



*Republic of the Philippines*  
**PHILIPPINE HEALTH INSURANCE CORPORATION**  
**PHILHEALTH REGIONAL OFFICE I**  
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Email: region1@philhealth.gov.ph; www.philhealth.gov.ph



March 4, 2021

**CORPORATE MEMORANDUM**

PRO 1 No. 2021 00120

**TO :** **ALL CONCERNED END-USERS**  
PhilHealth Regional Office 1

**SUBJECT :** **Approval of the CY 2021 Annual Procurement Plan (APP)**

In acquiescence with Sections 7.1 and 7.2 of Republic Act 9184, otherwise known as "Government Procurement Reform Act of 2003" and its 2016 Revised Implementing Rules and Regulations, all procurement of PhilHealth shall be within its approved budget and no procurement shall be undertaken unless it is in accordance with the duly approved Annual Procurement Plan (APP).

Upon approval of the Corporate Operating Budget (COB) of CY 2021 and consistent with the provisions of Republic Act No. 9184 and its RIRR, the BAC Secretariat using the Financial Management Information System – PhilHealth Budget System (FMIS-PBS) consolidated the Project Procurement Management Plan (PPMP) of all concerned end-users in PhilHealth Regional Office 1 into the CY 2021 Annual Procurement Plan (APP).

The PhilHealth Regional Office 1-Bids and Awards Committee, deliberated on, determined and recommended the appropriate method of procurement covering the various projects, activities and programs (PAPs) included in the APP. In accordance with the parameters set forth by RA 9184 and its 2016 RIRR.

It is emphasized that all procurement based on the approved CY 2021 APP must be undertaken strictly in accordance with the terms, conditions and requirements provided in the law, its RIRR as well as relevant 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 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 purposed, 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 whose mode of procurement determined to be through "Direct Contracting" must comply with the requirements of Section 50 of RA 9184 and its 2016







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RIRR as well as 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 / Labor Office where the Head Office of the dealer or manufacturer is located, if foreign goods.

Under the authority granted by the PhilHealth Board of Directors to the Regional Vice President as Head of Procuring Entity, the attached CY 2021 APP is hereby approved and enjoined all to facilitate procurement and implementation of the PAPs thereat.

Moreover, procurement of all the items in the CY 2021 APP particularly those under the Capital Expenditures (CAPEX) should end October 31, 2021.

For information and strict compliance of all concerned.

  
**DENNIS B. ADRE**  
Regional Vice President  
Date Signed: \_\_\_\_\_



# PhilHealth Regional Office 1 Annual Procurement Plan for FY 2021

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)
					Advertisement/P osting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
10605020	Procurement of Office Equipment	PRO 1	NO	NP-53.5 Agency-to-Agency	Feb-21	N/A	Feb-21	Mar-21	Corporate Budget	52,888.00	-	52,888.00	Office Equipment not available in the Procurement Service will be procured through NP-Small Value Procurement
10605020	Procurement of Office Equipment	PRO 1	NO	NP-53.5 Agency-to-Agency	May-21	N/A	May-21	Jun-21	Corporate Budget	25,000.00	-	25,000.00	Office Equipment not available in the Procurement Service will be procured through NP-Small Value Procurement
10607010	Procurement of Furniture and Fixtures	PRO 1	NO	NP-53.5 Agency-to-Agency	Jan-21	Jan-21	Feb-21	Mar-21	Corporate Budget	713,167.50	-	713,167.50	Furnitures not available in the Procurement Service will be procured through Public Bidding
5020301001	Procurement of Regular Office Supplies 1st Quarter	PRO 1	NO	NP-53.5 Agency-to-Agency	Feb-21	N/A	Mar-21	Mar-21	Corporate Budget	1,757,670.30	1,757,670.30	-	Supplies not available in the Procurement Service will be procured through Shopping if amount involved is 1M and below and Public Bidding if above 1M.
5020301001	Procurement of Regular Office Supplies 2nd Quarter	PRO 1	NO	NP-53.5 Agency-to-Agency	May-20	N/A	N/A	Jun-21	Corporate Budget	724,416.30	724,416.30	-	Supplies not available in the Procurement Service will be procured through Shopping
5020301001	Procurement of Regular Office Supplies 3rd Quarter	PRO 1	NO	NP-53.5 Agency-to-Agency	Aug-21	N/A	N/A	Sep-21	Corporate Budget	418,655.52	418,655.52	-	Supplies not available in the Procurement Service will be procured through Shopping
5020301001	Procurement of Regular Office Supplies 4th Quarter	PRO 1	NO	NP-53.5 Agency-to-Agency	Nov-21	N/A	N/A	Dec-21	Corporate Budget	56,422.83	56,422.83	-	Supplies not available in the Procurement Service will be procured through Shopping
50203020	Procurement of Accountable Forms	PRO 1	NO	NP-53.5 Agency-to-Agency	Feb-21	N/A	Feb-21	Mar-21	Corporate Budget	83,500.00	83,500.00	-	-
50203070	Procurement of Drug and Medicines 1st Quarter	PRO 1	NO	NP-53.5 Agency-to-Agency	Feb-21	N/A	N/A	Mar-21	Corporate Budget	19,737.93	19,737.93	-	Supplies not available in the Procurement Service will be procured through Shopping

