



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
PHILHEALTH REGIONAL OFFICE I
Akia Building, Old De Venecia Highway, Dagupan City
Trunkline: (075) 515-1111/ Telefax: (075) 523-0647
Email: region1@philhealth.gov.ph; www.philhealth.gov.ph



January 31, 2022

CORPORATE MEMORANDUM
PRO 1 No. 2022 0004

TO : **ALL CONCERNED END-USERS**
PhilHealth Regional Office 1

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

In acquiescence with Sections 7.1 and 7.2 of Republic Act 9184, otherwise known as "Government Procurement Reform Act of 2003" and its 2016 Revised Implementing Rules and Regulations, all procurement of PhilHealth shall be within its approved budget and no procurement shall be undertaken unless it is in accordance with the duly approved Annual Procurement Plan (APP).

Upon approval of the Corporate Operating Budget (COB) of CY 2021 and consistent with the provisions of Republic Act No. 9184 and its RIRR, the BAC Secretariat using the Financial Management Information System – PhilHealth Budget System (FMIS-PBS) consolidated the Project Procurement Management Plan (PPMP) of all concerned end-users in PhilHealth Regional Office 1 into the CY 2022 Annual Procurement Plan (APP).

The PhilHealth Regional Office 1-Bids and Awards Committee, deliberated on, determined and recommended the appropriate method of procurement covering the various projects, activities and programs (PAPs) included in the APP. In accordance with the parameters set forth by RA 9184 and its 2016 RIRR.

It is emphasized that all procurement based on the approved CY 2022 APP must be undertaken strictly in accordance with the terms, conditions and requirements provided in the law, its RIRR as well as relevant and corporate procurement policies, rules and regulations, subject to usual government auditing and accounting rules and regulations. Moreover, the following specific requirements should also 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 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 purposed, 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 whose mode of procurement determined to be through "Direct Contracting" must comply with the requirements of Section 50 of RA 9184 and its 2016





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IRR as well as 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 Regional Vice President as Head of Procuring Entity, the attached CY 2022 APP is hereby approved and enjoined all to facilitate procurement and implementation of the Programs/Activities/Projects thereat.

Moreover, procurement of all the items in the CY 2022 APP particularly those under the Capital Expenditures (CAPEX) should be accomplished October 31, 2022.

For information and strict compliance of all concerned.


DENNIS B. ADRE

Regional Vice President

Date Signed: 01/31/22



MASTER DOCUMENT

PhilHealth Regional Office 1 Annual Procurement Plan for FY 2022

DC: <u>Q</u> Date: <u>11/21/2021</u>													
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/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
10605020	Procurement of Office Equipment	PRO 1	NO	NP-53.5 Agency-to-Agency	Feb-22	Feb-22	Mar-22	Apr-22	Corporate Budget	3,823,496.40	-	3,823,496.40	Equipment not available in the PS DBM will be procured under NP-Small Value Procurement
10607010	Procurement of Furniture and Fixtures	PRO 1	NO	NP-53.5 Agency-to-Agency	Feb-22	Feb-22	Mar-22	Apr-22	Corporate Budget	341,000.00	-	341,000.00	Furnitures not available in the PS DBM will be procured under NP-Small Value Procurement
5020301001	Procurement of Regular Office Supplies 1st Quarter	PRO 1	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Feb-22	Mar-22	Corporate Budget	2,705,542.27	2,705,542.27	-	Supplies not available in PS DBM will be procured under /shopping if amount involved is 1M if above 1M below and Public Bidding
5020301001	Procurement of Regular Office Supplies 2nd Quarter	PRO 1	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Apr-22	May-22	Corporate Budget	1,189,759.68	1,189,759.68	-	Supplies not available in PS DBM will be procured under shopping if amount involved is 1M if above 1M below and Public Bidding
5020301001	Procurement of Regular Office Supplies 3rd Quarter	PRO 1	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Jul-22	Aug-22	Corporate Budget	838,781.32	838,781.32	-	Supplies not available in PS DBM will be procured under Shopping
5020301001	Procurement of Regular Office Supplies 4th Quarter	PRO 1	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Oct-22	Nov-22	Corporate Budget	105,235.32	105,235.32	-	Supplies not available in PS DBM will be procured under Shopping
50203020	Procurement of Accountable For	PRO 1	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Feb-22	Mar-22	Corporate Budget	83,500.00	83,500.00	-	-
50203070	Procurement of Drug and Medicines 1st Quarter	PRO 1	NO	NP-53.5 Agency-to-Agency	Feb-22	N/A	Feb-22	Mar-22	Corporate Budget	32,830.13	32,830.13	-	Supplies not available in PS DBM will be procured under Shopping
50203070	Procurement of Drug and Medicines 2nd Quarter	PRO 1	NO	NP-53.5 Agency-to-Agency	Apr-22	N/A	Apr-22	May-22	Corporate Budget	13,682.73	13,682.73	-	Supplies not available in PS DBM will be procured under Shopping
50203070	Procurement of Drug and Medicines 3rd Quarter	PRO 1	NO	NP-53.5 Agency-to-Agency	Jul-22	N/A	Jul-22	Aug-22	Corporate Budget	15,787.90	15,787.90	-	Supplies not available in PS DBM will be procured under Shopping
50304070	Procurement of Drug and Medicines 3rd Quarter	PRO 1	NO	NP-53.5 Agency-to-Agency	Oct-22	N/A	Oct-22	Nov-22	Corporate Budget	590,250.00	590,250.00	-	Supplies not available in PS DBM will be procured under Shopping
50203080	Procurement of Medical, Dental and Laboratory Supplies 1st Quarter	PRO 1	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Feb-22	Mar-22	Corporate Budget	620,554.81	620,554.81	-	Supplies not available in PS DBM will be procured under Shopping
50203080	Procurement of Medical, Dental and Laboratory Supplies 2nd Quarter	PRO 1	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Apr-22	May-22	Corporate Budget	79,256.39	79,256.39	-	Supplies not available in PS DBM will be procured under Shopping
50203080	Procurement of Medical, Dental and Laboratory Supplies 3rd Quarter	PRO 1	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Jul-22	Aug-22	Corporate Budget	402,531.30	402,531.30	-	Supplies not available in PS DBM will be procured under Shopping
50203080	Procurement of Medical, Dental and Laboratory Supplies 4th Quarter	PRO 1	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Oct-22	Nov-22	Corporate Budget	19,987.00	19,987.00	-	Supplies not available in PS DBM will be procured under Shopping
50203090	Procurement of Gasoline, Oil and Lubricants	PRO 1	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	Jan-22	N/A	Feb-22	Feb-22	Corporate Budget	1,282,800.00	1,282,800.00	-	Each LHIO Office will enter into contract which is located near their office, not exceeding the amount of 1M per year

