



January 23, 2023

**PRO IV-B BAC MEMORANDUM**

No. 2023-01

**TO :** **ALL CONCERNED COST CENTERS**  
PhilHealth Regional Office IV-B

**SUBJECT :** **ANNUAL PROCUREMENT PLAN OF PRO IV-B FOR CY 2023**

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 Plan (APP) and consistent with Section 7.1 of Republic Act No. 9184 and its Revised Implementing Rules and Regulations, 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", this Memorandum is hereby issued approving the attached Annual Procurement Plan (APP) of PRO IV-B for CY 2023 as recommended by the PRO IV-B Bids and Awards Committee.

The APP is a consolidation of the various Project Procurement Management Plans (PPMPs), and anchored on the approved Corporate Operating Budget for CY 2023. The PRO IV-B Bids and Awards Committee deliberated on, determined and recommended the appropriate method of procurement covering the various projects/programs/activities under Goods and Services, and Information Technology Resources portion of the APP, in accordance with the parameters set forth by RA 9184 and its Revised Implementing Rules and Regulations (RIRR).

All procurement must be undertaken strictly in accordance with the terms, conditions, and requirements provided in RA 9184 and its RIRR as well as relevant government and corporate procurement policies, rules and regulations, subject to usual auditing and accounting rules and regulations. Moreover, the following specific requirements should also be met:

- a. Procurement of Common-Used Office Supplies and Materials with mode of procurement indicated as Negotiated Procurement – Agency to Agency may proceed to Negotiated Procurement – Shopping upon presentation and submission of Certificate of Non-Availability of Stocks (CNAS) issued by the PS-DBM for items that are specified and/or included in the PhilGEPS catalogue.
- b. For consumables and common office supplies and materials that not are carried by PS-DBM and/or not available in the PhilGEPS catalogue and in consideration that 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 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 Philippine Consulate/Embassy where the Head Office is located, if foreign goods.

Updating of the PPMPs and the consolidated APP shall be undertaken when there is change in projects, programs and activities contained in the APP for CY 2023 following the procedures defined in RA 9184, its RIRR and relevant and appropriate internal issuances.

**ATTY. JERRY F. IBAY**  
Regional Vice-President/  
Head of the Procuring Entity



**ANNUAL PROCUREMENT PLAN**  
 Calendar Year 2023

Code (PAP)	Procurement Program/Project	PMO / End User	Mode of Procurement	Schedule for Each Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
5029901001	Procurement of Advertising Services	PRO IV-B	Negotiated Procurement - Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services	05-Jan			12-Jan	COB	828,000.00	828,000.00		
	<b>Total</b>								<b>828,000.00</b>	<b>828,000.00</b>		
5029901002	Marketing and Promotional	PRO IV-B	Negotiated Procurement - Small Value Procurement	20-Jan			27-Jan	COB	1,186,500.00	1,186,500.00		
	<b>Sub-Total</b>								<b>1,186,500.00</b>	<b>1,186,500.00</b>		
5029901002	Marketing and Promotional	PRO IV-B	Public Bidding	15-Mar	23-Mar	11-Apr	14-Apr	COB	1,552,230.00	1,552,230.00		
	<b>Sub-Total</b>								<b>1,552,230.00</b>	<b>1,552,230.00</b>		
5029901002	Marketing and Promotional	PRO IV-B	Negotiated Procurement - Lease of Real Property and Venue	09-Jun		16-Jun	19-Jun	COB	1,057,500.00	1,057,500.00		
	<b>Sub-Total</b>								<b>1,057,500.00</b>	<b>1,057,500.00</b>		
	<b>Total</b>								<b>3,796,230.00</b>	<b>3,796,230.00</b>		
50205010	Mailing of Official Documents - Postage	PRO IV-B	Negotiated Procurement - Agency to Agency	12-Jan			19-Jan	COB	1,353,240.00	1,353,240.00		
	<b>Sub-Total</b>								<b>1,353,240.00</b>	<b>1,353,240.00</b>		
50205010	Procurement of Postage and Delivery Services - Courier Services	PRO IV-B	Negotiated Procurement - Small Value Procurement	12-Jan			19-Jan	COB	901,077.25	901,077.25		
	<b>Sub-Total</b>								<b>901,077.25</b>	<b>901,077.25</b>		
	<b>Total</b>								<b>2,254,317.25</b>	<b>2,254,317.25</b>		
5020502001	Procurement of SMS Bulk Messaging Services - Text Blast		Negotiated Procurement - Small Value Procurement	12-Jan			19-Jan	COB	300,000.00	300,000.00		
	<b>Total</b>								<b>300,000.00</b>	<b>300,000.00</b>		
5020502002	Procurement of Telephone Subscription		Negotiated Procurement - Small Value Procurement	12-Jan			19-Jan	COB	406,860.00	406,860.00		