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50203070	Procurement of Drug and Medicines 2nd Quarter	PRO 1	NO	NP-53.5 Agency-to-Agency	May-21	N/A	N/A	Jun-21	Corporate Budget	7,256.85	7,256.85		Supplies not available in the Procurement Service will be procured through Shopping
50203070	Procurement of Drug and Medicines 3rd Quarter	PRO 1	NO	NP-53.5 Agency-to-Agency	Aug-21	N/A	N/A	Sep-21	Corporate Budget	3,030.16	3,030.16		Supplies not available in the Procurement Service will be procured through Shopping
50203080	Procurement of Medical, Dental and Laboratory Supplies 1st Quarter	PRO 1	NO	NP-53.5 Agency-to-Agency	Feb-21	N/A	N/A	Mar-21	Corporate Budget	197,035.78	197,035.78		Supplies not available in the Procurement Service will be procured through Shopping
50203080	Procurement of Medical, Dental and Laboratory Supplies 2nd Quarter	PRO 1	NO	NP-53.5 Agency-to-Agency	May-21	N/A	N/A	Jun-21	Corporate Budget	42,204.43	42,204.43		Supplies not available in the Procurement Service will be procured through Shopping
50203080	Procurement of Medical, Dental and Laboratory Supplies 3rd Quarter	PRO 1	NO	NP-53.5 Agency-to-Agency	Aug-21	N/A	N/A	Sep-21	Corporate Budget	61,406.30	61,406.30		Supplies not available in the Procurement Service will be procured through Shopping
50203080	Procurement of Medical, Dental and Laboratory Supplies 4th Quarter	PRO 1	NO	NP-53.5 Agency-to-Agency	Nov-21	N/A	N/A	Dec-21	Corporate Budget	24,381.00	24,381.00		Supplies not available in the Procurement Service will be procured through Shopping
50203090	Procurement of Gasoline, Oil and Lubricants	PRO 1	NO	NP-53.9 - Small Value Procurement	Feb-21	N/A	Feb-21	Mar-21	Corporate Budget	1,194,000.00	1,194,000.00		Each Local Health Insurance Office will canvass and procure gasoline stations near their area not exceeding P1M per cost center/end-user
50203110	Procurement of Textbooks and Instructional Materials	PRO 1	NO	NP-53.5 Agency-to-Agency	Feb-21	N/A	N/A	Mar-21	Corporate Budget	100.00	100.00		Supplies not available in the Procurement Service will be procured through Shopping
5020321002	Procurement of Semi-Expendable Office Equipment Expenses	PRO 1	NO	NP-53.5 Agency-to-Agency	Feb-21	N/A	Feb-21	Mar-21	Corporate Budget	67,716.50	67,716.50		Equipment not available in the Procurement Service will be procured through NP-53.9 Small Value Procurement

