Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
PhilHealth Regional Office V
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www.philhealth.gov.ph

UNIVERSAL HEALTH CARE

February 1, 2021

Memorandum

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

SUBJECT : **ANNUAL PROCUREMENT PLAN (APP) FOR CY 2021**

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 2021. 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:

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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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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 202 APP following procedures defined in RA 9184, its RIRR and relevant and appropriate internal issuances.

For the information and guidance of all concerned.

HENRY V. ALMANON
Regional Vice President, PRO V
Head of the Procuring Entity
Date signed: 02-10-2021

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Copy Funished:

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

PHILHEALTH REGIONAL OFFICE V Annual Procurement Plan for FY 2021

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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/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	SEP	SEP	SEP	SEP	COB 2021	402,832.00		402,832.00	Airconditioning units
10605020	Procurement of Office Equipment	PRO V	NO	NP-53.9 Small Value Procurement	SEP	SEP	SEP	SEP	COB 2021	341,070.00		341,070.00	Other office equipments
10607010	Procurement of Furniture and Fixtures	PRO V	NO	Competitive Bidding	AUG	SEP	SEP	SEP	COB 2021	11,158,217.50		11,158,217.50	Office furniture and fixtures
10607010	Procurement of Furniture and Fixtures	PRO V	NO	NP-53.9 Small Value Procurement	AUG	SEP	SEP	SEP	COB 2021	379,780.00		379,780.00	Other furnitures
Sub-total										**12,281,899.50**	-	**12,281,899.50**	
Semi-Expendable Equipments and Furnitures &													
5020321002	Procurement of Semi-Expendable Office Equipment	PRO V	NO	NP-53.9 Small Value Procurement	SEP	SEP	SEP	OCT	COB 2021	108,954.00	108,954.00		Semi-expendable office equipment
5020321004	Procurement of Semi-Expendable Medical Equipment	PRO V	NO	NP-53.9 Small Value Procurement	SEP	SEP	SEP	OCT	COB 2021	2,837.50	2,837.50		Sphygmomanometer and stethoscope
5020321007	Procurement of Semi-Expendable Other Machinery & Equipment	PRO V	NO	NP-53.9 Small Value Procurement	SEP	SEP	SEP	OCT	COB 2021	24,871.00	24,871.00		Gas Mask
502032001	Procurement of Semi-Expendable Furnitures and Fixtures	PRO V	NO	Competitive Bidding	SEP	SEP	SEP	OCT	COB 2021	64,759.16	64,759.16		Visitors' and clerical chairs and filing cabinets
Sub-total										**201,421.66**	**201,421.66**	-	
Communication													
50205010	Procurement of Courier Services	PRO V	NO	NP-53.9 Small Value Procurement	FEB	MAR	MAR	APR	COB 2021	523,320.00	523,320.00		Courier services
50205010	Procurement of Postage Services	PRO V	NO	NP-53.5 Agency-to-Agency	FEB	MAR	MAR	APR	COB 2021	1,758,450.00	1,758,450.00		Registered mails
50205040	Procurement of Cable, Satellite, Telegraph and Radio Services	PRO V	NO	NP-53.9 Small Value Procurement	FEB	MAR	MAR	APR	COB 2021	10,200.00	10,200.00		Cable TV subscription
Sub-total										**2,291,970.00**	**2,291,970.00**	-	
General Services													
50212020	Procurement of Janitorial Services	PRO V	NO	Competitive Bidding	FEB	MAR	MAR	MAR	COB 2021	2,575,923.84	2,575,923.84		Member IDs, calendars & others
50212030	Procurement of Security Services	PRO V	NO	Competitive Bidding	FEB	MAR	MAR	MAR	COB 2021	6,435,303.48	6,435,303.48		Security Services for PRO V Office & warehouse & 6 LHIOs
Sub-total										**9,011,227.32**	**9,011,227.32**	-	
Other Maintenance and Operating Expenses													
50299020	Procurement of Printing and Binding Services	PRO V	NO	NP-53.9 Small Value Procurement	MAR	MAR	MAR	APR	COB 2021	50,000.00	50,000.00		Printing of member IDs, calendars and others
50299040	Procurement of Transportation and Delivery Services	PRO V	NO	NP-53.9 Small Value Procurement	MAR	MAR	MAR	APR	COB 2021	72,000.00	72,000.00		Garbage collection cost and freight and hauling services of supplies, materials and equipments from PRO to LHIOs
50299050	Procurement of Lease / Rental Services	PRO V	NO	NP-53.10 Lease of Real Property and Venue	MAR	MAR	MAR	MAR	COB 2021	21,077,028.12	21,077,028.12		Rent for office space and warehouse
50299070	Subscription Expenses	PRO V	NO	NP-53.9 Small Value Procurement	MAR	MAR	MAR	MAR	COB 2021	70,200.00	70,200.00		Newspaper subscriptions
5029999003	Registration of Motor Vehicle	PRO V	NO	Direct Contracting	MAR	MAR	MAR	MAR	COB 2021	33,500.00	33,500.00		Registration of motor vehicles
5029999005	Corporate Forum	PRO V	NO	NP-53.9 Small Value Procurement	SEP	SEP	SEP	SEP	COB 2021	66,000.00	66,000.00		Corporate forums w/o lease of venue
5029999006	Medical Expenses	PRO V	NO	NP-53.9 Small Value Procurement	MAR	MAR	MAR	APR	COB 2021	540,000.00	540,000.00		Annual Physical Health Examination
Sub-total										**21,908,728.12**	**21,908,728.12**		
Repairs and Maintenance													
5021305001	Repairs and Maintenance of Office Equipment	PRO V	NO	NP-53.9 Small Value Procurement	APR	APR	APR	MAY	COB 2021	300,000.00	300,000.00		Repairs & maintenance of aircon, genset & other office equipments
50213060	Repairs and Maintenance of Transportation Equipment	PRO V	NO	NP-53.9 Small Value Procurement	MAY	MAY	MAY	JUN	COB 2021	350,000.00	350,000.00		Repair & maintenance of motor vehicles
50213070	Repairs and Maintenance of Furnitures	PRO V	NO	NP-53.9 Small Value Procurement	MAY	MAY	MAY	JUN	COB 2021	50,000.00	50,000.00		Repairs of chairs, sofa sets, tables, cabinets and other furnitures & fixtures
Sub-total										**700,000.00**	**700,000.00**	-	

