



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

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27 January 2021

ORVP MEMORANDUM

No. 2021-003

TO : ALL CONCERNED END-USERS

SUBJECT : ANNUAL PROCUREMENT PLAN 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 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 2021 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 2021. 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).

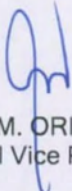
All procurement must be undertaken strictly in accordance with the terms, conditions and requirements provided in RA 9184, its RIRR as well as relevant government and corporate procurement policies, rules and regulations, subject to usual government auditing and accounting rules and regulations. Moreover, 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 2021 APP following procedures defined in RA 9184, its RIRR and relevant and appropriate internal issuances.

  
EDWIN M. ORIÑA, M.D  
Regional Vice President  
PRO VII



## BAC Goods and Services

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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		MAR	MAR								APR	APR	COB	366,061.97	366,061.97			
3rd Quarter																					
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement Negotiate Procurement - PS-DBM/Shopping Direct Contracting		MAY	MAY					JUN			JUL	JUL	COB	714,831.11	714,831.11			
4th Quarter																					
Philhealth	Regional	Office VII	Negotiated Procurement - PS-DBM/Shopping Negotiated Procurement - Small Value Procurement Direct Contracting		SEP	SEP								OCT	OCT	COB	336,419.10	336,419.10			
2,545,374.71																		2,545,374.71	0.00		
Procurement of Accountable Forms																					
1st Quarter																					
Philhealth	Regional	Office VII	Direct Contracting		JAN	JAN					JAN	FEB	FEB	MAR	MAR	COB	15,495.00	15,495.00			
2nd Quarter																					
Philhealth	Regional	Office VII	Direct Contracting		FEB	FEB					MAR	MAR	MAR	APR	APR	COB	15,495.00	15,495.00			
3rd Quarter																					
Philhealth	Regional	Office VII	Direct Contracting		MAY	MAY					MAY	JUN	JUN	JUL	JUL	COB	15,495.00	15,495.00			
4th Quarter																					
Philhealth	Regional	Office VII	Direct Contracting		AUG	AUG					AUG	SEP	SEP	OCT	OCT	COB	15,495.00	15,495.00			

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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		
61,980.0061,980.000.00																				
Procurement of Drug and Medicines																				
1st Quarter																				
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement	JAN	JAN						FEB		MAR	MAR	COB	5,920.57	5,920.57			
2nd Quarter																				
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement	MAR	MAR						MAR		APR	APR	COB	2,244.91	2,244.91			
3rd Quarter																				
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement	MAY	MAY						JUN		JUL	JUL	COB	2,976.41	2,976.41			
4th Quarter																				
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement	AUG	AUG						SEP		OCT	OCT	COB	2,244.91	2,244.91			
13,386.8013,386.800.00																				
Procurement of Medical, Dental and Laboratory Supplies																				
1st Quarter																				
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement Negotiate Procurement - PS- DBM/Shopping	JAN	JAN						FEB		MAR	MAR	COB	86,765.72	86,765.72			
2nd Quarter																				
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement	MAR	MAR						MAR		APR	APR	COB	20,718.70	20,718.70			
3rd Quarter																				

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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	
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement		MAY	MAY						JUN		JUL	JUL	COB	46,014.10	46,014.10		
4th Quarter																				
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement		AUG	AUG						SEP		OCT	OCT	COB	24,846.10	24,846.10		
																	178,344.62	178,344.62	0.00	
Procurement of Gasoline, Oil and Lubricants																				
Philhealth	Regional	Office VII	Direct Contracting		JAN	JAN					JAN	FEB	FEB	MAR	MAR	COB	522,240.00	522,240.00		
																	522,240.00	522,240.00	0.00	
Procurement of Textbooks and Instructional Materials																				
1st Quarter																				
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement		JAN	JAN						FEB		MAR	MAR	COB	100.00	100.00		
																	100.00	100.00	0.00	
Procurement of Semi-Expendable Office Equipment Expenses																				
1st Quarter																				
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement		JAN	JAN						FEB		MAR	MAR	COB	150,168.25	150,168.25		
																	150,168.25	150,168.25	0.00	
Procurement of Semi-Expendable Furniture and Fixtures																				
1st Quarter																				
Philhealth	Regional	Office VII	Public Bidding		JAN	JAN	FEB		FEB		FEB	FEB	MAR	MAR	MAR	APR	COB	223,054.37	223,054.37	
																	223,054.37	223,054.37	0.00	
Procurement of Other Supplies																				
1st Quarter																				
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement		JAN	JAN						FEB		MAR	MAR	COB	160,613.98	160,613.98		