Code (PAP)	Procurement Program/Project	PMO / End User	Mode of Procurement	Schedule for Each Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	<b>Total</b>								406,860.00	406,860.00		
50205030	Procurement of Internet Subscription		Negotiated Procurement - Small Value Procurement	12-Jan			19-Jan	COB	677,438.76	677,438.76		
	<b>Total</b>								677,438.76	677,438.76		
50205040	Procurement of Cable, Satellite, Telegraph and Radio Services	PRO IV-B	Negotiated Procurement - Small Value Procurement	12-Jan			19-Jan	COB	61,560.00	61,560.00		
	<b>Total</b>								61,560.00	61,560.00		
50212020	Procurement of Janitorial Services	PRO IV-B	Public Bidding	05-Jan	13-Jan	03-Feb	06-Feb	COB	3,516,727.56	3,516,727.56		
	<b>Total</b>								3,516,727.56	3,516,727.56		
50212030	Procurement of Security Services	PRO IV-B	Public Bidding	05-Jan	13-Jan	03-Feb	06-Feb	COB	6,663,431.88	6,663,431.88		
	<b>Total</b>								6,663,431.88	6,663,431.88		
5020321010	Procurement of Semi-Expendable Kitchen Equipment	PRO IV-B	Negotiated Procurement - Small Value Procurement	10-Apr			17-Apr	COB	7,479.00	7,479.00		
	<b>Total</b>								7,479.00	7,479.00		
50299020	Procurement of Printing and Publication Services	PRO IV-B	Negotiated Procurement - Small Value Procurement	05-Jan			12-Jan	COB	2,493,232.00	2,493,232.00		
	<b>Total</b>								2,493,232.00	2,493,232.00		
50299040	Procurement of Transportation and Delivery Services	PRO IV-B	Negotiated Procurement - Small Value Procurement	12-Jan			19-Jan	COB	697,600.00	697,600.00		
	<b>Total</b>								697,600.00	697,600.00		
50299050	Procurement of Rental Services	PRO IV-B	Negotiated Procurement - Lease of Real Property or Venue	06-Jan		13-Jan	16-Jan	COB	33,357,807.65	33,357,807.65		
	<b>Sub-Total</b>								33,357,807.65	33,357,807.65		
50299050	Procurement of Rental Services	PRO IV-B	Negotiated Procurement - Small Value Procurement	12-Jan			19-Jan	COB	820,800.00	820,800.00		
	<b>Sub-Total</b>								820,800.00	820,800.00		
	<b>Total</b>								34,178,607.65	34,178,607.65		