PHILHEALTH REGIONAL OFFICE V Annual Procurement Plan for FY 2021

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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/Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
Supplies and Material Expenses													
5020301001	Regular Office Supplies	PRO V	NO	NP-53.5 Agency-to-Agency (PS-DBM) / Shopping					COB 2021	3,347,680.41	3,347,680.41		Regular office supplies purchased from PS-DBM / Shopping
50203020	Procurement of Accountable Forms	PRO V	NO	NP-53.5 Agency-to-Agency	MAY	MAY	MAY	JUN	COB 2021	19,675.00	19,675.00		Checks
50203070	Procurement of Drugs & Medicines	PRO V	NO	NP-53.9 Small Value Procurement	OCT	OCT	OCT	NOV	COB 2021	97,903.60	97,903.60		Drug and medicines
50203080	Procurement of Medical, Dental & Laboratory Supplies	PRO V	NO	NP-53.9 Small Value Procurement	SEP	SEP	SEP	OCT	COB 2021	168,665.65	168,665.65		Medical, dental & Laboratory supplies
50203090	Procurement of Gasoline, Oil and Lubricants	PRO V	NO	Public Bidding via Ordering Agreement	FEB	MAR	MAR	MAR	COB 2021	1,442,880.00	1,442,880.00		Gasoline, oil & lubricants
50203990	Procurement of Other Supplies and Material Expenses	PRO V	NO	NP-53.9 Small Value Procurement	SEP	SEP	SEP	OCT	COB 2021	466,690.63	466,690.63		Auto supply, hardware supply & others
Sub-total										**5,543,495.29**	**5,543,495.29**	-	
Utility Expenses													
50204010	Procurement of Water Services	PRO V	NO	Direct Contracting	MAR	MAR	MAR	MAR	COB 2021	347,445.60	347,445.60		Water supply
50204020	Procurement of Electricity	PRO V	NO	Direct Contracting	MAR	MAR	MAR	MAR	COB 2021	8,299,092.60	8,299,092.60		Electricity
Sub-total										**8,646,538.20**	**8,646,538.20**	-	
TOTAL										**60,585,280.09**	**48,303,380.59**	**12,281,899.50**	
INFRASTRACTURE										-			
5021309002	Repairs and Maintenance - Leased Assests Improvements - Building	PRO V	NO	NP-53.9 Small Value Procurement	MAY	MAY	MAY	JUN	COB 2020	250,000.00	250,000.00		For carpentry works, electric connections and plumbing
TOTAL										**250,000.00**	**250,000.00**	-	
	GRAND TOTAL									**60,835,280.09**	**48,553,380.59**	**12,281,899.50**	

Prepared and Consolidated By:

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Approved By:

HENRY V. ALMANON
Regional Vice President/HOPE, PRO V