



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

PhilHealth Regional Office V  
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UNIVERSAL HEALTH CARE  
PROTEKTORAN AT KALIGIRAN PARA SA LAHAT

January 30, 2023

**Memorandum**

TO : **ALL CONCERNED END-USERS**  
**PRO V**

SUBJECT : **ANNUAL PROCUREMENT PLAN (APP) FOR CY 2023 (Revision 1)**

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 Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations, which states that "All procurement shall be within the approved budget of the Procuring Entity should be meticulously and judiciously planned by the Procuring Entity, xxx", this Order is hereby issued approving the attached 2023 Annual Procurement Plan as recommended by the PhilHealth Regional Office V- Bids and Awards Committee (PRO V BAC).

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 V-BAC deliberated on, determined and recommended the appropriate method of procurement covering the various projects / programs / activities under Goods and Services, Information and Technology Resources, Consulting Services, and Infrastructure 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, its 2016 RIRR as well 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 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 purpose, a **screen shot from the**

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date. 1/31/23



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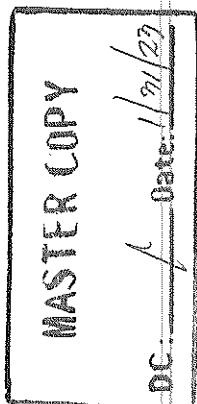
**PS-DBM and/or PhilGEPS search utility may suffice (search utility will turn red if not available or not carried)**

- c. Procurement of goods determined as through "Direct Contracting" must comply with the requisites of Sec. 50 of RA 9184 and its 2016 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 where there is change in projects, programs and activities contained in the 2023 APP following procedures defined in RA 9184, its RIRR and relevant and appropriate internal issuances.

For the information and guidance of all concerned.

  
**HENRY V. ALMANON**  
Regional Vice President, PRO V  
Head of the Procuring Entity  
Date signed: 01/30/2023



Copy Furnished:

- GPPB-TSO
- Resident Auditor, COA
- SBAC, PHIC



PHILHEALTH REGIONAL OFFICE V Annual Procurement Plan for FY 2023

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		
GOODS AND SERVICES														
CAPITAL EXPENDITURES														
10605020	Procurement of Office Equipment	PRO V	NO	Competitive Bidding	MAR	MAR	APR	APR	COB 2023	3,835,939.20		3,835,939.20	Airconditioning units	
10605020	Procurement of Office Equipment	PRO V	NO	NP-53.9 Small Value Procurement	APR			MAY	COB 2023	250,000.00		250,000.00	Paper shredder	
	Procurement of Other Equipment	PRO V	NO	NP-53.9 Small Value Procurement	MAY			JUN	COB 2023	136,000.00		136,000.00	Sound system indoor large speakers	
Sub-total										4,221,939.20		4,221,939.20		
Advertising, Promotional and Marketing														
5029901001	Procurement of Advertising Services	PRO V	NO	NP-53.6 Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services	FEB			MAR	COB 2023	240,000.00	240,000.00		Electronic Billboards	
5029901001	Procurement of Advertising Services	PRO V	NO	NP-53.6 Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services	FEB			MAR	COB 2023	634,500.00	634,500.00		Broadsheets and Radio Blocktime and Spotbuys	
50212030	Marketing and Promotional	PRO V	NO	NP-53.9 Small Value Procurement	FEB			MAR	COB 2023	4,165,900.00	4,165,900.00		Various marketing and promotional items	
Sub-total										5,040,400.00	5,040,400.00			
Communication														
50205010	Procurement of Courier Services	PRO V	NO	NP-53.9 Small Value Procurement	MAR			MAR	COB 2023	407,680.00	407,680.00		Courier services	
50205010	Procurement of Postage Services	PRO V	NO	NP-53.5 Agency-to-Agency	MAR			MAR	COB 2023	602,700.00	602,700.00		Registered mails	
50205040	Procurement of Cable, Satellite, Telegraph and Radio Services	PRO V	NO	Direct Contracting	JUL			JUL	COB 2023	7,200.00	7,200.00		Cable TV subscription	
Sub-total										1,017,580.00	1,017,580.00			
General Services														
50212020	Procurement of Janitorial Services	PRO V	NO	Competitive Bidding	FEB	MAR	MAR	MAR	COB 2023	2,593,099.20	2,593,099.20		Janitorial Services for PRO V Office & 6 LHIOs	
50212030	Procurement of Security Services	PRO V	NO	Competitive Bidding	FEB	MAR	MAR	MAR	COB 2023	6,695,368.78	6,695,368.78		Security Services for PRO V Office & warehouse & 6 LHIOs	
Sub-total										9,288,467.98	9,288,467.98			
Major Events and Conventions														
5029918003	Cultural and Athletic Activities - Christmas Activities	PRO V	NO	NP-53.10 Lease of Real Property and Venue	OCT			NOV	COB 2023	462,000.00	462,000.00		Conduct of Year-end/ Corporate Christmas Activities	
5029918009	Cultural and Athletic Activities - Other Activities	PRO V	NO	NP-53.9 Small Value Procurement	OCT			NOV	COB 2023	348,122.00	348,122.00		Conduct of PhilHealthy Movement Activities, 18-day VAWC Campaign, Family Day and Women's Month Celebration	
Sub-total										810,122.00	810,122.00			
Other Maintenance and Operating Expenses														
50299020	Procurement of Printing and Binding Services	PRO V	NO	NP-53.9 Small Value Procurement	MAR			APR	COB 2023	536,500.00	536,500.00		Photocopying services and printing of member IDs, calendars and others	
50299040	Procurement of Transportation and Delivery Services	PRO V	NO	NP-53.9 Small Value Procurement	MAR			APR	COB 2023	72,000.00	72,000.00		Garbage collection cost and freight and hauling services of supplies, materials and equipments from PRO to LHIOs	
50299050	Procurement of Lease / Rental Services	PRO V	NO	NP-53.10 Lease of Real Property and Venue	MAR	MAR	MAR	MAR	COB 2023	33,458,688.36	33,458,688.36		Rent for office space and warehouse	
50299070	Subscription Expenses	PRO V	NO	NP-53.9 Small Value Procurement	MAR			MAR	COB 2023	39,600.00	39,600.00		Newspaper subscriptions	
5029999003	Registration of Motor Vehicle	PRO V	NO	NP-53.5 Agency-to-Agency	MAR			MAR	COB 2023	34,505.00	34,505.00		Registration of motor vehicles	
5029999005	Corporate Forum	PRO V	NO	NP-53.9 Small Value Procurement	SEP			SEP	COB 2023	84,000.00	84,000.00		PRO V Mid-Year Assessment and other corporate forums without venue	
5029999005	Corporate Forum	PRO V	NO	NP-53.10 Lease of Real Property and Venue	SEP			SEP	COB 2023	54,000.00	54,000.00		PRO V Year-end Assessment	
5029999006	Medical Expenses	PRO V	NO	NP-53.9 Small Value Procurement	MAR			APR	COB 2023	2,908,500.00	2,908,500.00		Annual Physical Health Examination and Mandatory Drug Testing of Regular and Casual Employees	
Sub-total										37,187,793.36	37,187,793.36			
Repairs and Maintenance														
5021305001	Repairs and Maintenance of Office Equipment	PRO V	NO	NP-53.9 Small Value Procurement	SEP			SEP	COB 2023	300,000.00	300,000.00		Repairs & maintenance of aircon, genset & other office equipments	

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**PHILHEALTH REGIONAL OFFICE V Annual Procurement Plan for FY 2023**

