



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

Citystate Centre, 709 Shaw Boulevard, Pasig City
Call Center: (02) 441-7442 | Trunkline: (02) 441-7444
www.philhealth.gov.ph



13 March 2020

ORVP MEMORANDUM

No. 2020 - 0004

TO : ALL CONCERNED END-USERS

SUBJECT : ANNUAL PROCUREMENT PLAN 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 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 2020 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 2020. 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.


ARLAN M. GRANALI
Acting Regional Vice President
PRO VII



Republic of the Philippines
Philippine Health Insurance Corporation
ANNUAL PROCUREMENT PLAN
Calendar Year 2020

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	
Procurement of Office Equipment																				
1st Quarter																				
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement Public Bidding	JAN	JAN							FEB		MAR	MAR	COB	2,967,931.00		2,967,931.00	
																	2,967,931.00	0.00	2,967,931.00	
Procurement of Furniture and Fixtures																				
1st Quarter																				
Philhealth	Regional	Office VII	Public Bidding Negotiated Procurement - Small Value Procurement	JAN	JAN							FEB		MAR	MAR	COB	534,900.00		534,900.00	
2nd Quarter																				
Philhealth	Regional	Office VII	Public Bidding	MAR	MAR	MAR		MAR		MAR	APR	APR	MAY	MAY	MAY	COB	15,900.00		15,900.00	
																	550,800.00	0.00	550,800.00	
Procurement of Regular Office Supplies																				
1st Quarter																				
Philhealth	Regional	Office VII	Negotiated Procurement - PS-DBM/Shopping Negotiated Procurement - Small Value Procurement Direct Contracting	JAN	JAN							JAN		FEB	FEB	COB	765,190.41	765,190.41		
2nd Quarter																				
Philhealth	Regional	Office VII	Negotiated Procurement - PS-DBM/Shopping Negotiated Procurement - Small Value Procurement Direct Contracting	MAR	MAR									APR	APR	COB	528,579.19	528,579.19		
3rd Quarter																				

Republic of the Philippines
Philippine Health Insurance Corporation
ANNUAL PROCUREMENT PLAN
Calendar Year 2020

BAC Goods and Services

Procurement Program/Project					SCHEDULE FOR EACH PROCUREMENT ACTIVITY												Fund Source	Estimated Budget			Remarks
					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	Total	
Philhealth	Regional	Office VII	Negotiated Procurement - PS-DBM/Shopping Negotiated Procurement - Small Value Procurement Direct Contracting	JUN	JUN									JUL	JUL	COB	778,389.29	778,389.29			
4th Quarter																					
Philhealth	Regional	Office VII	Negotiated Procurement - PS-DBM/Shopping Negotiated Procurement - Small Value Procurement Direct Contracting	SEP	SEP									OCT	OCT	COB	258,205.96	258,205.96			
																	2,330,364.85	2,330,364.85	0.00		
Procurement of Accountable Forms																					
1st Quarter																					
Philhealth	Regional	Office VII	National Printing Office	FEB	FEB									MAR	MAR	COB	15,495.00	15,495.00			
2nd Quarter																					
Philhealth	Regional	Office VII	National Printing Office	APR	APR									MAY	MAY	COB	15,495.00	15,495.00			
3rd Quarter																					
Philhealth	Regional	Office VII	National Printing Office	AUG	AUG									SEP	SEP	COB	15,495.00	15,495.00			
4th Quarter																					
Philhealth	Regional	Office VII	National Printing Office	SEP	SEP									OCT	OCT	COB	15,495.00	15,495.00			
																	61,980.00	61,980.00	0.00		
Procurement of Drug and Medicines																					
1st Quarter																					
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement	JAN	FEB						FEB		MAR	MAR	COB	5,869.37	5,869.37				
2nd Quarter																					

Republic of the Philippines
Philippine Health Insurance Corporation
ANNUAL PROCUREMENT PLAN
Calendar Year 2020

BAC Goods and Services

Procurement Program/Project					SCHEDULE FOR EACH PROCUREMENT ACTIVITY											Fund Source	Estimated Budget			Remarks
					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	
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement	MAR	MAR						MAR		APR	APR	COB	2,932.84	2,932.84			
3rd Quarter																				
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement	JUN	JUN						JUN		JUL	JUL	COB	3,614.17	3,614.17			
4th Quarter																				
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement	SEP	SEP						SEP		OCT	OCT	COB	932.30	932.30			
																13,348.68	13,348.68	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	27,223.63	27,223.63			
2nd Quarter																				
Philhealth	Regional	Office VII	Negotiated Procurement - PS-DBM/Shopping Negotiated Procurement - Small Value Procurement	MAR	MAR								APR	APR	COB	8,666.92	8,666.92			
3rd Quarter																				
Philhealth	Regional	Office VII	Negotiated Procurement - PS-DBM/Shopping Negotiated Procurement - Small Value Procurement	JUN	JUN						JUN		JUL	JUL	COB	9,977.00	9,977.00			
4th Quarter																				