MASTER DOCUMENT

PhilHealth Regional Office 1 Annual Procurement Plan for FY 2022

DC: <u>9</u> Date: <u>11/24/2021</u>													
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/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
50203110	Procurement of Textbooks and Instructional Materials	PRO 1	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Feb-22	Mar-22	Corporate Budget	100.00	100.00	-	Supplies not available in PS DBM will be procured under Shopping
5020321002	Procurement of Semi-Expendable Office Equipment Expenses	PRO 1	NO	NP-53.5 Agency-to-Agency	Feb-22	N/A	Mar-22	Mar-22	Corporate Budget	121,455.00	121,455.00	-	Supplies not available in PS DBM will be procured under Shopping
5020321004	Procurement of Semi-Expendable Medical Equipment Expenses	PRO 1	NO	NP-53.5 Agency-to-Agency	Feb-22	N/A	Mar-22	Mar-22	Corporate Budget	3,197.50	3,197.50	-	Supplies not available in PS DBM will be procured under Shopping
5020322001	Procurement of Semi-Expendable Furniture and Fixtures	PRO 1	NO	NP-53.5 Agency-to-Agency	Feb-22	N/A	Mar-22	Mar-22	Corporate Budget	286,978.53	286,978.53	-	Supplies not available in PS DBM will be procured under Shopping
50203990	Procurement of Other Supplies	PRO 1	NO	NP-53.5 Agency-to-Agency	Feb-22	N/A	Mar-22	Mar-22	Corporate Budget	151,667.88	151,667.88	-	Supplies not available in PS DBM will be procured under Shopping
50203990	Procurement of Other Supplies	PRO 1	NO	NP-53.5 Agency-to-Agency	Feb-22	N/A	Mar-22	Mar-22	Corporate Budget	25,765.00	25,765.00	-	Supplies not available in PS DBM will be procured under Shopping
50204010	Procurement of Water Services	PRO 1	NO	Direct Contracting	N/A	N/A	Feb-22	Feb-22	Corporate Budget	205,124.01	205,124.01	-	-
50204020	Procurement of Electricity	PRO 1	NO	Direct Contracting	N/A	N/A	Feb-22	Feb-22	Corporate Budget	5,101,950.50	5,101,950.50	-	-
50205010	Procurement of Postage and Delivery Services	PRO 1	NO	NP-53.5 Agency-to-Agency	Jan-22	N/A	Feb-22	Feb-22	Corporate Budget	4,407,200.00	4,407,200.00	-	Procurement of Courier Services will be procured under Small Value Procurement
5020502001	Procurement of Telephone Landline Services	PRO 1	NO	NP-53.9 - Small Value Procurement	Jan-22	N/A	Feb-22	Feb-22	Corporate Budget	244,257.24	244,257.24	-	-
50205040	Procurement of Cable, Satellite, Telegraph and Radio Services	PRO 1	NO	NP-53.9 - Small Value Procurement	Jan-22	N/A	Feb-22	Feb-22	Corporate Budget	6,000.00	6,000.00	-	-
50212020	Procurement of Janitorial Services	PRO 1	NO	Competitive Bidding	Jan-22	Feb-22	Feb-22	Mar-22	Corporate Budget	4,557,675.00	4,557,675.00	-	-
50212030	Procurement of Security Services	PRO 1	NO	Competitive Bidding	Jan-22	Feb-22	Feb-22	Mar-22	Corporate Budget	5,663,090.24	5,663,090.24	-	-
5021305001	Repair and Maintenance of Office Equipment	PRO 1	NO	NP-53.9 - Small Value Procurement	Jan-22	N/A	Feb-22	Feb-22	Corporate Budget	666,697.00	666,697.00	-	-
50213060	Repair and Maintenance of Transportation Equipment	PRO 1	NO	NP-53.9 - Small Value Procurement	Jan-22	N/A	Feb-22	Feb-22	Corporate Budget	179,000.00	179,000.00	-	-
50213070	Repair and Maintenance of Furniture and Fixtures	PRO 1	NO	NP-53.9 - Small Value Procurement	Jan-22	N/A	Feb-22	Feb-22	Corporate Budget	107,000.00	107,000.00	-	-
50213060	Repair and Maintenance of Transportation Equipment	PRO 1	NO	NP-53.9 - Small Value Procurement	Jan-22	N/A	Feb-22	Feb-22	Corporate Budget	949,208.33	949,208.33	-	-
5029901001	Procurement of Advertising Services	PRO 1	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	Jan-22	N/A	Feb-22	Feb-22	Corporate Budget	871,000.00	871,000.00	-	-
5029901002	Marketing and Promotional	PRO 1	NO	NP-53.9 - Small Value Procurement	Jan-22	N/A	Feb-22	Feb-22	Corporate Budget	1,559,000.00	1,559,000.00	-	Various activities or projects of different end-users; For activities to be held outside the office, NP-Lease of Venue will be the method of procurement
50299020	Procurement of Printing and Binding Services	PRO 1	NO	NP-53.9 - Small Value Procurement	Jan-22	N/A	Feb-22	Feb-22	Corporate Budget	266,400.00	266,400.00	-	-