Code (PAP)	Procurement Program/Project	PMO / End User	Mode of Procurement	Schedule for Each Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
50299070	Procurement of Subscription Services - Newspaper Subscription	PRO IV-B	Negotiated Procurement - Small Value Procurement	05-Jan			12-Jan	COB	59,760.00	59,760.00		
	<b>Total</b>								<b>59,760.00</b>	<b>59,760.00</b>		
5029999003	Registration of Motor Vehicle	PRO IV-B	Negotiated Procurement - Agency to Agency	09-Jan			16-Jan	COB	35,100.00	35,100.00		
	<b>Total</b>								<b>35,100.00</b>	<b>35,100.00</b>		
5029999005	Corporate Forum	PRO IV-B	Negotiated Procurement - Small Value Procurement	10-Apr			17-Apr	COB	237,750.00	237,750.00		
	<b>Total</b>								<b>237,750.00</b>	<b>237,750.00</b>		
5029999006	Medical Expenses	PRO IV-B	Negotiated Procurement - Small Value Procurement	12-May			19-May	COB	158,000.00	158,000.00		
	<b>Total</b>								<b>158,000.00</b>	<b>158,000.00</b>		
5021199002	Procurement of Notarial Services	PRO IV-B	Negotiated Procurement - Small Value Procurement	13-Jan			20-Jan	COB	60,440.00	60,440.00		
	<b>Total</b>								<b>60,440.00</b>	<b>60,440.00</b>		
5021305001	Repair and Maintenance of Office Equipment	PRO IV-B	Negotiated Procurement - Small Value Procurement	12-Jan			19-Jan	COB	450,740.00	450,740.00		
	<b>Total</b>								<b>450,740.00</b>	<b>450,740.00</b>		
5021305002	Repair and Maintenance of IT Equipment	PRO IV-B	Negotiated Procurement - Small Value Procurement	12-Jan			19-Jan	COB	75,000.00	75,000.00		
	<b>Total</b>								<b>75,000.00</b>	<b>75,000.00</b>		
5021305002	Repair and Maintenance of Medical, Dental and Laboratory Equipment	PRO IV-B	Negotiated Procurement - Small Value Procurement	12-Jan			19-Jan	COB	20,000.00	20,000.00		
	<b>Total</b>								<b>20,000.00</b>	<b>20,000.00</b>		
50213060	Repair and Maintenance of Transportation Equipment	PRO IV-B	Negotiated Procurement - Small Value Procurement	12-Jan			19-Jan	COB	892,747.00	892,747.00		
	<b>Total</b>								<b>892,747.00</b>	<b>892,747.00</b>		
50213070	Repair and Maintenance of Furniture and Fixtures	PRO IV-B	Negotiated Procurement - Small Value Procurement	12-Jan			19-Jan	COB	40,000.00	40,000.00		
	<b>Total</b>								<b>40,000.00</b>	<b>40,000.00</b>		
5021309002	Repair and Maintenance for Leased Assets Improvements	PRO IV-B	Negotiated Procurement - Small Value Procurement	12-Jan			19-Jan	COB	150,000.00	150,000.00		



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				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	<b>Total</b>								150,000.00	150,000.00		
50213320	Repairs and Maintenance of Semi-Expendable Furniture and Fixtures and Books	PRO IV-B	Negotiated Procurement - Small Value Procurement	12-Jan			19-Jan	COB	450,740.00	450,740.00		
	<b>Total</b>								450,740.00	450,740.00		
5020301001	Procurement of Regular Office Supplies - 1st Quarter	PRO IV-B	Negotiated Procurement - Agency to Agency	06-Jan			13-Jan	COB	730,125.42	730,125.42		
5020301001	Procurement of Regular Office Supplies - 2nd Quarter	PRO IV-B	Negotiated Procurement - Agency to Agency	23-Mar			30-Mar	COB	704,582.30	704,582.30		
5020301001	Procurement of Regular Office Supplies - 3rd Quarter	PRO IV-B	Negotiated Procurement - Agency to Agency	08-Jun			15-Jun	COB	686,527.02	686,527.02		
5020301001	Procurement of Regular Office Supplies - 4th Quarter	PRO IV-B	Negotiated Procurement - Agency to Agency	31-Aug			07-Sep	COB	677,562.46	677,562.46		
	<b>Sub-Total</b>								2,798,797.20	2,798,797.20		
5020301001	Procurement of Regular Office Supplies - 1st Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement	12-Jan			19-Jan	COB	634,871.70	634,871.70		
5020301001	Procurement of Regular Office Supplies - 2nd Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement	23-Mar			30-Mar	COB	397,599.72	397,599.72		
5020301001	Procurement of Regular Office Supplies - 3rd Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement	15-Jun			22-Jun	COB	350,177.52	350,177.52		
5020301001	Procurement of Regular Office Supplies - 4th Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement	07-Sep			14-Sep	COB	127,673.13	127,673.13		
	<b>Sub-Total</b>								1,510,322.07	1,510,322.07		
	<b>Total</b>								4,309,119.27	4,309,119.27		
5020301002	Procurement of IT Supplies - 1st Quarter	PRO IV-B	Negotiated Procurement - Agency to Agency	06-Jan			13-Jan	COB	698,875.77	698,875.77		
	<b>Sub-Total</b>								698,875.77	698,875.77		
5020301002	Procurement of IT Supplies - 1st Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement	12-Jan			19-Jan	COB	731,627.39	731,627.39		
	<b>Sub-Total</b>								731,627.39	731,627.39		
	<b>Total</b>								1,430,503.16	1,430,503.16		
50203020	Procurement of Accountable Forms - 1st Quarter - Continuous Form Checks	PRO IV-B	Negotiated Procurement - Agency to Agency	06-Jan			13-Jan	COB	16,700.00	16,700.00		


