



CORPORATE MEMORANDUM

No. PRO-CAR 2021 - 002 S.

February 3, 2021

TO :
All Division Chiefs
All Section Chiefs
All LHIO Heads
All Unit Heads
All Administrative Officer Designates

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

Pursuant to the PhilHealth Board Resolution No. 731 s. 2004 granting authority to the Regional Vice President to act as Head of Procuring Entity (HoPE), and consistent with Corporate Order No. 2018-0026 Re: New Delegation and Signing Authority in the Head Office and Regional Offices, this Memorandum is hereby issued approving the attached Annual Procurement Plan (APP) for CY 2021, as recommended by the PRO-CAR Bids and Awards Committee (BAC).

This in compliance with the requirement of Republic Act No. 9184 (R.A. 9184) and its Revised Implementing Rules and Regulations (RIRR) which provides that “No procurement shall be undertaken unless it is in accordance with the approved APP including changes thereto. The APP must be consistent with the duly approved yearly budget of the Procuring Entity and shall bear the approval of the HoPE or second-ranking official designated by the HoPE to act on his behalf.”

The CY 2021 APP is a consolidation of various Project Procurement Management Plans (PPMPs) covering the various programs, activities and projects (PAPs) of PRO-CAR and anchored on the Corporate Operating Budget for CY 2021 using the parameters set forth by R.A. 9184 and its RIRR. It contains the various Goods and Services, Information Technology Resources and Infrastructure projects which are deemed crucial to the efficient discharge of our governmental functions as well in the pursuit of our mandate.

In carrying out the various PAPs, all procurement activities must be undertaken strictly in accordance with R.A. 9184, its RIRR as well as with other relevant statutory and corporate issuances, subject to usual auditing and accounting rules and regulations.

Moreover, the following specific requirements must be observed:

- a. Procurement of Commonly-Used Office Supplies and Materials with mode of procurement indicated as PS-DBM/Shopping may only utilize Shopping upon presentation and submission of Certificate of Non-Availability of Stock (CNS) issued by the PS-DBM local Depot for items that are carried and/or included in the PhilGEPS Catalogue.

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- b. For consumables and common office supplies and materials that are not carried by PS-DBM and/or not shown 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).
- c. Procurement of goods and services through any of the alternative modes of procurement shall strictly follow the requisites of R.A. 9184 and its 2016 RIRR, as well as other pertinent issuances from the Government Procurement Policy Board (GPPB) and the Commission on Audit.

Updating of the PPMPs and the corresponding amendment of the APP shall be undertaken as often as necessary subject to the approval of the HoPE.

For guidance and strict compliance of all.

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DOMINGA A. GADGAD, M.D.

✍ Acting Regional Vice President/Head of the Procuring Entity

Date signed: 2/9/21





Republic of the Philippines
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UNIVERSAL HEALTH CARE
Kalusugan at Pangkalahatang Kaligtasan

ANNUAL PROCUREMENT PLAN CY 2021

GOODS AND SERVICES INFRASTRUCTURE



Republic of the Philippines
Philippine Health Insurance Corporation
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BAC Goods and Services

Procurement Program/Project PMO / End-User Mode of Procurement					SCHEDULE FOR EACH PROCUREMENT ACTIVITY											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	Fund Source	Total	
Procurement of Office Equipment																			
2nd Quarter																			
Philhealth	Regional Office	CAR	Public Bidding		FEB	FEB	MAR		MAR	MAR	MAR	APR	APR	MAY	COB	51,975.00		51,975.00	
																51,975.00	0.00	51,975.00	
Procurement of Furniture and Fixtures																			
2nd Quarter																			
Philhealth	Regional Office	CAR	Public Bidding		FEB	FEB	MAR		MAR	MAR	MAR	APR	APR	MAY	COB	96,000.00		96,000.00	
																96,000.00	0.00	96,000.00	
Procurement of Regular Office Supplies																			
2nd Quarter																			
Philhealth	Regional Office	CAR	Negotiated Procurement - PS-DBM/Shopping Negotiated Procurement - PS-DBM Negotiated Procurement - Small Value Procurement		APR	APR							APR	APR	COB	1,268,623.30	1,268,623.30		
3rd Quarter																			
Philhealth	Regional Office	CAR	Negotiated Procurement - PS-DBM/Shopping Negotiated Procurement - Small Value Procurement Direct Contracting		JUL	AUG							AUG	AUG	COB	736,722.25	736,722.25		
4th Quarter																			
Philhealth	Regional Office	CAR	Negotiated Procurement - PS-DBM/Shopping Negotiated Procurement - Small Value Procurement Negotiate Procurement - PS-DBM		NOV	NOV							NOV	NOV	COB	71,592.49	71,592.49		



