



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

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www.philhealth.gov.ph



16 September 2022

**CORPORATE MEMORANDUM**  
NO. 16011-0047

**TO :** ALL CONCERNED END-USERS  
Head Office

**SUBJECT :** Approval of the CY 2022 Supplemental Annual Procurement Plan (APP)

Upon approval of the Corporate's CY 2022 Supplemental Corporate Operating Budget (COB) by the PhilHealth Board of Directors and consistent with the provisions of Republic Act No. 9184 and its Revised Implementing Rules and Regulations (RIRR), the Secretariat for the Bids and Awards Committees (SBAC), consolidated the Project Procurement Management Plans (PPMPs) of all concerned End-users in the Head Office into the CY 2022 Supplemental Annual Procurement Plan (APP).

The CY Supplemental Annual Procurement Plan (APP) is hereby prepared under the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184, otherwise known as the, "Government Procurement Reform Act of 2003", in accordance with the following guidelines:

"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.

Section 7.2 No procurement shall be undertaken unless it is in accordance with the approved APP, including approved 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 Bids and Awards Committees (BACs) A, B and C, deliberated on, determined and recommended the appropriate methods of procurement covering the various Projects, Activities and Programs (PAPs) included in the CY 2022 Supplemental APP, in accordance with the parameters set forth by R.A. No. 9184 and its RIRR.

It is emphasized that all procurement based on the approved CY 2022 Supplemental APP must be undertaken strictly in accordance with the terms, conditions and requirements provided in the law, its RIRR as well as relevant government and corporate procurement policies, rules and regulations, subject to the usual government auditing and accounting rules and regulations. Moreover, the following specific requirements should also be met:



- a. Procurement of Common-Used Supplies (CSE), Office Supplies and Materials with Agency to Agency mode of procurement may utilize Shopping upon presentation and submission of a screenshot of Out of Stock from the PS-DBM and/or PhilGEPS search utility and the 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 screenshot 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 whose mode of procurement determined to be through "Direct Contracting" must comply with the requirements of Section 50 of R.A. 9184 and its 2016 RIRR as well as with 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 / Labor Office where the Head Office of the dealer or manufacturer is located, if foreign goods.

Under the authority granted by the PhilHealth Board of Directors to the Officer-In-Charge, Office of the President and CEO in his capacity as the Head of the Procuring Entity (HoPE), the attached CY 2022 Supplemental APP is hereby approved and enjoin all concerned offices to facilitate procurement and the implementation of the PAPs thereat.

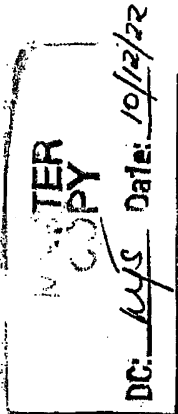
For information and guidance of all concerned.

  
ATTY. ELI DINO D. SANTOS

Officer-In-Charge

Office of the President and Chief Executive Officer (CEO)

Date Signed: 10/6/22



# **CY 2022 SUPPLEMENTAL ANNUAL PROCUREMENT PLAN**

**INFORMATION AND TECHNOLOGY RESOURCES**  
*MAINTENANCE AND OTHER OPERATING EXPENSE (MOOE)*


**PHILIPPINE HEALTH INSURANCE CORPORATION**  
**CY 2022 SUPPLEMENTAL ANNUAL PROCUREMENT PLAN**  
**CENTRAL OFFICE**  
**Maintenance and Other Operating Expenses (MOOE)**

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 Program/ Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
5020301002	IT Supplies (Various Supplies)	Information Technology Management Department	No	Negotiated Procurement - Small Value Procurement					CY 2022 Supplemental COB	54,590.90	54,590.90		
5021305002	Repairs and Maintenance - IT Equipment: Technical Support for IT Service for IT Service Management Solution (ITSM)	Information Technology Management Department	No	Public Bidding					CY 2022 Supplemental COB	1,760,832.00	1,760,832.00		
50299070	Subscription Expense: Additional subscription licenses of online subscription for Office Productivity	Information Technology Management Department	No	Public Bidding					CY 2022 Supplemental COB	10,086,594.00	10,086,594.00		
50299070	Subscription Expense: SMS Subscription for Universal Health Coverage	Information Technology Management Department	No	Public Bidding					CY 2022 Supplemental COB	8,268,000.00	8,268,000.00		
5020301001	Headphones, Noise Cancelling Headphones	Operations Audit Department	No	Negotiated Procurement - Small Value Procurement					CY 2022 Supplemental COB	14,738.80	14,738.80		

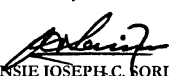
PHILIPPINE HEALTH INSURANCE CORPORATION  
CY 2022 SUPPLEMENTAL ANNUAL PROCUREMENT PLAN  
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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
5020321002	1000VA UPS Uninterruptible Power Supply , 230V AC Output, 600W	Prosecution Department	No	Negotiated Procurement - Small Value Procurement					CY 2022 Supplemental COB	20,601.00	20,601.00		
5020321002	1000VA UPS Uninterruptible Power Supply , 230V AC Output, 600W	Fact Finding Investigation and Enforcement Department	No	Negotiated Procurement - Small Value Procurement					CY 2022 Supplemental COB	23,544.00	23,544.00		
5020321002	Procurement of Ink Catridges for fax machine	Corporate Legal Counsel	No	Shopping					CY 2022 Supplemental COB	44,000.00	44,000.00		
										20,272,900.70	20,272,900.70		

Consolidated/ Prepared by:

  
MICHELLE L. LAWAAN / ROSELITO L. BACLAY / JHINKA-MAE Y. ONG  
Procurement Planning Policy Training and Monitoring Team  
Secretariat for the Bids and Awards Committees

Reviewed by:

  
DENSIE JOSEPH C. SORIA / RUBY ANN M. FRANCISCO  
Procurement Planning Policy Training and Monitoring Team  
Secretariat for the Bids and Awards Committees

Certified Correct as to Consolidation:

  
JOSEPH O. VERGARA  
Head  
Secretariat for the Bids and Awards Committees