MASTER DOCUMENT

DC: 9

Date: 11/31/2022

PhilHealth Regional Office 1 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/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
50299040	Procurement of Transportation and Delivery Services	PRO 1	NO	NP-53.9 - Small Value Procurement	Jan-22	N/A	Feb-22	Feb-22	Corporate Budget	405,000.00	405,000.00	-	-
50299050	Procurement of Rental Services	PRO 1	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Feb-22	Feb-22	Corporate Budget	15,974,078.30	15,974,078.30	-	-
50299070	Procurement of Subscription Services	PRO 1	NO	NP-53.9 - Small Value Procurement	Jan-22	N/A	Feb-22	Feb-22	Corporate Budget	6,600.00	6,600.00	-	-
5029918003	Major Events and Conventions- Christmas Activities	PRO 1	NO	NP-53.9 - Small Value Procurement	Oct-22	N/A	Dec-22	Dec-22	Corporate Budget	156,000.00	156,000.00	-	-
5029918009	Major Events and Conventions- Other Activities	PRO 1	NO	NP-53.9 - Small Value Procurement	Jan-22	N/A	Feb-22	Feb-22	Corporate Budget	237,600.99	237,600.99	-	For activities to be held outside the office, NP- Lease of Venue will be the method of procurement
5029999003	Registration of Motor Vehicle	PRO 1	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Feb-22	Feb-22	Corporate Budget	28,821.00	28,821.00	-	-
5029999006	Medical Expenses	PRO 1	NO	Competitive Bidding	Jan-22	N/A	Feb-22	Feb-22	Corporate Budget	2,884,500.00	2,884,500.00	-	-
5021309002	Procurement of IT Equipment and Software	PRO 1	NO	NP-53.5 Agency-to-Agency	Jan-22	N/A	Feb-22	Feb-22	Corporate Budget	980,764.68	-	980,764.68	Equipment not available in PS DBM will be procured under Public Bidding if ABC is above 1M and Small Value Procurement if less than 1M.
5020301002	Procurement of IT Supplies	PRO 1	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Feb-22	Feb-22	Corporate Budget	1,126,893.22	1,126,893.22	-	Supplies not available in PS DBM will be procured under Public Bidding if ABC is above 1M and Shopping if less than 1M.
50205030	Procurement of Internet Services	PRO 1	NO	NP-53.9 - Small Value Procurement	Jan-22	N/A	Feb-22	Feb-22	Corporate Budget	780,256.80	780,256.80	-	-
10607010	Repair and Maintenance for Lease Assets Improvements- Building	PRO 1	NO	NP-53.9 - Small Value Procurement	Jan-22	N/A	Feb-22	Feb-22	Corporate Budget	341,500.00	341,500.00	-	-

Prepared by:

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Head, BAC Secretariat

Recommended by:

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BAC Provisional Member

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BAC Vice Chairperson

Sally S. Gomez
BAC Member

Maricar M. Arzadon, M.D.
BAC Chairperson

Dexter L. Mejia
BAC Member-Alternate

Approved by:

Dennis B. Adre
Regional Vice President