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	
502130502	Repairs and Maintenance of I.T. Equipment	PRO V	NO	NP-53.9 Small Value Procurement	SEP			SEP	COB 2023	70,000.00	70,000.00		Repairs of computers, laptops and printers
50213060	Repairs and Maintenance of Transportation Equipment	PRO V	NO	NP-53.9 Small Value Procurement	SEP			SEP	COB 2023	472,643.00	472,643.00		Repair & maintenance of motor vehicles
50213070	Repairs and Maintenance of Furnitures	PRO V	NO	NP-53.9 Small Value Procurement	SEP			SEP	COB 2023	50,000.00	50,000.00		Repairs of chairs, sofa sets, tables, cabinets and other furnitures & fixtures
Sub-total										892,643.00	892,643.00		
<b>Supplies and Material Expenses</b>													
5020301001	Regular Office Supplies	PRO V	NO	NP-53.5 Agency-to-Agency (PS-DBM)	JAN			FEB	COB 2023	1,653,530.00	1,653,530.00		Regular office supplies purchased from PS-DBM / Shopping for 1st Quarter 2023
5020301001	Regular Office Supplies	PRO V	NO	NP-53.9 Small Value Procurement	JAN			FEB	COB 2023	525,014.89	525,014.89		Regular office supplies purchased from PS-DBM / Shopping for 2nd Quarter 2023
5020301001	Regular Office Supplies	PRO V	NO	NP-53.5 Agency-to-Agency (PS-DBM)	APR			MAY	COB 2023	395,432.71	395,432.71		Regular office supplies purchased from other suppliers for 1st Quarter 2023
5020301001	Regular Office Supplies	PRO V	NO	NP-53.9 Small Value Procurement	APR			MAY	COB 2023	403,446.15	403,446.15		Regular office supplies purchased from other suppliers for 2nd Quarter 2023
5020301001	Regular Office Supplies	PRO V	NO	Direct Contracting	APR			MAY	COB 2023	53,701.84	53,701.84		Supplies for copier and risograph for 1st & 2nd Quarter 2023
50203020	Procurement of Accountable Forms (2nd Quarter)	PRO V	NO	NP-53.5 Agency-to-Agency	APR			MAY	COB 2023	11,570.00	11,570.00		Checks
50203020	Procurement of Accountable Forms (3rd Quarter)	PRO V	NO	NP-53.5 Agency-to-Agency	JUN			JUL	COB 2023	11,570.00	11,570.00		Checks
50203070	Procurement of Drugs & Medicines	PRO V	NO	NP-53.9 Small Value Procurement	MAY			JUN	COB 2023	37,614.85	37,614.85		Drug and medicines
50203080	Procurement of Medical, Dental & Laboratory Supplies	PRO V	NO	NP-53.9 Small Value Procurement	MAY			MAY	COB 2023	100,141.60	100,141.60		Medical, dental & Laboratory supplies
50203090	Procurement of Fuel, Oil and Lubricants	PRO V	NO	NP- Direct Retail Purchase of POL	JUN			JUL	COB 2023	2,106,960.00	2,106,960.00		Petroleum, oil & lubricants
50203990	Procurement of Other Supplies (1st Quarter)	PRO V	NO	NP-53.9 Small Value Procurement	JAN			FEB	COB 2023	24,756.60	24,756.60		Auto supply, hardware supply & others
50203990	Procurement of Other Supplies (2nd Quarter)	PRO V	NO	NP-53.9 Small Value Procurement	APR			MAY	COB 2023	492,718.48	492,718.48		Auto supply, hardware supply & others
Sub-total										5,816,457.12	5,816,457.12		
<b>Semi-Expendable Equipments and Furnitures &amp;</b>													
5020321002	Procurement of Semi-Expendable Office Equipment	PRO V	NO	NP-53.9 Small Value Procurement	FEB			FEB	COB 2023	362,857.60	362,857.60		Semi-expendable office equipment for 1st Quarter 2023
5020321002	Procurement of Semi-Expendable Office Equipment	PRO V	NO	NP-53.9 Small Value Procurement	APR			MAY	COB 2023	95,340.89	95,340.89		Semi-expendable office equipment for 2nd Quarter 2023
5020321007	Procurement of Semi-Expendable Other Machinery & Equipment	PRO V	NO	NP-53.9 Small Value Procurement	JAN			FEB	COB 2023	549,861.00	549,861.00		Semi-expendable other machinery and equipment for 1st Quarter 2023
5020321007	Procurement of Semi-Expendable Other Machinery & Equipment	PRO V	NO	NP-53.9 Small Value Procurement	APR			MAY	COB 2023	43,089.00	43,089.00		Semi-expendable other machinery and equipment for 2nd Quarter 2023
5020321009	Procurement of Semi-Expendable Sports Equipment	PRO V	NO	NP-53.9 Small Value Procurement	JAN			FEB	COB 2023	27,493.40	27,493.40		Badminton and table tennis
502032001	Procurement of Semi-Expendable Furnitures and Fixtures	PRO V	NO	Competitive Bidding	FEB	FEB	MAR	MAR	COB 2023	3,356,058.28	3,356,058.28		Semi-expendable Furnitures
502032001	Procurement of Semi-Expendable Furnitures and Fixtures	PRO V	NO	NP-53.9 Small Value Procurement	APR			MAY	COB 2023	855,880.42	855,880.42		Semi-expendable Furnitures
Sub-total										5,290,580.59	5,290,580.59		
<b>Training and Scholarship Expenses</b>													
502020100101	Training Expenses - Local (Internal)	PRO V	NO	NP-53.9 Small Value Procurement	FEB			MAR	COB 2023	910,139.90	910,139.90		Various Internal Meetings for PROs and Conduct of Orientation and Performance Assessment
Sub-total										910,139.90	910,139.90		