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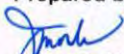
Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Project)
					Advertisement/P osting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
5020321002	Procurement of Semi-Expendable Office Equipment Expenses	PRO 1	NO	NP-53.5 Agency-to-Agency	May-21	N/A	May-21	Jun-21	Corporate Budget	13,695.00	13,695.00		Equipment not available in the Procurement - Service will be procured through NP-53.9 Small Value Procurement
5020321002	Procurement of Semi-Expendable Office Equipment Expenses	PRO 1	NO	NP-53.5 Agency-to-Agency	Aug-21	N/A	Aug-21	Sep-21	Corporate Budget	704.00	704.00		Equipment not available in the Procurement - Service will be procured through NP-53.9 Small Value Procurement
5020322001	Procurement of Semi-Expendable Furniture and Fixtures	PRO 1	NO	NP-53.5 Agency-to-Agency	Feb-21	N/A	Feb-21	Mar-21	Corporate Budget	295,578.74	295,578.74		Equipment not available in the Procurement - Service will be procured through NP-53.9 Small Value Procurement
50203990	Procurement of Other Supplies	PRO 1	NO	NP-53.5 Agency-to-Agency	Feb-21	N/A	N/A	Mar-21	Corporate Budget	51,499.00	51,499.00		Supplies not available in the Procurement - Service will be procured though Shopping
50204010	Procurement of Water Services	PRO 1	NO	Direct Contracting	Jan-21	N/A	Feb-21	Mar-21	Corporate Budget	523,389.56	523,389.56	-	-
50204020	Procurement of Electricity	PRO 1	NO	Direct Contracting	Jan-21	N/A	Feb-21	Mar-21	Corporate Budget	6,480,882.76	6,480,882.76	-	-
50205010	Procurement of Postage and Delivery Services	PRO 1	NO	NP-53.5 Agency-to-Agency	Feb-21	N/A	Feb-21	Mar-21	Corporate Budget	4,713,480.00	4,713,480.00		For Metered- Agency to Agency at PhilPost; For Courier Service-NP Small Value Procurement
50205040	Procurement of Cable, Satellite, Telegraph and Radio Services	PRO 1	NO	NP-53.9 - Small Value Procurement	Feb-21	N/A	Feb-21	Mar-21	Corporate Budget	6,000.00	6,000.00	-	-
50212020	Procurement of Janitorial Services	PRO 1	NO	Competitive Bidding	Jan-21	Jan-21	Feb-21	Mar-21	Corporate Budget	4,557,675.00	4,557,675.00	-	-
50212030	Procurement of Security Services	PRO 1	NO	Competitive Bidding	Jan-21	Jan-21	Feb-21	Mar-21	Corporate Budget	5,408,169.72	5,408,169.72	-	-
5021305001	Repair and Maintenance of Office Equipment	PRO 1	NO	NP-53.9 - Small Value Procurement	Feb-21	N/A	Feb-21	Mar-21	Corporate Budget	494,678.94	494,678.94	-	-
50213060	Repair and Maintenance of Transportation Equipment	PRO 1	NO	NP-53.9 - Small Value Procurement	Feb-21	N/A	Feb-21	Mar-21	Corporate Budget	1,262,662.58	1,262,662.58		Each Local Health Insurance Office will canvass for their periodic maintenance of their assigned vehicles near their area not exceeding P1M per cost center/end-user
50213070	Repair and Maintenance of Furniture and Fixtures	PRO 1	NO	NP-53.9 - Small Value Procurement	Feb-21	N/A	Feb-21	Mar-21	Corporate Budget	3,840.00	3,840.00	-	-

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5029901002	Marketing and Promotional	PRO 1	NO	NP-53.9 - Small Value Procurement	Feb-21	N/A	Feb-21	Mar-21	Corporate Budget	238,500.60	238,500.60		For activities to be held outside the office, the method of procurement is NP-Lease of Real Property
50299020	Procurement of Printing and Binding Services	PRO 1	NO	NP-53.9 - Small Value Procurement	Feb-21	N/A	Feb-21	Mar-21	Corporate Budget	2,000.00	2,000.00	-	-
50299040	Procurement of Transportation and Delivery Services	PRO 1	NO	NP-53.9 - Small Value Procurement	Feb-21	N/A	Feb-21	Mar-21	Corporate Budget	805,000.00	805,000.00	-	-
50299050	Procurement of Rental Services	PRO 1	NO	NP-53.10 Lease of Real Property and Venue	Jan-21	N/A	Feb-21	Mar-21	Corporate Budget	15,474,693.39	15,474,693.39	-	-
50299070	Procurement of Subscription Services	PRO 1	NO	NP-53.9 - Small Value Procurement	Feb-21	N/A	Feb-21	Mar-21	Corporate Budget	12,600.00	12,600.00	-	-
5029999003	Registration of Motor Vehicle	PRO 1	NO	NP-53.5 Agency-to-Agency	Feb-21	N/A	Feb-21	Mar-21	Corporate Budget	32,942.16	32,942.16	-	-
5029999005	Corporate Forum	PRO 1	NO	NP-53.9 - Small Value Procurement	Feb-21	N/A	Feb-21	Mar-21	Corporate Budget	142,000.00	142,000.00		For activities to be held outside the office, the method of procurement is NP-Lease of Real Property
5029999006	Medical Expenses	PRO 1	NO	NP-53.9 - Small Value Procurement	Feb-21	N/A	Feb-21	Mar-21	Corporate Budget	500,000.00	500,000.00	-	-
5021309002	Repair and Maintenance for Leased Assets Improvements-Building	PRO 1	NO	NP-53.9 - Small Value Procurement	Feb-21	N/A	Feb-21	Mar-21	Corporate Budget	99,900.00	99,900.00	-	-

**Prepared by:**


  
Joann E. Morillo  
EA II/Head, SBAC


  
Maria Antonietta D. Luzadas  
Member, SBAC

**Recommended by:**


  
Chester Joseph C. Canto  
Provisional Member

  
Atty. Mary Grace H. Padapat  
BAC Member

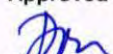
  
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Vice Chairperson

  
Cynthia S. Santos  
BAC Member-Alternate

  
Maricar M. Arzadon, MD  
BAC Chairperson

**Approved by:**

  
Dennis B. Adre  
Regional Vice President

