	COB 2020	387,000.00	387,000.00		For carpentry works, electric connections and plumbing
<b>TOTAL</b>										<b>387,000.00</b>	<b>387,000.00</b>		
<b>GRAND TOTAL</b>										<b>64,577,346.25</b>	<b>56,954,463.25</b>	<b>7,622,883.00</b>	

Prepared and Consolidated By:  
  
**RITCHIE C. SOLIBAGA**  
 Asst. BAC Secretariat

Certified Correct as to Consolidation:  
  
**MARIA-ROSARIO C. SERRANO**  
 Head, BAC Secretariat

PHILHEALTH REGIONAL OFFICE V Annual Procurement Plan for FY 2020

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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	

Recommended as to Mode of Procurement:

*on quarantine*  
ROSIE B. SALVIDAR  
BAC Member

*[Signature]*  
CHRISTOPHER C. FESALBON  
BAC Member

*[Signature]*  
DR. MYRNA R. SURATOS  
BAC Member

*on quarantine*  
MARCIA NATALIA V. SIMSIMAN  
BAC Member

*[Signature]*  
ATTY. DEAN S. SALVOSA  
BAC Vice Chairperson

*[Signature]*  
DR. RONALD E. SANTELICES  
BAC Chairperson

Approved By:

*[Signature]*  
ORLANDO D. INIGO, JR.  
Regional Vice President/HOPE, PRO V