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50203020	Procurement of Accountable Forms - 2nd Quarter - Continuous Form Checks	PRO IV-B	Negotiated Procurement - Agency to Agency	09-Mar			16-Mar	COB	12,525.00	12,525.00		
50203020	Procurement of Accountable Forms - 3rd Quarter - Continuous Form Checks	PRO IV-B	Negotiated Procurement - Agency to Agency	08-Jun			15-Jun	COB	8,350.00	8,350.00		
50203020	Procurement of Accountable Forms - 4th Quarter - Continuous Form Checks	PRO IV-B	Negotiated Procurement - Agency to Agency	31-Aug			07-Sep	COB	8,350.00	8,350.00		
	<b>Total</b>								<b>45,925.00</b>	<b>45,925.00</b>		
50203070	Procurement of Drug and Medicines - 1st Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement	12-Jan			19-Jan	COB	6,086.10	6,086.10		
50203070	Procurement of Drug and Medicines - 2nd Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement	23-Mar			30-Mar	COB	2,830.95	2,830.95		
	<b>Total</b>								<b>8,917.05</b>	<b>8,917.05</b>		
50203080	Procurement of Medical, Dental and Laboratory Supplies	PRO IV-B	Negotiated Procurement - Agency to Agency	06-Jan			13-Jan	COB	12,989.25	12,989.25		
50203080	Procurement of Medical, Dental and Laboratory Supplies	PRO IV-B	Negotiated Procurement - Agency to Agency	15-Jun			22-Jun	COB	12,750.00	12,750.00		
	<b>Sub-Total</b>								<b>25,739.25</b>	<b>25,739.25</b>		
50203080	Procurement of Medical, Dental and Laboratory Supplies	PRO IV-B	Negotiated Procurement - Small Value Procurement	12-Jan			19-Jan	COB	8,699.65	8,699.65		
50203080	Procurement of Medical, Dental and Laboratory Supplies	PRO IV-B	Negotiated Procurement - Small Value Procurement	23-Mar			30-Mar	COB	1,509.25	1,509.25		
	<b>Sub-Total</b>								<b>10,208.90</b>	<b>10,208.90</b>		
	<b>Total</b>								<b>35,948.15</b>	<b>35,948.15</b>		
50203090	Procurement of Fuel, Oil and Lubricants	PRO IV-B	Negotiated Procurement - Direct Retail Purchase of Petroleum Fuel, Oil and Lubricants (POL) and Airline Tickets	05-Jan	03-Feb	24-Feb	27-Feb	COB	3,271,320.00	3,271,320.00		
	<b>Total</b>								<b>3,271,320.00</b>	<b>3,271,320.00</b>		
50203110	Procurement of Semi-Expendable Office Equipment	PRO IV-B	Public Bidding	15-Mar	23-Mar	11-Apr	14-Apr	COB	274,314.00	274,314.00		
	<b>Sub-Total</b>								<b>274,314.00</b>	<b>274,314.00</b>		