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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	
Utility Expenses													
50204010	Procurement of Water Services	PRO V	NO	Direct Contracting	JUL			JUL	COB 2023	258,000.00	258,000.00		Water supply
50204020	Procurement of Electricity	PRO V	NO	Direct Contracting	JUL			JUL	COB 2023	8,556,912.00	8,556,912.00		Electricity
Sub-total										8,814,912.00	8,814,912.00		
TOTAL										79,291,035.15	75,069,095.95	4,221,939.20	
INFORMATION AND TECHNOLOGY RESOURCES													
	Procurement of I.T. Equipment and Software	PRO V	NO	NP-53.5 Agency-to-Agency (PS-DBM)	APR			APR	COB 2023	1,542,466.64		1,542,466.64	Laptops, computers, printers and other IT equipments
5020301002	Procurement of I.T. Supplies	PRO V	NO	NP-53.5 Agency-to-Agency (PS-DBM)	MAR			MAR	COB 2023	1,615,556.29	1,615,556.29		Toner, Ribbons, Ink Cartdges & Maintenance Kit
5020321006	Procurement of Semi-Expendable IT Equipment	PRO V	NO	NP-53.5 Agency-to-Agency (PS-DBM)	APR			APR	COB 2023	177,045.96	177,045.96		Uninterrupted Power Supply (UPS) for computers
50205030	Procurement of Internet Services	PRO V	NO	NP-53.9 Small Value Procurement	APR			MAY	COB 2023	624,000.00	624,000.00		Internet subscriptions
TOTAL										3,959,068.89	2,415,602.25	1,542,466.64	
INFRASTRUCTURE													
	Leasehold Improvements	PRO V	NO	NP-53.9 Small Value Procurement	OCT			NOV	COB 2023	65,000.00		65,000.00	Leasehold improvements
5021309002	Repairs and Maintenance - Leased Assets Improvements - Building	PRO V	NO	NP-53.9 Small Value Procurement	SEP			SEP	COB 2023	250,000.00	250,000.00		For carpentry works, electric connections and plumbing
TOTAL										315,000.00	250,000.00	65,000.00	
GRAND TOTAL										83,565,104.04	77,735,698.20	5,829,405.84	

Prepared and Consolidated By:

*Ritchie Solibaga*  
RITCHIE SOLIBAGA  
BAC Secretariat

Certified Correct as to Consolidation:

*Maria Rosario C. Serrano*  
MARIA ROSARIO C. SERRANO  
Head, BAC Secretariat

Recommended as to Mode of Procurement:

*on leave*  
CATHERINE M. CORDIS, CPA  
BAC Member

DR. RONALD S. SANTELICES  
BAC Member

*Marcia Natalia V. Simsiman*  
MARCIA NATALIA V. SIMSIMAN  
BAC Member

*Dean S. Salvosa*  
ATTY. DEAN S. SALVOSA  
BAC Vice Chairperson

*(retired as of 12/31/22)*  
DR. JANICE NANETTE B. ESTRADA  
BAC Member

*Myrna R. Suratos*  
DR. MYRNA R. SURATOS  
BAC Chairperson

Approved By:

*Henry V. Almanon*  
HENRY V. ALMANON  
Regional Vice President/TIOPE, PRO V