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Procurement Program/Project	PMO / End-User	Mode of Procurement	SCHEDULE FOR EACH PROCUREMENT ACTIVITY													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	Fund Source	Total	MOOE	CO							
Procurement of Accountable Forms																2,076,938.04	2,076,938.04	0.00							
2nd Quarter																									
Philhealth	Regional Office	CAR	Negotiated Procurement to Agency		MAR	MAR					APR		APR	MAY	COB	42,167.50	42,167.50								
Procurement of Drug and Medicines																42,167.50	42,167.50	0.00							
2nd Quarter																									
Philhealth	Regional Office	CAR	Negotiated Procurement - PS-DBM/Shopping		APR	APR							APR	MAY	COB	11,262.50	11,262.50								
Procurement of Medical, Dental and Laboratory Supplies																11,262.50	11,262.50	0.00							
2nd Quarter																									
Philhealth	Regional Office	CAR	Negotiated Procurement - PS-DBM/Shopping Negotiated Procurement - PS-DBM		APR	APR							APR	MAY	COB	13,185.52	13,185.52								
3rd Quarter																									
Philhealth	Regional Office	CAR	Negotiated Procurement - PS-DBM/Shopping		AUG	AUG							AUG	AUG	COB	3,772.30	3,772.30								
4th Quarter																									
Philhealth	Regional Office	CAR	Negotiated Procurement - PS-DBM/Shopping		NOV	NOV							NOV	NOV	COB	948.30	948.30								
Procurement of Gasoline, Oil and Lubricants																17,906.12	17,906.12	0.00							
Philhealth	Regional Office	CAR	Negotiated Procurement - Small Value Procurement		JUL	JUL					JUL		AUG	AUG	COB	1,462,560.00	1,462,560.00								



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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			
Procurement of Semi-Expendable Office Equipment Expenses																1,462,560.00	1,462,560.00	0.00		
2nd Quarter																				
Philhealth	Regional Office	CAR	Negotiated Procurement - Small Value Procurement		MAR	MAR					APR		APR	MAY	COB	12,175.00	12,175.00			
Procurement of Semi-Expendable Medical Equipment Expenses																12,175.00	12,175.00	0.00		
2nd Quarter																				
Philhealth	Regional Office	CAR	Negotiated Procurement - PS-DBM/Shopping		APR	APR							APR	MAY	COB	2,837.50	2,837.50			
Procurement of Semi-Expendable Other Machinery and Equipment																2,837.50	2,837.50	0.00		
2nd Quarter																				
Philhealth	Regional Office	CAR	Negotiated Procurement - PS-DBM/Shopping		APR	APR							APR	MAY	COB	15,000.00	15,000.00			
Procurement of Semi-Expendable Furniture and Fixtures																15,000.00	15,000.00	0.00		
2nd Quarter																				
Philhealth	Regional Office	CAR	Public Bidding		FEB	FEB	MAR	MAR	MAR	MAR	APR	APR	MAY	COB	23,379.58	23,379.58				
Procurement of Other Supplies																23,379.58	23,379.58	0.00		
2nd Quarter																				
Philhealth	Regional Office	CAR	Negotiated Procurement - PS-DBM/Shopping Negotiated Procurement - Small Value Procurement		APR	APR							APR	MAY	COB	201,624.19	201,624.19			
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	MOOE	CO	
Philhealth Regional Office	CAR	Negotiated Procurement - PS-DBM/Shopping	AUG	AUG									AUG	AUG	COB	18,563.10	18,563.10	
Procurement of Electricity															220,187.29	220,187.29	0.00	
Philhealth Regional Office	CAR	Direct Contracting	MAR	MAR						MAR	MAR	APR	APR	MAY	COB	2,314,844.60	2,314,844.60	
Procurement of Postage and Delivery Services															2,314,844.60	2,314,844.60	0.00	
Philhealth Regional Office	CAR	Negotiated Procurement - Agency to Agency/Negotiated Procurement - Small Value Procurement	JAN	JAN							JAN		FEB	FEB	COB	972,384.00	972,384.00	
Procurement of Janitorial Services															972,384.00	972,384.00	0.00	
Philhealth Regional Office	CAR	Public Bidding	JAN	JAN	JAN		JAN		JAN	FEB	FEB	MAR	MAR	MAR	COB	3,105,263.64	3,105,263.64	
Procurement of Security Services															3,105,263.64	3,105,263.64	0.00	
Philhealth Regional Office	CAR	Public Bidding	JAN	JAN	JAN		JAN		JAN	FEB	FEB	MAR	MAR	MAR	COB	7,286,238.84	7,286,238.84	
Repair and Maintenance of Office Equipment															7,286,238.84	7,286,238.84	0.00	
Philhealth Regional Office	CAR	Negotiated Procurement - Small Value Procurement Direct Contracting	JAN	JAN							JAN		FEB	MAR	COB	200,000.00	200,000.00	
Repair and Maintenance of Transportation Equipment															200,000.00	200,000.00	0.00	
Philhealth Regional Office	CAR	Direct Contracting Negotiated Procurement - Small Value Procurement	JAN	JAN							JAN		FEB	FEB	COB	900,000.00	900,000.00	

