



February 9, 2022

MEMORANDUM
PRO XII NO. 2022-004

TO : ALL CONCERNED END-USERS
PhilHealth Regional Office XII

SUBJECT : ANNUAL PROCUREMENT PLAN FOR CY 2022

Under the authority granted by the PhilHealth Board of Directors through PBR No. 731 s. 2004 to the Regional Vice President as Head of the Procuring Entity and Section IV.9 of Corporate Order on the Preparation and Approval of the Annual Procurement and consistent with Section 7.1 of the Republic Act No. 9184 and its Revised Implementing Rules and Regulation (RIRR), 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 2022 Annual Procurement Plan (APP) as recommended by the PhilHealth Regional Office XII-Bids and Awards Committee (PRO XII-BAC).

The APP is a consolidation of various Project Procurement Management Plan (PPMPs), and anchored on the approved Corporate Operating Budget for CY 2022. The PRO XII-BAC deliberated, determined and recommended the appropriate method of procurement covering the various project/programs/activities under Goods and Services and Information Technology portion of the APP, in accordance with the parameters set forth by RA 9184 and its RIRR.

All procurement must be undertaken strictly in accordance with the terms, conditions, and requirements provided in RA 9184, its RIRR 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 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 Certification 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 material 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 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 good 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 Philippines Consulate/Embassy where the Head Office is located, if foreign goods.

Updating of the PPMPs and consolidated APP shall be undertaken when there is change in project, programs and activities contained in the 2022 APP following procedures defined in RA 9184, its RIRR and relevant and appropriate internal issuances.

For information and guidance of all concerned.


HECTOR ZENON LEONARDO P. MALATE, MD
Regional Vice President
Head of Procuring Entity

Date Signed: 



Subject: Annual Procurement Plan for CY 2022

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PHILIPPINE HEALTH INSURANCE CORPORATION

PhilHealth Regional Office 12

**Corner Zulueta St.- General Santos Drive,
City of Koronadal**

Standard Form Number: SF-GOOD-48

Revised on: May 24, 2004

RESOLUTION NO. 007-2022

(PhilHealth Regional Office XII Annual Procurement Plan for FY 2022)

“Pending before the body is the resolution on the review and approval of the Annual Procurement Plan – CY 2022 for PhilHealth Regional Office XII”

WHEREAS, the Corporate Operating Budget (COB) has been approved by the Board on December 27, 2021 per FMS Memorandum No. 001-2022, dated January 6, 2022, which was received by the BAC on January 11, 2022;

WHEREAS, the Secretariat of the Bids and Awards Committee (SBAC) issued a memo dated January 12, 2022 in relation to FMS Memorandum No. 001-2022, addressed to all End-users / Cost Centers, giving access to the FMIS-PBS for consolidation and finalization of their respective Project procurement Management Plans (PPMPs) and for preparation of the Annual Procurement Plan for CY 2022;

WHEREAS, the Budget Officer Designates/End-users are responsible for the initial checking of completeness of the details of their respective PPMPs;

WHEREAS, the PRO XII-BAC Secretariat is responsible for the consolidation of the Annual Procurement Plan (APP) for CY 2022 and shall ensure the accuracy and completeness of the proposed and consolidated APP;

WHEREAS, on February 3, 2022, the PRO XII BAC-A and BAC-B convened and reviewed the final APP;

WHEREAS, the PRO XII BAC-A and BAC-B verified and ascertained the appropriate method of procurement for the Project Procurement Activities reflected in the proposed APP;

WHEREAS, the PRO XII-BAC Secretariat was instructed to facilitate the signing and approval of the said APP by the Regional Vice President;

WHEREAS, once signed and approved by the Regional Vice President, the PRO XII-BAC Secretariat shall facilitate its posting on the Corporate website and the submission to the GPPB-TSO, COA, and other concerned government offices;

NOW, THEREFORE, We, the Members of the Bids and Awards Committee, hereby RESOLVE as it is hereby RESOLVED:

- a) To recommend for the approval of the PhilHealth Regional Office XII Annual Procurement Plan for CY 2022;
- b) To recommend for approval by the Head of Procuring Entity of the Philippine Health Insurance Regional Office XII the foregoing resolution.

RESOLVED, at PRO XII, City of Koronadal, this 3rd day of February 2022.

BAC - A

ATTY. ZAINALDIN D. LIMPAO

Chairperson

-WFH-

NEVIN L. HALLEGADO

Member

MARIA LUNA C. SORIANO

Member

JOY S. LIZADA

Provisional Member

BAC - B

ROBERTO P. ONTANILLAS, JR.

