



January 25, 2021

**PRO IX BAC MEMO  
NO. 2021-001**

**TO :** ALL CONCERNED END-USERS  
*Philhealth Regional Office IX*

**SUBJECT :** PRO IX CY 2021 ANNUAL PROCUREMENT PLAN

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Under the authority granted by the PhilHealth Board of Directors through PBR No. 1 s. 2004 to the Regional Vice President as Head of Procuring Entity and pursuant to Section IV.9 of Corporate Order No. 2016-0018 s. 2016 re: Guidelines 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 Memorandum is hereby issued approving the attached PRO IX CY 2021 Annual Procurement Plan (APP) as recommended by the PRO IX 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 IX 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 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 RIRR as well as relevant government and corporate procurement policies, rules and regulations. Moreover, the following specific requirements should also be met:

- a. Procurement of Common-Used Office Supplies and Materials with mode of procurement indicated as PS-DBM/Shopping may proceed to Shopping upon presentation and submission of Certificate of Non-Availability of Stock (CNAS) issued by the PS-DBM for items that are specified 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 available in the 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).






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

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- c. Procurement of goods determined as “Direct Contracting” must comply with the requisites of Sec. 50 of RA 9184 and its RIRR as the 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 PPMs 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.

  
**PAOLO JOHANN C. PEREZ**  
*Regional Vice President*  
Date : 01/26/2021



Republic of the Philippines  
Philippine Health Insurance Corporation  
ANNUAL PROCUREMENT PLAN  
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BAC Infrastructure

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	
Repair and Maintenance for Leased Assets Improvements - Building																			
Philhealth Regional Office IX		Negotiated Procurement - Small Value Procurement	JAN	JAN						JAN			FEB	MAR	COB	28,800.00	28,800.00		
															28,800.00	28,800.00	0.00		
Note: System generated report.															Total	28,800.00	28,800.00	0.00	

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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		
Procurement of Office Equipment																			
4th Quarter																			
Philhealth Regional Office IX	Public Bidding	SEP	SEP	OCT		OCT		OCT	OCT	OCT	NOV	DEC	DEC	COB	2,567,257.00		2,567,257.00		
															2,567,257.00	0.00	2,567,257.00		
Procurement of Furniture and Fixtures																			
4th Quarter																			
Philhealth Regional Office IX	Public Bidding	SEP	SEP	OCT		OCT		OCT	OCT	OCT	NOV	DEC	DEC	COB	909,000.00		909,000.00		
															909,000.00	0.00	909,000.00		
Procurement of Regular Office Supplies																			
1st Quarter																			
Philhealth Regional Office IX	Negotiated Procurement - PS- DBM/Shopping Negotiat Procurement - Small Value Procurement	JAN	FEB									FEB	FEB	COB	1,256,969.77	1,256,969.77			
2nd Quarter																			
Philhealth Regional Office IX	Negotiated Procurement - PS- DBM/Shopping Negotiat Procurement - Small Value Procurement	APR	MAY									MAY	MAY	COB	538,344.47	538,344.47			
3rd Quarter																			
Philhealth Regional Office IX	Negotiated Procurement - PS- DBM/Shopping Negotiat Procurement - Small Value Procurement	JUL	AUG									AUG	AUG	COB	458,143.21	458,143.21			
4th Quarter																			
Philhealth Regional Office IX	Negotiated Procurement - PS- DBM/Shopping Negotiat Procurement - Small Value Procurement	OCT	OCT									OCT	NOV	COB	171,123.73	171,123.73			
															2,424,581.18	2,424,581.18	0.00		
Procurement of Accountable Forms																			
1st Quarter																			
Philhealth Regional Office IX	Negotiated Procurement - Agency to Agency	JAN	JAN						JAN			FEB	MAR	COB	12,525.00	12,525.00			
2nd Quarter																			
Philhealth Regional Office IX	Negotiated Procurement - Agency to Agency	APR	APR						APR			MAY	MAY	COB	12,525.00	12,525.00			
3rd Quarter																			
Philhealth Regional Office IX	Negotiated Procurement - Agency to Agency	JUL	JUL						JUL			AUG	AUG	COB	12,525.00	12,525.00			
4th Quarter																			
Philhealth Regional Office IX	Negotiated Procurement - Agency to Agency	SEP	SEP						OCT			OCT	NOV	COB	12,525.00	12,525.00			
															50,100.00	50,100.00	0.00		
Procurement of Medical, Dental and Laboratory Supplies																			
1st Quarter																			

