



September 5, 2022

**CORPORATE MEMORANDUM**

No. PRO-CAR 2022 - 017a

**TO :** All Concerned End-Users  
PRO-CAR

**SUBJECT :** Indicative Annual Procurement Plan (APP) for CY 2023

In order to ensure the effective and efficient delivery of public service and to support the proposed corporate budget for CY 2023, taking into consideration the budget framework reflecting the priorities and objectives of the Corporation, the preparation of the Indicative Annual Procurement Plan (APP) is necessary.

As mandated, the PRO-CAR Bids and Awards Committee (BAC) deliberated on, determined and recommended the appropriate method of procurement covering the various projects/programs/activities included in the Indicative APP, in accordance to the parameters set forth in the RA 9184 and its 2016 Revised Implementing Rules and Regulations (IRR).

Section 7.3.1 of the Revised IRR of the law provides:

*"Upon issuance of the budget call in the case of NGAs, SUCs, Constitutional Commissions or Offices, or similar document for GOCCs, GFIs and LGUs, the Procuring Entity shall prepare its indicative APP for the succeeding calendar year to support its proposed budget taking into consideration the budget framework for that year in order to reflect its priorities and objectives."*

Pursuant to the authority granted by the PhilHealth Board of Directors to the President and Chief Executive Officer and the Regional Vice President in the case of PhilHealth Regional Offices as the Head of the Procuring Entity, this memorandum is hereby issued approving the attached Indicative APP for CY 2023 for Goods and Services, Information and Technology Resources and Infrastructure.

It is emphasized that all procurement based on the approved Indicative APP must be undertaken strictly in accordance with the terms, conditions and requirements provided for in the law and the Revised IRR, as well as all relevant government and corporate issuances, subject to usual government auditing and accounting rules and regulations.

For information and guidance of all concerned.

**IMELDA CRISTETA D. VILLAMAR**  
Acting Regional Vice President

Date signed 9/05/22



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Procurement Program/Project PMO / End-User Mode of Procurement				SCHEDULE FOR EACH PROCUREMENT ACTIVITY												Estimated Budget				Remarks
				Pre-Proc Conference	Ads/Post of ITB	Pre-Bid Conference	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover	Fund Source	Total	MOOE	CO	
Procurement of Office Equipment																				
2nd Quarter																				
Philhealth	Regional Office	CAR	Public Bidding Negotiated Procurement - Small Value Procurement	APR	APR	APR		APR		MAY	MAY	MAY	JUN	JUN	JUN	COB	1,054,644.00		1,054,644.00	
																	1,054,644.00	0.00	1,054,644.00	
Procurement of Sports Equipment																				
2nd Quarter																				
Philhealth	Regional Office	CAR	Negotiated Procurement - Small Value Procurement	MAY	MAY							MAY		JUN	JUN	COB	121,000.00		121,000.00	
																	121,000.00	0.00	121,000.00	
Procurement of Regular Office Supplies																				
1st Quarter																				
Philhealth	Regional Office	CAR	Negotiated Procurement - Agency to Agency Negotiated Procurement - Small Value Procurement	FEB	FEB							MAR		MAR	APR	COB	357,617.91	357,617.91		
2nd Quarter																				
Philhealth	Regional Office	CAR	Negotiated Procurement - Agency to Agency	MAY	MAY							MAY		JUN	JUN	COB	7,946.10	7,946.10		
3rd Quarter																				
Philhealth	Regional Office	CAR	Negotiated Procurement - Agency to Agency	JUL	JUL							JUL		AUG	AUG	COB	108,477.59	108,477.59		
																	474,041.60	474,041.60	0.00	
Procurement of Accountable Forms																				
1st Quarter																				
Philhealth	Regional Office	CAR	Negotiated Procurement - Agency to Agency	FEB	FEB							MAR		MAR	APR	COB	31,629.80	31,629.80		