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			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		
2nd Quarter																				
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement	MAR	MAR						MAR		APR	APR	COB	20,803.16	20,803.16			
3rd Quarter																				
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement	MAY	MAY						JUN		JUL	JUL	COB	75,565.06	75,565.06			
4th Quarter																				
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement	AUG	AUG						SEP		OCT	OCT	COB	18,171.41	18,171.41			
																275,153.61	275,153.61	0.00		
Procurement of Water Services																				
Philhealth	Regional	Office VII	Direct Contracting	JAN	JAN					JAN	FEB	FEB	MAR	MAR	COB	366,102.00	366,102.00			
																366,102.00	366,102.00	0.00		
Procurement of Electricity																				
Philhealth	Regional	Office VII	Direct Contracting	JAN	JAN					JAN	FEB	FEB	MAR	MAR	COB	7,719,504.00	7,719,504.00			
																7,719,504.00	7,719,504.00	0.00		
Procurement of Postage and Delivery Services																				
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement Negotiate Procurement - Agency to Agency	JAN	JAN						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					JAN	FEB	FEB	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	JAN	JAN	FEB	FEB	FEB	FEB	FEB	MAR	MAR	MAR	APR	COB	2,853,770.64	2,853,770.64			

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			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	
																2,853,770.64	2,853,770.64	0.00	
Procurement of Security Services																			
Philhealth	Regional	Office VII	Public Bidding	JAN	JAN	FEB		FEB		FEB	MAR	MAR	MAR	APR	COB	8,990,329.80	8,990,329.80		
																8,990,329.80	8,990,329.80	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 Transportation Equipment																			
Philhealth	Regional	Office VII	Direct Contracting	JAN	JAN					JAN	FEB	FEB	MAR	MAR	COB	350,000.00	350,000.00		
																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	
Marketing and Promotional																			
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement	JAN	JAN						FEB		MAR	MAR	COB	630,500.00	630,500.00		
																630,500.00	630,500.00	0.00	
Procurement of Printing and Binding Services																			
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement	JAN	JAN						FEB		MAR	MAR	COB	864,600.00	864,600.00		
																864,600.00	864,600.00	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		



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			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	
																87,500.00	87,500.00	0.00	
Procurement of Rental Services																			
Philhealth	Regional	Office VII	Negotiated Procurement - Lease of Real Property and Venue	JAN	JAN					JAN	FEB	FEB	MAR	MAR	COB	36,866,140.20	36,866,140.20		
																36,866,140.20	36,866,140.20	0.00	
Procurement of Subscription Services																			
Philhealth	Regional	Office VII	Direct Contracting	JAN	JAN					JAN	FEB	FEB	MAR	MAR	COB	95,520.00	95,520.00		
																95,520.00	95,520.00	0.00	
Registration of Motor Vehicle																			
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement	JAN	JAN						FEB		MAR	MAR	COB	50,300.00	50,300.00		
																50,300.00	50,300.00	0.00	
Corporate Forum																			
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement	JAN	JAN						FEB		MAR	MAR	COB	388,600.00	388,600.00		
																388,600.00	388,600.00	0.00	
Medical Expenses																			
Philhealth	Regional	Office VII	Negotiated Procurement - Small Value Procurement	AUG	AUG						SEP		SEP	OCT	COB	705,000.00	705,000.00		
																705,000.00	705,000.00	0.00	
Note: System generated report.															Total	81,321,852.50	71,079,069.00	10,242,783.50	