Code (PAP)	Procurement Program/Project	PMO / End User	Mode of Procurement	Schedule for Each Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
50203110	Procurement of Semi-Expendable Office Equipment	PRO IV-B	Negotiated Procurement - Small Value Procurement	10-Apr			17-Apr	COB	212,695.00	212,695.00		
	Sub-Total								212,695.00	212,695.00		
	Total								487,009.00	487,009.00		
5020321004	Procurement of Semi-Expendable Medical Equipment	PRO IV-B	Negotiated Procurement - Small Value Procurement	10-Apr			17-Apr	COB	15,000.00	15,000.00		
	Total								15,000.00	15,000.00		
50203110	Procurement of Semi-Expendable IT Equipment	PRO IV-B	Public Bidding	15-Mar	23-Mar	11-Apr	14-Apr	COB	108,512.04	108,512.04		
	Total								108,512.04	108,512.04		
5020321007	Procurement of Semi-Expendable Semi-Expendable Other Machinery and Equipment	PRO IV-B	Negotiated Procurement - Small Value Procurement	10-Apr			17-Apr	COB	314,150.00	314,150.00		
	Total								314,150.00	314,150.00		
50203110	Procurement of Semi-Expendable Furniture and Fixtures	PRO IV-B	Public Bidding	15-Mar	23-Mar	11-Apr	14-Apr	COB	8,182,099.16	8,182,099.16		
	Sub-Total								8,182,099.16	8,182,099.16		
50203110	Procurement of Semi-Expendable Furniture and Fixtures	PRO IV-B	Negotiated Procurement - Small Value Procurement	10-Apr			17-Apr	COB	150,079.00	150,079.00		
	Sub-Total								150,079.00	150,079.00		
	Total								8,332,178.16	8,332,178.16		
50203990	Procurement of Other Supplies - 1st Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement	12-Jan			19-Jan	COB	268,060.22	268,060.22		
50203990	Procurement of Other Supplies - 2nd Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement	23-Mar			30-Mar	COB	216,619.05	216,619.05		
50203990	Procurement of Other Supplies - 3rd Quarter	PRO IV-B	Negotiated Procurement - Small Value Procurement	15-Jun			22-Jun	COB	49,950.30	49,950.30		
	Total								534,629.57	534,629.57		
50215030	Procurement of Insurance Coverage	PRO IV-B	Negotiated Procurement - Agency to Agency	06-Jan			13-Jan	COB	792,152.92	792,152.92		
	Total								792,152.92	792,152.92		

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				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
502020100101	Procurement of Training Package	PRO IV-B	Negotiated Procurement - Small Value Procurement	12-May			19-May	COB	1,199,383.42	1,199,383.42		
	<b>Total</b>								<b>1,199,383.42</b>	<b>1,199,383.42</b>		
50204010	Procurement of Water Services	PRO IV-B	Negotiated Procurement - Small Value Procurement	12-Jan			19-Jan	COB	640,200.00	640,200.00		
	<b>Total</b>								<b>640,200.00</b>	<b>640,200.00</b>		
50204020	Procurement of Electricity	PRO IV-B	Negotiated Procurement - Small Value Procurement	12-Jan			19-Jan	COB	8,290,230.24	8,290,230.24		
	<b>Total</b>								<b>8,290,230.24</b>	<b>8,290,230.24</b>		
10607010	Procurement of Office Equipment	PRO IV-B	Public Bidding	15-Mar	23-Mar	11-Apr	14-Apr	COB	5,006,792.80		5,006,792.80	
	<b>Total</b>								<b>5,006,792.80</b>		<b>5,006,792.80</b>	
10605030	Procurement of IT Equipment and Software	PRO IV-B	Public Bidding	15-Mar	23-Mar	11-Apr	14-Apr	COB	982,701.72		982,701.72	
	<b>Sub-Total</b>								<b>982,701.72</b>		<b>982,701.72</b>	
10605030	Procurement of IT Equipment and Software	PRO IV-B	Negotiated Procurement - Agency to Agency	10-Apr			17-Apr	COB	55,928.60		55,928.60	
	<b>Sub-Total</b>								<b>55,928.60</b>		<b>55,928.60</b>	
	<b>Total</b>								<b>1,038,630.32</b>		<b>1,038,630.32</b>	
10605110	Procurement of Other Equipment	PRO IV-B	Public Bidding	15-Mar	23-Mar	11-Apr	14-Apr	COB	136,000.00		136,000.00	
	<b>Total</b>								<b>136,000.00</b>		<b>136,000.00</b>	
	<b>Grand Total</b>								<b>94,508,362.20</b>	<b>88,326,939.08</b>	<b>6,181,423.12</b>	

Certified Correct by:

  
**NAPOLEON M. AROGO, JR., PhD**  
 Administrative Officer IV, ASS/  
 End-User


Reviewed by:

  
**ARACELI J. LAINEZ**  
 Division Chief IV, MSD

Recommending Approval:

  
**CIRILO C. BALMACEDA**  
 Chairperson, Bids and Awards Committee

Approved by:

  
**ATTY. JERRY F. IBAY**  
 Regional Vice-President/  
 Head of the Procuring Entity