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BAC Goods and Services

Procurement Program/Project	PMO / End-User	Mode of Procurement	SCHEDULE FOR EACH PROCUREMENT ACTIVITY												Fund Source	Estimated Budget		CO	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 IX		Negotiated Procurement - PS-DBM/Shopping	FEB	FEB									FEB	MAR	COB	58,979.80	58,979.80		
2nd Quarter																			
Philhealth Regional Office IX		Negotiated Procurement - PS-DBM/Shopping	APR	MAY									MAY	MAY	COB	34,306.60	34,306.60		
3rd Quarter																			
Philhealth Regional Office IX		Negotiated Procurement - PS-DBM/Shopping	JUL	AUG									AUG	AUG	COB	34,306.60	34,306.60		
4th Quarter																			
Philhealth Regional Office IX		Negotiated Procurement - PS-DBM/Shopping	OCT	OCT									OCT	NOV	COB	33,657.60	33,657.60		
																161,250.60	161,250.60	0.00	
Procurement of Gasoline, Oil and Lubricants																			
Philhealth Regional Office IX		Negotiated Procurement - Small Value Procurement	JAN	JAN						JAN			FEB	MAR	COB	540,480.00	540,480.00		
																540,480.00	540,480.00	0.00	
Procurement of Semi-Expendable Office Equipment Expenses																			
1st Quarter																			
Philhealth Regional Office IX		Negotiated Procurement - Small Value Procurement	FEB	FEB						FEB			MAR	MAR	COB	10,175.00	10,175.00		
4th Quarter																			
Philhealth Regional Office IX		Public Bidding	SEP	SEP	OCT		OCT		OCT	OCT	OCT	NOV	DEC	DEC	COB	92,390.00	92,390.00		
																102,565.00	102,565.00	0.00	
Procurement of Semi-Expendable Furniture and Fixtures																			
4th Quarter																			
Philhealth Regional Office IX		Public Bidding	SEP	SEP	OCT		OCT		OCT	OCT	OCT	NOV	DEC	DEC	COB	76,689.79	76,689.79		
																76,689.79	76,689.79	0.00	
Procurement of Other Supplies																			
1st Quarter																			
Philhealth Regional Office IX		Negotiated Procurement - PS-DBM/Shopping Negotiated Procurement - Small Value Procurement	FEB	FEB									FEB	MAR	COB	18,381.86	18,381.86		
2nd Quarter																			
Philhealth Regional Office IX		Negotiated Procurement - PS-DBM/Shopping	APR	MAY									MAY	MAY	COB	9,322.50	9,322.50		
3rd Quarter																			
Philhealth Regional Office IX		Negotiated Procurement - PS-DBM/Shopping	JUL	AUG									AUG	AUG	COB	9,322.50	9,322.50		
4th Quarter																			
Philhealth Regional Office IX		Negotiated Procurement - PS-DBM/Shopping	OCT	OCT									OCT	NOV	COB	4,455.00	4,455.00		