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				Pre-Proc Conference	Ads/Post of ITB	Pre-Bid Conference	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover	Total		MOOE	CO									
Procurement of Drug and Medicines																		31,629.80	31,629.80	0.00								
1st Quarter																												
Philhealth	Regional	Office	CAR	Negotiated Procurement - Small Value Procurement	FEB	FEB						MAR		MAR	APR	COB	15,400.70	15,400.70										
																		15,400.70	15,400.70	0.00								
Procurement of Medical, Dental and Laboratory Supplies																												
1st Quarter																												
Philhealth	Regional	Office	CAR	Negotiated Procurement - Agency to Agency Negotiated Procurement - Small Value Procurement	FEB	FEB						MAR		MAR	APR	COB	168,502.84	168,502.84										
																		168,502.84	168,502.84	0.00								
Procurement of Gasoline, Oil and Lubricants																												
Philhealth	Regional	Office	CAR	Negotiated Procurement - Petroleum Oil and Lubriant	JAN	JAN	JAN	JAN	FEB		FEB	FEB	MAR	MAR	APR	COB	2,161,080.00	2,161,080.00										
																		2,161,080.00	2,161,080.00	0.00								
Procurement of Semi-Expendable Office Equipment Expenses																												
1st Quarter																												
Philhealth	Regional	Office	CAR	Negotiated Procurement - Small Value Procurement	FEB	FEB						MAR		MAR	APR	COB	62,473.00	62,473.00										
2nd Quarter																												
Philhealth	Regional	Office	CAR	Negotiated Procurement - Small Value Procurement	MAY	MAY						MAY		JUN	JUN	COB	41,172.40	41,172.40										
																		103,645.40	103,645.40	0.00								
Procurement of Semi-Expendable Other Machinery and Equipment																												
1st Quarter																												



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				Pre-Proc Conference	Ads/Post of ITB	Pre-Bid Conference	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover	Fund Source	Total	MOOE	
Philhealth	Regional	Office	CAR	Negotiated Procurement - Small Value Procurement	FEB	FEB						MAR		MAR	APR	COB	114,599.00	114,599.00	
2nd Quarter																			
Philhealth	Regional	Office	CAR	Negotiated Procurement - Small Value Procurement	MAY	MAY						MAY		JUN	JUN	COB	8,250.00	8,250.00	
																	122,849.00	122,849.00	0.00
Procurement of Semi-Expendable Furniture and Fixtures																			
1st Quarter																			
Philhealth	Regional	Office	CAR	Public Bidding	JAN	JAN	FEB		FEB		FEB	FEB	MAR	MAR	MAR	APR	COB	790,300.00	790,300.00
2nd Quarter																			
Philhealth	Regional	Office	CAR	Public Bidding	APR	APR	APR		APR		MAY	MAY	MAY	JUN	JUN	JUN	COB	388,349.58	388,349.58
																	1,178,649.58	1,178,649.58	0.00
Procurement of Other Supplies																			
1st Quarter																			
Philhealth	Regional	Office	CAR	Negotiated Procurement - Small Value Procurement	FEB	FEB						MAR		MAR	APR	COB	56,331.90	56,331.90	
3rd Quarter																			
Philhealth	Regional	Office	CAR	Negotiated Procurement - Small Value Procurement	JUL	JUL						JUL		AUG	AUG	COB	35,102.00	35,102.00	
																	91,433.90	91,433.90	0.00
Procurement of Water Services																			
Philhealth	Regional	Office	CAR	Negotiated Procurement - Small Value Procurement	FEB	FEB						MAR		MAR	APR	COB	12,000.00	12,000.00	
																	12,000.00	12,000.00	0.00
Procurement of Electricity																			
Philhealth	Regional	Office	CAR	Direct Contracting	JAN	JAN						JAN	JAN	FEB	FEB	FEB	COB	2,401,788.24	2,401,788.24