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BAC Goods and Services			SCHEDULE FOR EACH PROCUREMENT ACTIVITY													Estimated Budget			Remarks	
Procurement Program/Project	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	Fund Source	Total	MOOE	CO		
																	900,000.00	900,000.00	0.00	
Repair and Maintenance of Furniture and Fixtures																				
Philhealth	Regional Office	CAR	Negotiated Procurement - Small Value Procurement	JAN	JAN						JAN		FEB	FEB	COB	50,000.00	50,000.00			
																	50,000.00	50,000.00	0.00	
Repair and Maintenance of Semi-Expendable Furniture, Fixtures and Books																				
Philhealth	Regional Office	CAR	Negotiated Procurement - Small Value Procurement	JAN	JAN						JAN		FEB	FEB	COB	25,000.00	25,000.00			
																	25,000.00	25,000.00	0.00	
Marketing and Promotional																				
Philhealth	Regional Office	CAR	Negotiated Procurement - Small Value Procurement	MAR	MAR						APR		APR	MAY	COB	102,252.00	102,252.00			
																	102,252.00	102,252.00	0.00	
Procurement of Printing and Binding Services																				
Philhealth	Regional Office	CAR	Negotiated Procurement - Small Value Procurement	MAR	MAR						APR		APR	MAY	COB	1,200.00	1,200.00			
																	1,200.00	1,200.00	0.00	
Procurement of Transportation and Delivery Services																				
Philhealth	Regional Office	CAR	Negotiated Procurement - Small Value Procurement	JAN	JAN						JAN		FEB	FEB	COB	250,000.00	250,000.00			
																	250,000.00	250,000.00	0.00	
Procurement of Rental Services																				
Philhealth	Regional Office	CAR	Negotiated Procurement - Lease of Real Property and Venue	JAN	JAN						JAN	JAN	FEB	FEB	MAR	COB	18,741,688.39	18,741,688.39		
																	18,741,688.39	18,741,688.39	0.00	
Registration of Motor Vehicle																				



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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
Philhealth	Regional Office	CAR	Negotiated Procurement - Agency to Agency	JAN	JAN							JAN		FEB	FEB	COB	28,500.00	28,500.00			
																	28,500.00	28,500.00	0.00		
Corporate Forum																					
Philhealth	Regional Office	CAR	Negotiated Procurement - Small Value Procurement	MAR	MAR							MAR		APR	APR	COB	36,600.00	36,600.00			
																	36,600.00	36,600.00	0.00		
Medical Expenses																					
Philhealth	Regional Office	CAR	Negotiated Procurement - Small Value Procurement	AUG	AUG							SEP		OCT	OCT	COB	575,000.00	575,000.00			
																	575,000.00	575,000.00	0.00		
Note: System generated report.																	Total	38,621,360.00	38,473,385.00	147,975.00	

Note: System generated report.



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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	CAR	Negotiated	JAN	JAN					JAN			FEB	FEB	COB	100,000.00	100,000.00		
			Procurement - Small Value Procurement																
																100,000.00	100,000.00	0.00	
Note: System generated report.																Total	100,000.00	100,000.00	0.00

Note: System generated report.



Consolidated by:


CONCEPCION S. MANDIIT
Member, BAC Secretariat

Certified Correct by:


LEIZLE B. ANONGOS
Head, BAC Secretariat


Recommended by:


GLENN CORNELIO A. LAMSIS, MD.
Chairperson, BAC


ATTY. ERIC L. MANDIIT
Vice Chairperson, BAC


IMELDA CRISTETA D. VILLAMAR
Member, BAC


MANOLO Y. TANDOC, MD.
Member, BAC


VINCENT T. ABELLANOSA
Member, BAC

Approved by:


DOMINGA A. GADGAD, MD.

Acting Regional Vice President/Head of the Procuring Entity

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DC: S Date: 02/01/24