Chairperson

BIENVENIDO L. BORRA

Member

RIZALINO C. URBANO, JR., MD

Member

SHARON ROSE B. YSMAEL

Provisional Member

Approved:

HECTOR ZENON LEONARDO P. MALATE, MD

Head of Procuring Entity

Regional Vice-President, PhilHealth Regional Office XII

Philippine Health Insurance Corporation - Regional Office 12 Annual Procurement Plan for FY 2022

| 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 Project) |
|------------|---|------------------|--|---|--|--------------------------------|---------------------------------|---------------------------------|------------------|------------------------|--------------|--------------|---|
| | | | | | Advertisement/P osting of IB/REI | Submission/O pening of Bids | Notice of Award | Contract Signing | | Total | MOOE | CO | |
| 10605020 | PROCUREMENT OF OFFICE EQUIPMENT | PRO XII | NO | Competitive Bidding | February | February | March | March | Corporate Budget | 3,429,203.40 | - | 3,429,203.40 | |
| 10605990 | PROCUREMENT OF OTHER EQUIPMENT | PRO XII | NO | Competitive Bidding | March | March | March | April | Corporate Budget | 179,100.00 | - | 179,100.00 | |
| 10607010 | PROCUREMENT OF FURNITURE AND FIXTURES | PRO XII | NO | Competitive Bidding | February | March | March | April | Corporate Budget | 768,500.00 | - | 768,500.00 | |
| 5020201001 | INTERNAL TRAININGS | PRO XII | NO | NP-53.5 Agency-to-Agency | N/A | N/A | March | April | Corporate Budget | 3,180,000.00 | 3,180,000.00 | | Trainings not available for NP-53.5 will be undertaken through NP-53.9 |
| 5020301001 | PROCUREMENT OF REGULAR OFFICE SUPPLIES | PRO XII | NO | NP-53.5 Agency-to-Agency | N/A | N/A | February/April/ July/October | February/April/ July/October | Corporate Budget | 2,244,351.92 | 2,244,351.92 | | Procurement of Regular Office Supplies for 1st Qtr - 4th Qtr (Supplies not available at PS-DBM will be undertaken through Shopping and NP-53.9) |
| 50203070 | PROCUREMENT OF ACCOUNTABLE FORMS | PRO XII | NO | NP-53.5 Agency-to-Agency | N/A | N/A | February/April/ July/October | February/April/ July/October | Corporate Budget | 71,450.00 | 71,450.00 | | Procurement of Accountable Forms for 1st Qtr-4th Qtr |
| 50203070 | PROCUREMENT OF DRUG AND MEDICINES | PRO XII | NO | NP-53.9 - Small Value Procurement | March | N/A | March/ July/October | March/ July/October | Corporate Budget | 636,711.80 | 636,711.80 | | Procurement of Drug and Medicines for 2nd Qtr-4th Qtr |
| 50203080 | PROCUREMENT OF MEDICAL, DENTAL, AND LABORATORY SUPPLIES | PRO XII | NO | NP-53.9 - Small Value Procurement | February/April/ July/October | N/A | February/April/ July/October | February/April/ July/October | Corporate Budget | 708,726.45 | 708,726.45 | | Procurement of Medical, Dental and Laboratory Supplies for 1st Qtr- 4th Qtr |
| 50203090 | PROCUREMENT OF GASOLINE, OIL AND LUBRICANTS | PRO XII | NO | NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets | February | N/A | March | March | Corporate Budget | 1,656,000.00 | 1,656,000.00 | | |
| 5020321002 | EXPENDABLE OFFICE EQUIPMENT EXPENSES | PRO XII | NO | Competitive Bidding | March | March | April | April | Corporate Budget | 17,695.00 | 17,695.00 | | |
| 5020322001 | EXPENDABLE FURNITURE AND FIXTURES | PRO XII | NO | Competitive Bidding | February | March | March | April | Corporate Budget | 50,000.00 | 50,000.00 | | |
| 50203990 | PROCUREMENT OF OTHER SUPPLIES | PRO XII | NO | NP-53.9 - Small Value Procurement | February/April/ July | N/A | February/April/ July | February/April/ July | Corporate Budget | 44,364.90 | 44,364.90 | | Procurement of Other Supplies for 1st Qtr- 3rd Qtr |
| 50204010 | PROCUREMENT OF WATER SERVICES | PRO XII | NO | Direct Contracting | N/A | N/A | February | March | Corporate Budget | 222,195.72 | 222,195.72 | | |
| 50204020 | PROCUREMENT OF ELECTRICITY | PRO XII | NO | Direct Contracting | N/A | N/A | February | March | Corporate Budget | 6,634,377.12 | 6,634,377.12 | | |
| 50205010 | PROCUREMENT OF POSTAGE AND DELIVERY SERVICES | PRO XII | NO | NP-53.5 Agency-to-Agency | N/A | N/A | February | March | Corporate Budget | 589,000.00 | 589,000.00 | | Procurement of Courier Services will be undertaken through NP-53.9 |
| 50205040 | PROCUREMENT OF CABLE, SATELLITE, TELEGRAPH AND RADIO SERVICES | PRO XII | NO | Direct Contracting | N/A | N/A | February | March | Corporate Budget | 8,400.00 | 8,400.00 | | |
| 50212020 | PROCUREMENT OF JANITORIAL SERVICES | PRO XII | NO | Competitive Bidding | January | February | February | March | Corporate Budget | 2,756,064.00 | 2,756,064.00 | | |
| 50212030 | PROCUREMENT OF SECURITY SERVICES | PRO XII | NO | Competitive Bidding | January | February | February | March | Corporate Budget | 6,629,681.28 | 6,629,681.28 | | |
| 5021305001 | REPAIR AND MAINTENANCE OF OFFICE EQUIPMENT | PRO XII | NO | NP-53.9 - Small Value Procurement | February | N/A | March | March | Corporate Budget | 350,000.00 | 350,000.00 | | |