Republic of the Philippines
Philippine Health Insurance Corporation
ANNUAL PROCUREMENT PLAN
Calendar Year 2020

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 VII	Negotiated Procurement - PS-DBM/Shopping Negotiated Procurement - Small Value Procurement	SEP	SEP									OCT	OCT	COB	6,804.60	6,804.60			
																	52,672.15	52,672.15	0.00		
Procurement of Gasoline, Oil and Lubricants																					
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement	JAN	FEB							FEB		MAR	MAR	COB	733,360.00	733,360.00			
																	733,360.00	733,360.00	0.00		
Procurement of Other Supplies																					
1st Quarter																					
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement	JAN	JAN							JAN		FEB	FEB	COB	73,557.17	73,557.17			
2nd Quarter																					
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement	FEB	MAR							MAR		APR	APR	COB	46,420.97	46,420.97			
3rd Quarter																					
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement	JUN	JUN							JUN		JUL	JUL	COB	51,968.16	51,968.16			
4th Quarter																					
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement	SEP	SEP							SEP		OCT	OCT	COB	29,797.16	29,797.16			
																	201,743.46	201,743.46	0.00		
Procurement of Water Services																					
Philhealth	Regional	Office VII	Direct Contracting	JAN	JAN							JAN	FEB	FEB	MAR	MAR	COB	329,100.00	329,100.00		
																	329,100.00	329,100.00	0.00		
Procurement of Electricity																					

Republic of the Philippines
Philippine Health Insurance Corporation
ANNUAL PROCUREMENT PLAN
Calendar Year 2020

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	
Philhealth Regional Office VII	Direct Contracting	JAN	JAN						JAN	FEB	FEB	MAR	MAR	COB	7,533,502.00	7,533,502.00				
															7,533,502.00	7,533,502.00	0.00			
Procurement of Postage and Delivery Services																				
Philhealth Regional Office VII	Negotiated Procurement - Agency to Agency Negotiated Procurement - Small Value Procurement	JAN	FEB							FEB		MAR	MAR	COB	6,777,400.00	6,777,400.00				
															6,777,400.00	6,777,400.00	0.00			
Procurement of Cable, Satellite, Telegraph and Radio Services																				
Philhealth Regional Office VII	Direct Contracting	JAN	JAN						FEB	FEB	MAR	MAR	MAR	COB	24,000.00	24,000.00				
															24,000.00	24,000.00	0.00			
Procurement of Janitorial Services																				
Philhealth Regional Office VII	Public Bidding	JUL	JUL	JUL		JUL		JUL	AUG	AUG	SEP	SEP	SEP	COB	2,853,770.64	2,853,770.64				
															2,853,770.64	2,853,770.64	0.00			
Procurement of Security Services																				
Philhealth Regional Office VII	Public Bidding	JUL	JUL	JUL		JUL		JUL	AUG	AUG	SEP	SEP	SEP	COB	9,989,255.28	9,989,255.28				
															9,989,255.28	9,989,255.28	0.00			
Repair and Maintenance of Office Equipment																				
Philhealth Regional Office VII	Negotiated Procurement - Small Value Procurement	JAN	JAN							FEB		MAR	MAR	COB	330,000.00	330,000.00				
															330,000.00	330,000.00	0.00			
Repair and Maintenance of IT Equipment																				
Philhealth Regional Office VII	Negotiated Procurement - Small Value Procurement	JAN	JAN							FEB		MAR	MAR	COB	149,882.99	149,882.99				
															149,882.99	149,882.99	0.00			
Repair and Maintenance of Transportation Equipment																				
Philhealth Regional Office VII	Negotiated Procurement - Small Value Procurement	JAN	JAN							FEB		MAR	MAR	COB	350,000.00	350,000.00				

Republic of the Philippines
Philippine Health Insurance Corporation
ANNUAL PROCUREMENT PLAN
Calendar Year 2020

