Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
PhilHealth Regional Office IV-B
XentroMall Batangas City, Diversion Road, Brgy. Alangilan, Batangas City
Healthline (043) 723-8822/ 722-1602/ 300-4342/ 300-3267
region4b@philhealth.gov.ph www.philhealth.gov.ph

UNIVERSAL HEALTH CARE

December 10, 2020

PRO IV-B BAC MEMORANDUM
No. 2020-001

TO	:	**ALL CONCERNED COST CENTERS** PhilHealth Regional Office IV-B
SUBJECT	:	**INDICATIVE ANNUAL PROCUREMENT PLAN (APP) FOR CY 2021**

In order to ensure the effective and efficient delivery of public service and to support its proposed budget taking into consideration the budget framework for CY 2021 in order to reflect its priorities and objectives, preparation of Indicative APP is necessary.

As mandated, the PRO IV-B Bids and Awards Committee (PRO IV-B BAC) deliberated on, determined and recommended the appropriate method of procurement covering the various projects/programs/activities included in the Indicative APP, in accordance with the parameters set in Republic Act 9184 and its Revised IRR.

Section 7.3 of the Revised IRR of R.A. 9184 provides:

> *"Upon issuance of the budget call in the case of NGAs, SUCs Constitutional Commission or Offices, or similar document for GOCCs, GFIs, and LGUs, the Procuring Entity shall prepare its Indicative APP for the succeeding year..."*

Accordingly, and under the authority granted by the PhilHealth Board of Directors to the President and CEO, and Regional Vice-President, in case of PhilHealth Regional Offices, as Head of the Procuring Entity, this Order is hereby issued approving the attached Indicative APP for CY 2021 for Goods and Services.

It is emphasized that all procurement based on the approved Indicative APP for CY 2021 must be undertaken strictly in accordance with the terms, conditions and requirements provided in the law, its IRR as well as relevant government and corporate procurement policies, rules and regulations, subject to usual government auditing and accounting rules and regulations.

For information and guidance of all concerned.

ATTY. JERRY F. IBAY
Regional Vice-President
Date Signed 12/18/2020

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UNIVERSAL HEALTH CARE

PHILHEALTH REGIONAL OFFICE IV-B
INDICATIVE ANNUAL PROCUREMENT PLAN
Calendar Year 2021

Code (PAP)	Procurement Program/Project	PMO / End User	Mode of Procurement	Schedule for Each Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
50203020	Procurement of Accountable Forms - Operations Checks - 1st Quarter	PRO IV-B	Direct Contracting	5-Jan-21	-	12-Jan-21	15-Jan-21	COB	10,395.00	10,395.00		
50203020	Procurement of Accountable Forms - Operations Checks - 2nd Quarter	PRO IV-B	Direct Contracting	1-Mar-21	-	8-Mar-21	11-Mar-21	COB	10,395.00	10,395.00		
50203020	Procurement of Accountable Form - Operations Checks - 3rd Quarter	PRO IV-B	Direct Contracting	31-May-21	-	7-Jun-21	10-Jun-21	COB	10,395.00	10,395.00		
50203020	Procurement of Accountable Forms - Operations Checks - 4th Quarter	PRO IV-B	Direct Contracting	31-Aug-21	-	7-Sep-21	10-Sep-21	COB	10,395.00	10,395.00		
	Sub-Total								**41,580.00**	**41,580.00**		
50203020	Procurement of Accountable Forms - 1st Quarter - Continuous Form Checks	PRO IV-B	Negotiated Procurement - Agency to Agency	5-Jan-21	-	12-Jan-21	15-Jan-21	COB	5,010.00	5,010.00		
50203020	Procurement of Accountable Forms - 2nd Quarter	PRO IV-B	Negotiated Procurement - Agency to Agency	1-Mar-21		8-Mar-21	11-Mar-21	COB	5,010.00	5,010.00		
50203020	Procurement of Accountable Forms - 3rd Quarter	PRO IV-B	Negotiated Procurement - Agency to Agency	31-May-21	-	7-Jun-21	10-Jun-21	COB	5,010.00	5,010.00		
50203020	Procurement of Accountable Forms - 4th Quarter	PRO IV-B	Negotiated Procurement - Agency to Agency	31-Aug-21	-	7-Sep-21	10-Sep-21	COB	5,010.00	5,010.00		
	Sub-Total								**20,040.00**	**20,040.00**		
	Total								**61,620.00**	**61,620.00**		
50205010	Procurement of Postage and Delivery Services - Metered/Postage	PRO IV-B	Negotiated Procurement - Agency to Agency	7-Jan-21	-	-	10-Jan-20	COB	4,483,580.00	4,483,580.00		
	Total								**4,483,580.00**	**4,483,580.00**		
5029999003	Registration of Motor Vehicle	PRO IV-B	Negotiated Procurement - Agency to Agency	7-Jan-21		-	14-Jan-21	COB	41,204.38	41,204.38		
	Total								**41,204.38**	**41,204.38**		
5020301001	Procurement of Regular Office Supplies - Cash Book General Form 104 - 1st Quarter	PRO IV-B	Negotiated Procurement - Agency to Agency	7-Jan-21	-	-	14-Jan-21	COB	1,560.90	1,560.90		