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				Pre-Proc Conference	Ads/Post of ITB	Pre-Bid Conference	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover		Total	MOOE	CO	
																2,401,788.24	2,401,788.24	0.00		
Procurement of Postage and Delivery Services																				
Philhealth	Regional Office	CAR	Negotiated Procurement - Small Value Procurement - Agency to Agency	JAN	JAN						JAN		FEB	FEB	COB	6,654,135.60	6,654,135.60			
																6,654,135.60	6,654,135.60	0.00		
Procurement of Telephone Landline Services																				
Philhealth	Regional Office	CAR	Direct Contracting	JAN	JAN					JAN	JAN	FEB	FEB	FEB	COB	131,316.36	131,316.36			
																131,316.36	131,316.36	0.00		
Procurement of Janitorial Services																				
Philhealth	Regional Office	CAR	Public Bidding	JAN	JAN	JAN		JAN		JAN	FEB	FEB	MAR	MAR	COB	3,340,470.12	3,340,470.12			
																3,340,470.12	3,340,470.12	0.00		
Procurement of Security Services																				
Philhealth	Regional Office	CAR	Public Bidding	JAN	JAN	JAN		JAN		JAN	FEB	FEB	MAR	MAR	COB	9,249,552.84	9,249,552.84			
																9,249,552.84	9,249,552.84	0.00		
Repair and Maintenance of Office Equipment																				
Philhealth	Regional Office	CAR	Negotiated Procurement - Small Value Procurement	AUG	AUG						SEP		OCT	OCT	COB	466,000.00	466,000.00			
																466,000.00	466,000.00	0.00		
Repair and Maintenance of IT Equipment																				
Philhealth	Regional Office	CAR	Negotiated Procurement - Small Value Procurement	FEB	FEB						MAR		MAR	APR	COB	20,787.00	20,787.00			
																20,787.00	20,787.00	0.00		
Repair and Maintenance of Transportation Equipment																				
Philhealth	Regional Office	CAR	Negotiated Procurement - Small Value Procurement	JAN	JAN						JAN		FEB	FEB	COB	800,000.00	800,000.00			



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				Pre-Proc Conference	Ads/Post of ITB	Pre-Bid Conference	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover	Fund Source	Total	MOOE	CO	
Repair and Maintenance of Furniture and Fixtures																	800,000.00	800,000.00	0.00	
Philhealth	Regional Office	CAR	Negotiated Procurement - Small Value Procurement	JAN	JAN						JAN		FEB	FEB	COB	50,000.00	50,000.00			
Marketing and Promotional																	50,000.00	50,000.00	0.00	
Philhealth	Regional Office	CAR	Negotiated Procurement - Small Value Procurement Negotiate Procurement - Lease of Real Property and Venue	FEB	FEB						MAR		MAR	APR	COB	405,760.00	405,760.00			
Procurement of Printing and Binding Services																	405,760.00	405,760.00	0.00	
Philhealth	Regional Office	CAR	Negotiated Procurement - Small Value Procurement National Printing Office	FEB	FEB						MAR		MAR	APR	COB	260,000.00	260,000.00			
Procurement of Transportation and Delivery Services																	260,000.00	260,000.00	0.00	
Philhealth	Regional Office	CAR	Negotiated Procurement - Small Value Procurement	AUG	AUG						SEP		OCT	OCT	COB	300,000.00	300,000.00			
Procurement of Rental Services																	300,000.00	300,000.00	0.00	
Philhealth	Regional Office	CAR	Negotiated Procurement - Lease of Real Property and Venue	JAN	JAN						JAN	JAN	FEB	FEB	COB	23,557,553.08	23,557,553.08			
Procurement of Subscription Services																	23,557,553.08	23,557,553.08	0.00	





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				Pre-Proc Conference	Ads/Post of ITB	Pre-Bid Conference	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover		Total	MOOE	CO		
Philhealth Regional Office	CAR	Negotiated Procurement - Small Value Procurement		FEB	FEB							MAR		MAR	APR	COB	52,800.00	52,800.00			
																	52,800.00	52,800.00	0.00		
Registration of Motor Vehicle																					
Philhealth Regional Office	CAR	Negotiated Procurement - Agency to Agency		JAN	JAN							JAN		FEB	FEB	COB	31,000.00	31,000.00			
																	31,000.00	31,000.00	0.00		
Corporate Forum																					
Philhealth Regional Office	CAR	Negotiated Procurement - Lease of Real Property and Venue Negotiated Procurement - Small Value Procurement		MAR	MAR							MAR		APR	MAY	COB	243,800.00	243,800.00			
																	243,800.00	243,800.00	0.00		
Medical Expenses																					
Philhealth Regional Office	CAR	Negotiated Procurement - Agency to Agency		JUL	JUL							AUG		AUG	SEP	COB	1,920,000.00	1,920,000.00			
																	1,920,000.00	1,920,000.00	0.00		
Note: System generated report.																	Total	55,419,840.06	54,244,196.06	1,175,644.00	

Note: System generated report.