| | | | | | | | | | | | | | |
|--------------|---|---------|----|---|-----------------|----------|---------------|---------------|------------------|---------------|---------------|--------------|---|
| 5021305002 | REPAIR AND MAINTENANCE OF IT EQUIPMENT | PRO XII | NO | NP-53 9 - Small Value Procurement | February | N/A | March | March | Corporate Budget | 202,700.00 | 202,700.00 | | |
| 50213060 | REPAIR AND MAINTENANCE OF TRANSPORTATION EQUIPMENT | PRO XII | NO | NP-53 9 - Small Value Procurement | February | N/A | March | March | Corporate Budget | 494,493.45 | 494,493.45 | | |
| 50213070 | REPAIR AND MAINTENANCE OF FURNITURE AND FIXTURES | PRO XII | NO | NP-53 9 - Small Value Procurement | February | N/A | March | March | Corporate Budget | 326,844.50 | 326,844.50 | | |
| 5029901001 | PROCUREMENT OF ADVERTISING SERVICES | PRO XII | NO | NP-53 6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services | N/A | N/A | March | March | Corporate Budget | 2,400,000.00 | 2,400,000.00 | | |
| 5029901002 | MARKETING AND PROMOTIONAL | PRO XII | NO | Competitive Bidding | February | February | March | March | Corporate Budget | 1,200,000.00 | 1,200,000.00 | | |
| 50299020 | PROCUREMENT OF PRINTING AND BINDING SERVICES | PRO XII | NO | NP-53 9 - Small Value Procurement | February | N/A | March | March | Corporate Budget | 555,794.00 | 555,794.00 | | |
| 5029903002-B | PROCUREMENT OF CATERING SERVICES | PRO XII | NO | NP-53 9 - Small Value Procurement | February | N/A | March | March | Corporate Budget | 49,500.00 | 49,500.00 | | |
| 50299040 | PROCUREMENT OF TRANSPORTATION AND DELIVERY SERVICES | PRO XII | NO | NP-53 9 - Small Value Procurement | February | N/A | March | March | Corporate Budget | 100,000.00 | 100,000.00 | | |
| 50299050 | PROCUREMENT OF RENTAL SERVICES | PRO XII | NO | NP-53 10 Lease of Real Property and Venue | February | N/A | March | March | Corporate Budget | 20,480,143.93 | 20,480,143.93 | | |
| 5029918009 | MAJOR EVENTS AND CONVENTIONS | PRO XII | NO | NP-53 9 - Small Value Procurement | March/September | N/A | April/October | April/October | Corporate Budget | 226,178.00 | 226,178.00 | | |
| 5029999003 | REGISTRATION OF MOTOR VEHICLES | PRO XII | NO | NP-53 5 Agency-to-Agency | N/A | N/A | March | March | Corporate Budget | 76,745.60 | 76,745.60 | | |
| 5029999006 | MEDICAL EXPENSES | PRO XII | NO | Competitive Bidding | March | March | April | April | Corporate Budget | 2,659,000.00 | 2,659,000.00 | | |
| 10605030 | PROCUREMENT OF IT EQUIPMENT AND SOFTWARE | PRO XII | NO | NP-53 5 Agency-to-Agency | April | - | - | May | Corporate Budget | 2,021,526.56 | - | 2,021,526.56 | (IT Equipment and Software not available at PS-DBM will be undertaken through Competitive Bidding) |
| 5020301003 | PROCUREMENT OF IT SUPPLIES | PRO XII | NO | NP-53 5 Agency-to-Agency | N/A | N/A | March/June | April/July | Corporate Budget | 702,610.23 | 702,610.23 | | Procurement of IT Supplies for 2nd Qtr-3rd Qtr. (Supplies not available at PS-DBM will be undertaken through NP-53 9) |
| 5020321003 | PROCUREMENT OF SEMI-EXPEDABLE IT EQUIPMENT | PRO XII | NO | Competitive Bidding | March | - | - | April | Corporate Budget | 141,261.12 | 141,261.12 | | |
| 50205030 | PROCUREMENT OF INTERNET SERVICES | PRO XII | NO | NP-53 9 - Small Value Procurement | February | N/A | March | March | Corporate Budget | 966,123.96 | 966,123.96 | | |
| GRAND TOTAL | | | | | | | | | | 62,778,742.94 | 56,380,412.98 | 6,398,329.96 | |

Prepared by:

NORWIN C. AUZA
Head, BAC Secretariat

Recommended for Approval by:

ATTY. ZAINALDIN D. LIMPAG
BAC-A Chairperson

ROBERTO P. ONTANILLAS, JR.
BAC-B Chairperson

Approved by:

HECTOR ZENON LEONARDO P. MALATE, MD
Regional Vice President, Head of the Procuring Entity