



December 11, 2020

**CORPORATE MEMORANDUM**

No. PRO-CAR 2020 - 016 S

**TO :** All Concerned End-Users  
PRO-CAR

**SUBJECT :** Indicative Annual Procurement Plan (APP) for CY 2021

In order to ensure the effective and efficient delivery of public service and to support the proposed corporate budget for CY 2021, taking into consideration the budget framework reflecting the priorities and objectives of the Corporation, the preparation of the Indicative Annual Procurement Plan (APP) is necessary.

As mandated, the PRO-CAR Bids and Awards Committee (BAC) deliberated on, determined and recommended the appropriate method of procurement covering the various projects/programs/activities included in the Indicative APP, in accordance to the parameters set forth in the RA 9184 and its 2016 Revised Implementing Rules and Regulations (IRR).

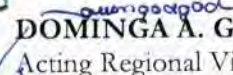
Section 7.3 of the Revised IRR of the law provides:

“Upon issuance of the budget call in the case of NGAs, SUCs Constitutional Commissions or Offices, or similar document for GOCCS, GFIs and LGUs, the Procuring Entity shall prepare its indicative APP for the succeeding calendar year...”

Pursuant to the authority granted by the PhilHealth Board of Directors to the President and Chief Executive Officer and the Regional in the case of PhilHealth Regional Offices as the Head of the Procuring Entity, this memorandum is hereby issued approving the attached Indicative APP for CY 2021 for Goods and Services, Information and Technology Resources and Infrastructure.

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

For information and guidance of all concerned.

  
**DOMINGA A. GADGAD, MD**  
Acting Regional Vice President

Date signed 12/11/20





Republic of the Philippines  
**PHILIPPINE HEALTH INSURANCE CORPORATION**  
**PHILHEALTH REGIONAL OFFICE – CORDILLERA ADMINISTRATIVE REGION**  
SNOBT, Inc. Building, No. 19 Leonard Wood Road, 2600 Baguio City  
Tel. No. (074) 444-9862 / 444-8361 / 446-0371 / 444-5345 (T/F) / Call Center (02) 441-7442  
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# **INDICATIVE ANNUAL PROCUREMENT PLAN CY 2021**

## **GOODS AND SERVICES INFORMATION AND TECHNOLOGY RESOURCES INFRASTRUCTURE**

*Note: The Indicative APP for CY 2021 being submitted and its budget are still subject for evaluation by the PhilHealth Planning and Budget Committee, hence, a final submission will be made once the COB for CY 2021 has been approved at the very least, in the EXECOM level. The initial submission is for compliance to the GCG requirement on the grant of the PBB.*



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												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																					
2nd Quarter																					
Philhealth	Regional Office	CAR	Public Bidding	FEB	FEB	MAR		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	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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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	MOOE	CO				
																			2,076,938.04	2,076,938.04	0.00	
Procurement of Accountable Forms																						
2nd Quarter																						
Philhealth	Regional Office	CAR	Negotiated Procurement - Agency to Agency	MAR	MAR					APR			APR	MAY	COB		42,167.50	42,167.50				
																			42,167.50	42,167.50	0.00	
Procurement of Drug and Medicines																						
2nd Quarter																						
Philhealth	Regional Office	CAR	Negotiated Procurement - PS-DBM/Shopping	APR	APR								APR	MAY	COB		11,262.50	11,262.50				
																			11,262.50	11,262.50	0.00	
Procurement of Medical, Dental and Laboratory Supplies																						
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				
																			17,906.12	17,906.12	0.00	
Procurement of Gasoline, Oil and Lubricants																						
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											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	
																1,462,560.00	1,462,560.00	0.00	
Procurement of Semi-Expendable Office Equipment Expenses																			
2nd Quarter																			
Philhealth Regional Office	CAR	Negotiated Procurement - Small Value Procurement	MAR	MAR					APR		APR	MAY	COB		12,175.00	12,175.00			
																12,175.00	12,175.00	0.00	
Procurement of Semi-Expendable Medical Equipment Expenses																			
2nd Quarter																			
Philhealth Regional Office	CAR	Negotiated Procurement - PS-DBM/Shopping	APR	APR							APR	MAY	COB		2,837.50	2,837.50			
																2,837.50	2,837.50	0.00	
Procurement of Semi-Expendable Other Machinery and Equipment																			
2nd Quarter																			
Philhealth Regional Office	CAR	Negotiated Procurement - PS-DBM/Shopping	APR	APR							APR	MAY	COB		15,000.00	15,000.00			
																15,000.00	15,000.00	0.00	
Procurement of Semi-Expendable Furniture and Fixtures																			
2nd Quarter																			
Philhealth Regional Office	CAR	Public Bidding	FEB	FEB	MAR		MAR		MAR	MAR	APR	APR	MAY	COB		23,379.58	23,379.58		
																23,379.58	23,379.58	0.00	
Procurement of Other Supplies																			
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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**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	
Philhealth Regional Office	CAR	Negotiated Procurement - PS-DBM/Shopping	AUG	AUG									AUG	AUG	COB	18,563.10	18,563.10		
																220,187.29	220,187.29	0.00	
Procurement of Electricity																			
Philhealth Regional Office	CAR	Direct Contracting	MAR	MAR						MAR	MAR	APR	APR	MAY	COB	2,314,844.60	2,314,844.60		
																2,314,844.60	2,314,844.60	0.00	
Procurement of Postage and Delivery Services																			
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		
																972,384.00	972,384.00	0.00	
Procurement of Janitorial Services																			
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		
																3,105,263.64	3,105,263.64	0.00	
Procurement of Security Services																			
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		
																7,286,238.84	7,286,238.84	0.00	
Repair and Maintenance of Office Equipment																			
Philhealth Regional Office	CAR	Negotiated Procurement - Small Value Procurement Direct Contracting	JAN	JAN							JAN		FEB	MAR	COB	200,000.00	200,000.00		
																200,000.00	200,000.00	0.00	
Repair and Maintenance of IT Equipment																			
Philhealth Regional Office	CAR	Negotiated Procurement - Small Value Procurement	MAR	MAR							APR		APR	MAY	COB	99,500.00	99,500.00		