Code (PAP)	Procurement Program/Project	PMO / End User	Mode of Procurement	Schedule for Each Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
5020301001	Procurement of Regular Office Supplies - Cash Book General Form 104 - 2nd Quarter	PRO IV-B	Negotiated Procurement - Agency to Agency	5-Mar-21	-	-	12-Mar-21	COB	1,560.90	1,560.90		
5020301001	Procurement of Regular Office Supplies - Cash Book General Form 104 - 3rd Quarter	PRO IV-B	Negotiated Procurement - Agency to Agency	3-Jun-21	-	-	12-Jun-21	COB	1,040.60	1,040.60		
5020301001	Procurement of Regular Office Supplies - Cash Book General Form 104 - 4th Quarter	PRO IV-B	Negotiated Procurement - Agency to Agency	6-Sep-21	-	-	13-Sep-21	COB	1,040.60	1,040.60		
	Sub-Total								**5,203.00**	**5,203.00**		
5020301001	Procurement of Regular Office Supplies - Cash Book for Regular Disbursement Officer (General Form 103) - 1st Quarter	PRO IV-B	Negotiated Procurement - Agency to Agency	7-Jan-21	-	-	14-Jan-21	COB	1,680.00	1,680.00		
5020301001	Procurement of Regular Office Supplies - Cash Book for Regular Disbursement Officer (General Form 103) - 2nd Quarter	PRO IV-B	Negotiated Procurement - Agency to Agency	5-Mar-21	-	-	12-Mar-21	COB	1,260.00	1,260.00		
5020301001	Procurement of Regular Office Supplies - Cash Book for Regular Disbursement Officer (General Form 103) - 3rd Quarter	PRO IV-B	Negotiated Procurement - Agency to Agency	3-Jun-21	-	-	12-Jun-21	COB	1,260.00	1,260.00		
	Sub-Total								**4,200.00**	**4,200.00**		
	Total								**9,403.00**	**9,403.00**		
50299050	Procurement of Rental Services - Office Spaces and Warehouses (PRO and LHIOs)	PRO IV-B	Negotiated Procurement - Lease of Real Property or Venue	8-Jan-21	-	15-Jan-21	18-Jan-21	COB	29,228,188.43	29,228,188.43		
	Sub-Total								**29,228,188.43**	**29,228,188.43**		
	Procurement of Rental Services - Shuttle Service	PRO IV-B	Negotiated Procurement - Small Value Procurement	7-Jan-21	-	-	14-Jan-21	COB	1,380,000.00	1,380,000.00		
	Sub-Total								**1,380,000.00**	**1,380,000.00**		