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	
350,000.00																	350,000.00	0.00	
Repair and Maintenance of Furniture and Fixtures																			
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement	JAN	JAN						FEB		MAR	MAR	COB	10,000.00	10,000.00		
10,000.00																	10,000.00	0.00	
Procurement of Advertising Services																			
Philhealth	Regional	Office VII	Direct Contracting Negotiated Procurement - Small Value Procurement	JAN	JAN				JAN	FEB	FEB	MAR	MAR	COB	1,135,200.00	1,135,200.00			
1,135,200.00																	1,135,200.00	0.00	
Marketing and Promotional																			
Philhealth	Regional	Office VII	Negotiated Procurement - Lease of Real Property and Venue Negotiated Procurement - Small Value Procurement	JAN	JAN						FEB		MAR	MAR	COB	4,247,500.00	4,247,500.00		
4,247,500.00																	4,247,500.00	0.00	
Procurement of Printing and Binding Services																			
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement	JAN	JAN						FEB		MAR	MAR	COB	895,000.00	895,000.00		
895,000.00																	895,000.00	0.00	
Procurement of Transportation and Delivery Services																			
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement	JAN	JAN						FEB		MAR	MAR	COB	87,500.00	87,500.00		
87,500.00																	87,500.00	0.00	
Procurement of Rental Services																			

Republic of the Philippines
Philippine Health Insurance Corporation
ANNUAL PROCUREMENT PLAN
Calendar Year 2020

BAC Goods and Services

Procurement Program/Project					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		Negotiated Procurement - Lease of Real Property and Venue	JAN	JAN					JAN	FEB	FEB	MAR	MAR	COB	34,258,507.85	34,258,507.85		
																	34,258,507.85	34,258,507.85	0.00	
Procurement of Subscription Services																				
Philhealth	Regional	Office VII		Direct Contracting Negotiated Procurement - Small Value Procurement	JAN	JAN					JAN	FEB	FEB	MAR	MAR	COB	79,740.00	79,740.00		
																	79,740.00	79,740.00	0.00	
Registration of Motor Vehicle																				
Philhealth	Regional	Office VII		Negotiated Procurement - Small Value Procurement	JAN	JAN						JAN		FEB	FEB	COB	25,800.00	25,800.00		
																	25,800.00	25,800.00	0.00	
Corporate Forum																				
Philhealth	Regional	Office VII		Negotiated Procurement - Lease of Real Property and Venue Negotiated Procurement - Small Value Procurement	JAN	JAN					JAN	FEB	FEB	MAR	MAR	COB	738,000.00	738,000.00		
																	738,000.00	738,000.00	0.00	
Note: System generated report.																Total	76,726,358.90	73,207,627.90	3,518,731.00	

Republic of the Philippines
Philippine Health Insurance Corporation
ANNUAL PROCUREMENT PLAN
Calendar Year 2020

BAC Information and Technology Resoources

Procurement Program/Project					SCHEDULE FOR EACH PROCUREMENT ACTIVITY											Estimated Budget				Remarks
					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	
Procurement of IT Supplies																				
1st Quarter																				
Philhealth	Regional	Office VII	Negotiated Procurement - PS-DBM/Shopping Negotiated Procurement - Small Value Procurement Direct Contracting	JAN	JAN									FEB	FEB	COB	1,259,944.40	1,259,944.40		
2nd Quarter																				
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement Negotiated Procurement - PS-DBM/Shopping	MAR	MAR									APR	APR	COB	684,083.16	684,083.16		
3rd Quarter																				
Philhealth	Regional	Office VII	Negotiated Procurement - PS-DBM/Shopping Negotiated Procurement - Small Value Procurement Direct Contracting	JUN	JUN									JUL	JUL	COB	1,030,595.01	1,030,595.01		
4th Quarter																				
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement Negotiated Procurement - PS-DBM/Shopping	SEP	SEP									OCT	OCT	COB	303,363.49	303,363.49		
																	3,277,986.06	3,277,986.06	0.00	
Procurement of Internet Services																				
Philhealth	Regional	Office VII	Direct Contracting	JAN	JAN						JAN	FEB	FEB	MAR	MAR	COB	1,540,788.00	1,540,788.00		

Republic of the Philippines
Philippine Health Insurance Corporation
ANNUAL PROCUREMENT PLAN
Calendar Year 2020

BAC Information and Technology Resoources

Procurement Program/Project PMO / Mode of End-User 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		
																1,540,788.00	1,540,788.00	0.00		
Note: System generated report.																Total	4,818,774.06	4,818,774.06	0.00	