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Procurement Program/Project PMO / Mode of End-User Procurement				SCHEDULE FOR EACH PROCUREMENT ACTIVITY												Estimated Budget				Remarks
				Pre-Proc Conference	Ads/Post of ITB	Pre-Bid Conference	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover	Fund Source	Total	MOOE	CO	
Procurement of IT Equipment and Software																				
2nd Quarter																				
Philhealth	Regional	Office	CAR	Public Bidding	APR	APR	APR	APR		MAY	MAY	MAY	JUN	JUN	JUN	COB	6,202,902.67		6,202,902.67	
																	6,202,902.67	0.00	6,202,902.67	
Procurement of IT Supplies																				
1st Quarter																				
Philhealth	Regional	Office	CAR	Negotiated Procurement - Small Value Procurement[Negotiate Procurement - Agency to Agency	FEB	FEB					MAR			MAR	APR	COB	1,267,851.49	1,267,851.49		
2nd Quarter																				
Philhealth	Regional	Office	CAR	Negotiated Procurement - Small Value Procurement[Negotiate Procurement - Agency to Agency	MAY	MAY					MAY			JUN	JUN	COB	731,124.69	731,124.69		
3rd Quarter																				
Philhealth	Regional	Office	CAR	Negotiated Procurement - Small Value Procurement[Negotiate Procurement - Agency to Agency	JUL	JUL					JUL			AUG	AUG	COB	930,436.78	930,436.78		
																	2,929,412.96	2,929,412.96	0.00	
Procurement of Semi-Expendable IT Equipment																				
2nd Quarter																				
Philhealth	Regional	Office	CAR	Public Bidding	APR	APR	APR	APR		MAY	MAY	MAY	JUN	JUN	JUN	COB	3,591,472.85	3,591,472.85		
																	3,591,472.85	3,591,472.85	0.00	
Procurement of Internet Services																				





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			Pre-Proc Conference	Ads/Post of ITB	Pre-Bid Conference	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover		Total	MOOE	CO			
Philhealth	Regional Office	CAR	Public Bidding Negotiated Procurement - Small Value Procurement	JAN	JAN	FEB		FEB		FEB	FEB	MAR	MAR	MAR	APR	COB	1,155,713.00	1,155,713.00			
																	1,155,713.00	1,155,713.00	0.00		
Note: System generated report.																	Total	13,879,501.48	7,676,598.81	6,202,902.67	



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Procurement Program/Project			PMO / End-User	Mode of Procurement	SCHEDULE FOR EACH PROCUREMENT ACTIVITY												Fund Source	Estimated Budget			Remarks
					Pre-Proc Conference	Ads/Post of ITB	Pre-Bid Conference	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover		Total	MOOE	CO	
Procurement of Other Structures																					
Philhealth	Regional Office	CAR	Negotiated Procurement - Small Value	MAY	MAY								MAY		JUN	JUN	COB	277,500.00		277,500.00	
																		277,500.00	0.00	277,500.00	
Repair and Maintenance for Leased Assets Improvements - Building																					
Philhealth	Regional Office	CAR	Negotiated Procurement - Small Value	JAN	JAN								JAN		FEB	FEB	COB	120,000.00	120,000.00		
																		120,000.00	120,000.00	0.00	
Note: System generated report.																	Total	397,500.00	120,000.00	277,500.00	
Goods and Services																		55,419,840.06	54,244,196.06	1,175,644.00	
Information and Technology Resources																		13,879,501.48	7,676,598.81	6,202,902.67	
Infrastructure																		397,500.00	120,000.00	277,500.00	
GRAND TOTAL																		69,696,841.54	62,040,794.87	7,656,046.67	

Recommended by:

ATTY. ERIC L. MANDIIT  
Acting BAC Chairperson

DR. GLENN CORNELIO A. LAMSIS  
BAC Member

ATTY. MARIAH B. ALAGON  
BAC Member

*on leave*  
DR. FE ESPERANZA F. PILANDO  
BAC Member

*Oliver W. Pagao*  
OLIVER W. PAGAO  
BAC Member

Approved by:

*Imelda Cristeta D. Villamar*  
IMELDA CRISTETA D. VILLAMAR  
Acting Regional Vice President/Head of the Procuring Entity



Note: Indicative APP for CY 2023 being submitted is still subject for evaluation for PhilHealth Planning and Budget Committee, hence, a final submission shall be made once the CY 2023 COB has been approved at the very least in EXECOM level. The initial submission is for compliance with the requirement of IATF-HNGPMIRS Memorandum Circular No. 2022-1.