Code (PAP)	Procurement Program/Project	PMO / End User	Mode of Procurement	Schedule for Each Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Procurement of Rental Services - Rental of Photocopier	PRO IV-B	Negotiated Procurement - Small Value Procurement	7-Jan-21	-	-	14-Jan-21	COB	480,000.00	480,000.00		
	Sub-Total								**480,000.00**	**480,000.00**		
	Total								**31,088,188.43**	**31,088,188.43**		
50203090	Procurement of Fuel, Oil and Lubricants	PRO IV-B	Negotiated Procurement - Small Value Procurement	7-Jan-21	-	-	14-Jan-21	COB	1,411,200.00	1,411,200.00		
	Total								**1,411,200.00**	**1,411,200.00**		
50215030	Procurement of Insurance	PRO IV-B	Negotiated Procurement - Small Value Procurement	7-Jan-21	-	-	14-Jan-21	COB	739,500.49	739,500.49		
	Total								**739,500.49**	**739,500.49**		
50204010	Procurement of Water Services	PRO IV-B	Negotiated Procurement - Small Value Procurement	7-Jan-21	-	-	14-Jan-21	COB	596,688.00	596,688.00		
	Total								**596,688.00**	**596,688.00**		
50204020	Procurement of Electricity	PRO IV-B	Negotiated Procurement - Small Value Procurement	7-Jan-21	-	-	14-Jan-21	COB	7,747,460.94	7,747,460.94		
	Total								**7,747,460.94**	**7,747,460.94**		
50205010	Procurement of Postage and Delivery Services - Courier Services (PRO and LHIOs)	PRO IV-B	Negotiated Procurement - Small Value Procurement	7-Jan-21	-	-	14-Jan-21	COB	1,559,747.50	1,559,747.50		
	Total								**1,559,747.50**	**1,559,747.50**		
50205030	Procurement of Internet Services	PRO IV-B	Negotiated Procurement - Small Value Procurement	7-Jan-21	-	-	14-Jan-21	COB	977,439.00	977,439.00		
	Total								**977,439.00**	**977,439.00**		
50205040	Procurement of Cable, Satellite, Telegraph and Radio Services	PRO IV-B	Negotiated Procurement - Small Value Procurement	7-Jan-21	-	-	14-Jan-21	COB	61,560.00	61,560.00		
	Total								**61,560.00**	**61,560.00**		
5021199002	Procurement of Notarial Services	PRO IV-B	Negotiated Procurement - Small Value Procurement	7-Jan-21	-	-	14-Jan-21	COB	22,998.00	22,998.00		

Code (PAP)	Procurement Program/Project	PMO / End User	Mode of Procurement	Schedule for Each Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Total								22,998.00	22,998.00		
5021305001	Repair and Maintenance of Office Equipment	PRO IV-B	Negotiated Procurement - Small Value Procurement	7-Jan-21	-	-	14-Jan-21	COB	450,740.00	450,740.00		
	Total								450,740.00	450,740.00		
5021305002	Repair and Maintenance of IT Equipment	PRO IV-B	Negotiated Procurement - Small Value Procurement	7-Jan-21	-	-	14-Jan-21	COB	63,675.84	63,675.84		
	Total								63,675.84	63,675.84		
5021305003	Repair and Maintenance of Communication Equipment	PRO IV-B	Negotiated Procurement - Small Value Procurement	7-Jan-21	-	-	14-Jan-21	COB	20,000.00	20,000.00		
	Total								20,000.00	20,000.00		
50213060	Repair and Maintenance of Transportation Equipment	PRO IV-B	Negotiated Procurement - Small Value Procurement	7-Jan-21	-	-	14-Jan-21	COB	600,003.60	600,003.60		
	Total								600,003.60	600,003.60		
50213070	Repair and Maintenance of Furniture and Fixtures	PRO IV-B	Negotiated Procurement - Small Value Procurement	7-Jan-21	-	-	14-Jan-21	COB	40,000.00	40,000.00		
	Total								40,000.00	40,000.00		
5021309002	Repair and Maintenance for Leased Assets Improvements - Building	PRO IV-B	Negotiated Procurement - Small Value Procurement	7-Jan-21	-	-	14-Jan-21	COB	150,000.00	150,000.00		
	Total								150,000.00	150,000.00		
5029901002	Marketing and Promotional	PRO IV-B	Negotiated Procurement - Small Value Procurement	7-Jan-21	-	-	14-Jan-21	COB	439,983.00	439,983.00		
	Total								439,983.00	439,983.00		
50299020	Procurement of Printing and Binding Services (PRO and LHIOs)	PRO IV-B	Negotiated Procurement - Small Value Procurement	7-Jan-21	-	-	14-Jan-21	COB	1,200,282.50	1,200,282.50		
	Total								1,200,282.50	1,200,282.50		
50299040	Procurement of Transportation and Delivery Services	PRO IV-B	Negotiated Procurement - Small Value Procurement	7-Jan-21	-	-	14-Jan-21	COB	634,000.00	634,000.00		
	Total								634,000.00	634,000.00		