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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		
																	99,500.00	99,500.00	0.00	
Repair and Maintenance of Transportation Equipment																				
Philhealth Regional Office	CAR	Direct Contracting Negotiated Procurement - Small Value Procurement	JAN	JAN						JAN		FEB	FEB	COB	900,000.00	900,000.00				
																	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																				

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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		
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																				
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 - Lease of Real Property and Venue Negotiated Procurement - Small Value Procurement	FEB	FEB					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	38,720,860.00	38,572,885.00	147,975.00		

Note: System generated report.



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BAC Information and Technology Resources

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 IT Supplies																			
2nd Quarter																			
Philhealth	Regional Office	CAR	Negotiated Procurement - PS-DBM/Shopping Negotiated Procurement - PS-DBM	APR	APR								APR	MAY	COB		227,296.12	227,296.12	
3rd Quarter																			
Philhealth	Regional Office	CAR	Negotiated Procurement - PS-DBM/Shopping	AUG	AUG								AUG	AUG	COB		200,974.80	200,974.80	
4th Quarter																			
Philhealth	Regional Office	CAR	Negotiated Procurement - PS-DBM/Shopping	NOV	NOV								NOV	NOV	COB		11,726.00	11,726.00	
																439,996.92	439,996.92	0.00	
Procurement of Semi-Expendable IT Equipment																			
2nd Quarter																			
Philhealth	Regional Office	CAR	Negotiated Procurement - Small Value Procurement	MAR	MAR					APR			APR	MAY	COB		2,650.33	2,650.33	
																2,650.33	2,650.33	0.00	
Procurement of Internet Services																			
Philhealth	Regional Office	CAR	Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services	JUL	JUL					JUL			AUG	AUG	COB		390,696.00	390,696.00	
																390,696.00	390,696.00	0.00	
Note: System generated report.															Total	833,343.25	833,343.25	0.00	

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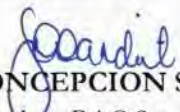
**BAC Infrastructure**

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




Note: The Indicative APP for CY 2021 being submitted and its budget are still subject for evaluation by the PhilHealth Planning and Budget Committee, hence, a final submission will be made once the COB for CY 2021 has been approved at the very least, in the EXECOM level. The initial submission is for compliance to the GCG requirement on the grant of the PBB.

Consolidated by:


  
**CONCEPCION S. MANDIIT**  
Member, BAC Secretariat

  
**SHERWIN JAY R. TORRELIZA**  
Member, BAC Secretariat

Certified Correct by:

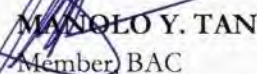
  
**LEIZLE B. ANONGOS**  
Head, BAC Secretariat

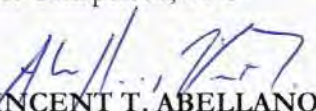
Recommended by:

  
**GLENN CORNELIO A. LAMSIS, MD.**  
Chairperson, BAC

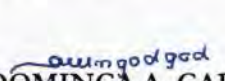
  
**ATTY. ERIC L. MANDIIT**  
Vice Chairperson, BAC

  
**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

12-11-2020

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