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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-Bld Conference	Eligibility Check	Sub/Open of Bids	Bld Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover		Total	MOOE	CO								
																41,481.86	41,481.86	0.00								
Procurement of Water Services																										
Philhealth	Regional Office IX	Direct Contracting	JAN	JAN					JAN	JAN	FEB	FEB	MAR	COB	13,440.00	13,440.00										
																13,440.00	13,440.00	0.00								
Procurement of Electricity																										
Philhealth	Regional Office IX	Direct Contracting	JAN	JAN					JAN	JAN	FEB	FEB	MAR	COB	4,051,057.43	4,051,057.43										
																4,051,057.43	4,051,057.43	0.00								
Procurement of Postage and Delivery Services																										
Philhealth	Regional Office IX	Negotiated Procurement - Small Value Procurement[Negotiate Procurement - Agency to Agency]	JAN	JAN						JAN		FEB	MAR	COB	1,559,498.00	1,559,498.00										
																1,559,498.00	1,559,498.00	0.00								
Procurement of Cable, Satellite, Telegraph and Radio Services																										
Philhealth	Regional Office IX	Negotiated Procurement - Small Value Procurement	NOV	NOV						NOV		DEC	DEC	COB	7,200.00	7,200.00										
																7,200.00	7,200.00	0.00								
Procurement of Janitorial Services																										
Philhealth	Regional Office IX	Public Bidding	JAN	JAN	JAN		JAN		JAN	FEB	FEB	MAR	MAR	COB	2,129,760.00	2,129,760.00										
																2,129,760.00	2,129,760.00	0.00								
Procurement of Security Services																										
Philhealth	Regional Office IX	Public Bidding	JAN	JAN	JAN		JAN		JAN	FEB	FEB	MAR	MAR	COB	5,699,544.00	5,699,544.00										
																5,699,544.00	5,699,544.00	0.00								
Repair and Maintenance of Office Equipment																										
Philhealth	Regional Office IX	Negotiated Procurement - Small Value Procurement	JAN	JAN						JAN		FEB	MAR	COB	168,000.00	168,000.00										
																168,000.00	168,000.00	0.00								
Repair and Maintenance of Communication Equipment																										
Philhealth	Regional Office IX	Negotiated Procurement - Small Value Procurement	JAN	JAN						JAN		FEB	MAR	COB	1,000.00	1,000.00										
																1,000.00	1,000.00	0.00								
Repair and Maintenance of Transportation Equipment																										
Philhealth	Regional Office IX	Negotiated Procurement - Small Value Procurement	JAN	JAN						JAN		FEB	MAR	COB	214,000.00	214,000.00										
																214,000.00	214,000.00	0.00								
Repair and Maintenance of Furniture and Fixtures																										
Philhealth	Regional Office IX	Negotiated Procurement - Small Value Procurement	JAN	JAN						JAN		FEB	MAR	COB	5,000.00	5,000.00										
																5,000.00	5,000.00	0.00								
Marketing and Promotional																										
Philhealth	Regional Office IX	Negotiated Procurement - Lease of Real Property and Venue[Negotiated Procurement - Small Value Procurement]	JAN	JAN						JAN	JAN	FEB	FEB	MAR	COB	172,012.30	172,012.30									

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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	
														172,012.30	172,012.30	0.00		
Procurement of Printing and Binding Services																		
Philhealth Regional Office IX	Negotiated Procurement - Small Value Procurement	JAN	JAN						JAN		FEB	MAR	COB	44,020.00	44,020.00			
														44,020.00	44,020.00	0.00		
Procurement of Catering Service																		
Philhealth Regional Office IX	Negotiated Procurement - Small Value Procurement	JAN	JAN						JAN		FEB	MAR	COB	4,000.00	4,000.00			
														4,000.00	4,000.00	0.00		
Procurement of Rental Services																		
Philhealth Regional Office IX	Negotiated Procurement - Lease of Real Property and Venue	JAN	JAN					FEB	FEB	MAR	MAR	MAR	COB	8,864,951.04	8,864,951.04			
														8,864,951.04	8,864,951.04	0.00		
Procurement of Subscription Services																		
Philhealth Regional Office IX	Negotiated Procurement - Small Value Procurement	JAN	JAN						JAN		FEB	MAR	COB	14,760.00	14,760.00			
														14,760.00	14,760.00	0.00		
Registration of Motor Vehicle																		
Philhealth Regional Office IX	Negotiated Procurement - Small Value Procurement	JAN	JAN						JAN		FEB	MAR	COB	32,066.56	32,066.56			
														32,066.56	32,066.56	0.00		
Corporate Forum																		
Philhealth Regional Office IX	Negotiated Procurement - Small Value Procurement	JAN	JAN						JAN		FEB	MAR	COB	111,900.00	111,900.00			
														111,900.00	111,900.00	0.00		
Medical Expenses																		
Philhealth Regional Office IX	Negotiated Procurement - Small Value Procurement	JAN	JAN						JAN		FEB	MAR	COB	530,000.00	530,000.00			
														530,000.00	530,000.00	0.00		
Note: System generated report.														Total	30,495,614.76	27,019,357.76	3,476,257.00	



## PRO IX BIDS AND AWARDS COMMITTEE

### RESOLUTION NO. 2021-002

**BAC RESOLUTION RECOMMENDING THE APPROVAL OF THE CY 2021  
ANNUAL PROCUREMENT PLAN (APP) FOR GOODS AND SERVICES AND  
INFORMATION TECHNOLOGY RESOURCES INCLUDING THE METHOD OF  
PROCUREMENT OF ACTIVITIES/PROJECTS**