Code (PAP)	Procurement Program/Project	PMO / End User	Mode of Procurement	Schedule for Each Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
50299070	Procurement of Subscription Services - Newspaper Subscription	PRO IV-B	Negotiated Procurement - Small Value Procurement	7-Jan-21	-	-	14-Jan-21	COB	64,512.00	64,512.00		
	Total								64,512.00	64,512.00		
5029999005	Corporate Forum	PRO IV-B	Negotiated Procurement - Small Value Procurement	28-Jan-21	-	-	4-Feb-21	COB	177,875.00	177,875.00		
	Total								177,875.00	177,875.00		
5029999006	Medical Expenses - Annual PHEx of Regular Employees	PRO IV-B	Negotiated Procurement - Small Value Procurement	12-Jul-21	-	-	19-Jul-21	COB	610,000.00	610,000.00		
	Total								610,000.00	610,000.00		
5020301001	Procurement of Regular Office Supplies - 1st Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement	7-Jan-21	-	-	14-Jan-21	COB	174,941.25	174,941.25		
5020301001	Procurement of Regular Office Supplies - 2nd Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement	5-Mar-21	-	-	12-Mar-21	COB	171,001.60	171,001.60		
5020301001	Procurement of Regular Office Supplies - 3rd Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement	4-Jun-21	-	-	11-Jun-21	COB	151,972.70	151,972.70		
5020301001	Procurement of Regular Office Supplies - 4th Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement	6-Sep-21	-	-	13-Sep-21	COB	150,739.20	150,739.20		
	Total								648,654.75	648,654.75		
5020301002	Procurement of IT Supplies - 1st Quarter	PRO IV-B	Negotiated Procurement - PS DBM/Shopping	27-Jan-21	-	-	3-Feb-21	COB	243,125.68	243,125.68		
5020301002	Procurement of IT Supplies - 2nd Quarter	PRO IV-B	Negotiated Procurement - PS DBM/Shopping	29-Mar-21	-	-	5-Apr-21	COB	259,923.61	259,923.61		
5020301002	Procurement of IT Supplies - 3rd Quarter	PRO IV-B	Negotiated Procurement - PS DBM/Shopping	25-Jun-21	-	-	2-Jul-21	COB	242,314.48	242,314.48		
5020301002	Procurement of IT Supplies - 4th Quarter	PRO IV-B	Negotiated Procurement - PS DBM/Shopping	24-Sep-21	-	-	1-Oct-21	COB	243,125.68	243,125.68		
	Total								988,489.45	988,489.45		
50203070	Procurement of Drug and Medicines - 1st Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement	7-Jan-21	-	-	14-Jan-21	COB	3,574.88	3,574.88		
50203070	Procurement of Drug and Medicines - 2nd Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement	5-Mar-21	-	-	12-Mar-21	COB	357.50	357.50		
50203070	Procurement of Drug and Medicines - 3rd Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement	4-Jun-21	-	-	11-Jun-21	COB	2,926.43	2,926.43		

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				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
50203070	Procurement of Drug and Medicines - 4th Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement	6-Sep-21	-	-	13-Sep-21	COB	357.50	357.50		
	Total								**7,216.31**	**7,216.31**		
50203080	Procurement of Medical, Dental and Laboratory Supplies - 1st Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement	7-Jan-21	-	-	14-Jan-21	COB	2,479.39	2,479.39		
50203080	Procurement of Medical, Dental and Laboratory Supplies - 3rd Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement	4-Jun-21	-	-	11-Jun-21	COB	28.60	28.60		
	Total								**2,507.99**	**2,507.99**		
50203990	Procurement of Other Supplies - 1st Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement	7-Jan-21	-	-	14-Jan-21	COB	94,294.20	94,294.20		
50203990	Procurement of Other Supplies - 2nd Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement	5-Mar-21	-	-	12-Mar-21	COB	13,889.65	13,889.65		
50203990	Procurement of Other Supplies and Materials- 3rd Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement	4-Jun-21	-	-	11-Jun-21	COB	63.80	63.80		
	Total								**108,247.65**	**108,247.65**		
50203990	Procurement of Other Supplies - 1st Quarter	PRO IV-B	Negotiated Procurement - PS DBM	27-Jan-21	-	-	3-Feb-21	COB	38.50	**38.50**		
50203990	Procurement of Other Supplies - 2nd Quarter	PRO IV-B	Negotiated Procurement - PS DBM	29-Mar-21	-	-	5-Apr-21	COB	38.50	**38.50**		
50203990	Procurement of Other Supplies - 3rd Quarter	PRO IV-B	Negotiated Procurement - PS DBM	25-Jun-21	-	-	2-Jul-21	COB	38.50	**38.50**		
50203990	Procurement of Other Supplies - 4th Quarter	PRO IV-B	Negotiated Procurement - PS DBM	24-Sep-21	-	-	1-Oct-21	COB	38.50	**38.50**		
									154.00	**154.00**		
5020301001	Procurement of Regular Office Supplies - 1st Quarter	PRO IV-B	Negotiated Procurement - PS DBM	27-Jan-21	-	-	3-Feb-21	COB	668,877.88	668,877.88		
5020301001	Procurement of Regular Office Supplies - 2nd Quarter	PRO IV-B	Negotiated Procurement - PS DBM	29-Mar-21	-	-	5-Apr-21	COB	657,528.61	657,528.61		
5020301001	Procurement of Regular Office Supplies - 3rd Quarter	PRO IV-B	Negotiated Procurement - PS DBM	25-Jun-21	-	-	2-Jul-21	COB	651,621.09	651,621.09		
5020301001	Procurement of Regular Office Supplies - 4th Quarter	PRO IV-B	Negotiated Procurement - PS DBM	24-Sep-21	-	-	1-Oct-21	COB	642,771.12	642,771.12		
	Total								**2,620,798.70**	**2,620,798.70**		

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				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
50203080	Procurement of Medical, Dental and Laboratory Supplies - 1st Quarter	PRO IV-B	Negotiated Procurement - PS DBM	27-Jan-21	-	-	3-Feb-21	COB	6,680.20	6,680.20		
50203080	Procurement of Medical, Dental and Laboratory Supplies - 2nd Quarter	PRO IV-B	Negotiated Procurement - PS DBM	29-Mar-21	-	-	5-Apr-21	COB	6,680.20	6,680.20		
50203080	Procurement of Medical, Dental and Laboratory Supplies - 3rd Quarter	PRO IV-B	Negotiated Procurement - PS DBM	25-Jun-21	-	-	2-Jul-21	COB	6,680.20	6,680.20		
50203080	Procurement of Medical, Dental and Laboratory Supplies - 4th Quarter	PRO IV-B	Negotiated Procurement - PS DBM	24-Sep-21	-	-	1-Oct-21	COB	6,680.20	6,680.20		
	Total								**26,720.80**	**26,720.80**		
50212020	Procurement of Janitorial Services	PRO IV-B	Public Bidding	6-Jan-21	14-Jan-21	26-Jan-21	05-Feb-21	COB	3,705,293.04	3,705,293.04		
	Total								**3,705,293.04**	**3,705,293.04**		
50212030	Procurement of Security Services	PRO IV-B	Public Bidding	6-Jan-21	14-Jan-21	26-Jan-21	05-Feb-21	COB	8,383,008.42	8,383,008.42		
	Total								**8,383,008.42**	**8,383,008.42**		
10406010	Procurement of Semi-Expendable Furniture and Fixtures	PRO IV-B	Public Bidding	18-Mar-21	26-Mar-21	16-Apr-21	19-Apr-21	COB	1,525,858.11	1,525,858.11		
	Total								**1,525,858.11**	**1,525,858.11**		
10607010	Procurement of Furniture and Fixtures	PRO IV-B	Public Bidding	18-Mar-21	26-Mar-21	16-Apr-21	19-Apr-21	COB	8,121,782.50		8,121,782.50	
	Total								**8,121,782.50**		**8,121,782.50**	
10405020	Procurement of Semi-Expendable Office Equipment	PRO IV-B	Public Bidding	18-Mar-21	26-Mar-21	16-Apr-21	19-Apr-21	COB	393,211.00	393,211.00		
	Total								**393,211.00**	**393,211.00**		
10405030	Procurement of Semi-Expendable IT Equipment	PRO IV-B	Negotiated Procurement - Small Value Procurement	5-Mar-21	-	-	12-Mar-21	COB	189,300.33	189,300.33		
	Total								**189,300.33**	**189,300.33**		
10607010	Procurement of Office Equipment	PRO IV-B	Public Bidding	18-Mar-21	26-Mar-21	16-Apr-21	19-Apr-21	COB	12,936,338.00		12,936,338.00	
	Total								**12,936,338.00**		**12,936,338.00**	

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				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Procurement of Other Equipment	PRO IV-B	Public Bidding	18-Mar-21	26-Mar-21	16-Apr-21	19-Apr-21	COB	369,250.00		369,250.00	
	Total								369,250.00			
	Grand Total								93,278,492.73	71,851,122.23	21,427,370.50	

Certified Corect by:

NAPOLEON M. ARAGO, JR.
Administrative Officer IV, ASS

Reviewed by:

ARACELI J. LAINEZ
Division Chief IV, MSD

Recommending Approval:

12/16/2020

ATTY. SONIA PHILIPA M. RICABLANCA-PARGAS
Chairperson, PRO IV-B Bids and Awards Committee

Approved by:

ATTY. JERRY F. IBAY
Regional Vice-President/HOPE