**DULY PASSED ON:  
JANUARY 22, 2021**

**Present were:**

- |                                 |  |
|---------------------------------|--|
| 1. Dr. Rossana P. Paraguya      | - BAC Chairperson  |
| 2. Nadzmier A. Sajili           | - BAC Vice Chairperson                                   |
| 3. Wenifredo C. Wooton          | - Regular Member   |
| 4. Kristian V. Paraiso          | - Regular Member   |
| 5. Dr. Muhammad Ali S. Tahil II | - Regular Member   |
| 6. Crisna I. Comisas            | - TWG (Legal)  |
| 7. Jonathan T. Nebres           | - TWG (Finance)  |
| 8. Eddel L. Amit                | - TWG (IT)   |
| 9. Jose Gabriel Salvacion       | - TWG (Security & Janitorial<br>/Lease/Office Equipment) |
| 10. Hermie F. Darunday          | - TWG (Furniture & Fixture)                              |
| 11. Katherine Hicks-Eustaquio   | - Head Secretariat                                       |
| 12. Aldrich C. Tan              | - Secretariat  |
| 13. Regine Mae D. Allian        | - Secretariat  |
| 14. Luz D. Sindiong             | - End User –(ASS)  |

**WHEREAS**, PhilHealth Regional Office IX Bids and Awards Committee (PRO IX BAC) convened on January 22, 2021 at 9:00 o'clock in the morning, PhilHealth Regional Office IX, BGIDC Bldg., Gov. Lim Ave., Zamboanga City to recommend to Regional Vice President Paolo Johann C. Perez, Head of the Procuring Entity, the approval of the 2021 Annual Procurement Plan (APP);



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WHEREAS, Section 7.1 and 7.2 of the Revised Implementing Rules and Regulations of RA 9184 provides for the requirement of an approved Annual Procurement Plan (APP) prior to the procurement of programs/projects/ activities aimed to attain the mandate of National Health Insurance Program, which states that:

“Section 7.1 All procurement shall be within the approved budget of the Procuring Entity and should be meticulously and judiciously planned by the Procuring Entity. Consistent with government fiscal discipline measures, only those considered crucial to the efficient discharge of governmental functions shall be included in the Annual Procurement Plan (APP). xxx”

“Section 7.2 No procurement shall be undertaken unless it is in accordance with the approved APP of the Procuring Entity. The APP shall bear the approval of the Head of the Procuring Entity or second-ranking official designated by the Head of the Procuring Entity to act on his behalf, and must be consistent with its duly approved yearly budget.”

WHEREAS, based on the above provision, the Project Procurement Management Plans (PPMPs) of the PRO IX through the Fund Managements Information System – PhilHealth Budget System (FMIS-PBS) were consolidated into 2021 Annual Procurement Plan (APP) by the PRO IX BAC Secretariats;

WHEREAS, consolidation of the PPMPs for Goods and Services, Information Technology Resources and Infrastructure into the 2021 APP, the PRO IX BAC Secretariats indicated the method of procurement for each proposed procurement program/ project / activity thereat;

WHEREAS, on January 22, 2021 meeting, the PRO IX BAC reviewed the proposed procurement including the appropriate method of procurement;

NOW, THEREFORE, premises considered, the PRO IX BAC, pursuant to Section 12.1 (j) of the Revised IRR of RA 9184, hereby recommends to the Regional Vice President, the approval of the attached proposed PRO IX 2021 Annual Procurement Plan;





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Actual procurement for programs, projects and activities in the PRO IX 2021 APP to be undertaken through any of the alternative modes must strictly comply with the requirements and procedures under the Revised Implementing Rules and Regulations of Republic Act No. 9184, as well as other relevant government and corporate policies, standards, rules and regulations.


IT IS SO RESOLVED.

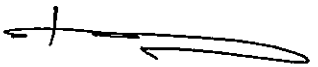
Signed this 22<sup>nd</sup> day of January 2021.

  
**DR. ROSSANA P. PARAGUYA**  
PRO IX BAC Chairperson

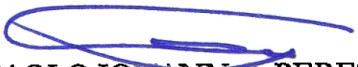
**NADZMIER A. SAJILI**  
Vice Chairperson

  
**KRISTIAN V. PARAISO**  
Regular Member

  
**DR. MUHAMMAD ALI S. TAHIL II**  
Regular Member

  
**WENIFREDO C. WOOTON**  
Regular Member

APPROVED / DISAPPROVED:

  
**PAOLO JOHANN C. PEREZ**  
Regional Vice President

Approved on 01/26/2021

