

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

PhilHealth Regional Office – National Capital Region  
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www.philhealth.gov.ph




September 7, 2022

**PRO NCR MEMORANDUM**

NO. 2022-418 *g*

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

**FROM :**   
BERNADETTE C. LICO, M.D.  
Vice President  
PRO NCR

**SUBJECT :** Indicative Annual Procurement Plan (APP) for FY2023

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

As mandated, the PhilHealth Regional Office – NCR 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 with the parameters set in the R.A. 9184 and its Revised I.R.R.

Section 7.3 of the Revised IRR of RA9184 provides:

“7.3.1. 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. (a)”

Accordingly, and under the authority granted by the PhilHealth Board of Directors to the President and CEO, and Regional Vice President, in case of PhilHealth Regional Offices, as Head of the Procuring Entity, this Order is hereby issued approving the attached Indicative APP for FY2023 for Goods and Services, Information Technology Resources and Infrastructure.

It is emphasized that all procurement based on the approved Indicative APP for FY2023 must be undertaken strictly in accordance with the terms, conditions and requirements provided in the law, its RIRR, as well as relevant government and corporate procurement policies, rules and regulations, subject to usual government auditing and accounting rules and regulations.

For information and guidance of all concerned.



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BAC Goods and Services

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 Office Equipment																						
1st Quarter																						
PhilHealth Regional Office - NCR	Shopping[Negotiated Procurement - Small Value Procurement	FEB	FEB									FEB	MAR	COB	1,885,882.12		1,885,882.12					
															1,885,882.12	0.00	1,885,882.12					
Procurement of Sports Equipment																						
1st Quarter																						
PhilHealth Regional Office - NCR	Negotiated Procurement - Small Value Procurement	JAN	JAN						JAN			FEB	MAR	COB	847,000.00		847,000.00					
2nd Quarter																						
PhilHealth Regional Office - NCR	Negotiated Procurement - Small Value Procurement	MAR	MAR						MAR			APR	MAY	COB	51,000.00		51,000.00					
															898,000.00	0.00	898,000.00					
Procurement of Other Equipment																						
1st Quarter																						
PhilHealth Regional Office - NCR	Negotiated Procurement - Small Value Procurement	JAN	JAN						FEB			FEB	MAR	COB	204,000.00		204,000.00					
															204,000.00	0.00	204,000.00					
Procurement of Motor Vehicle																						
1st Quarter																						
PhilHealth Regional Office - NCR	Public Bidding	JAN	JAN	JAN		JAN		JAN	FEB	FEB	MAR	MAR	MAR	COB	9,147,500.00		9,147,500.00					
															9,147,500.00	0.00	9,147,500.00					
Procurement of Furniture and Fixtures																						
1st Quarter																						
PhilHealth Regional Office - NCR	Shopping	MAR	MAR									MAR	MAR	COB	55,000.00		55,000.00					
															55,000.00	0.00	55,000.00					
Procurement of Regular Office Supplies																						
1st Quarter																						
PhilHealth Regional Office - NCR	Negotiated Procurement - Small Value Procurement[Negotiate Procurement - Agency to Agency]Shopping[Direct Contracting	JAN	JAN						JAN			FEB	FEB	COB	24,042,709.90	24,042,709.90						
															24,042,709.90	24,042,709.90	0.00					
Procurement of Accountable Forms																						
1st Quarter																						
PhilHealth Regional Office - NCR	Negotiated Procurement - Agency to Agency	JAN	JAN						JAN			FEB	MAR	COB	132,039.60	132,039.60						
															132,039.60	132,039.60	0.00					
Procurement of Drug and Medicines																						
1st Quarter																						



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BAC Goods and Services

Procurement Program/Project	PMO / End-User	Mode of Procurement	SCHEDULE FOR EACH PROCUREMENT ACTIVITY											Fund Source	Total	Estimated Budget MOOE	CO	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				
PhilHealth Regional Office - NCR		Negotiated Procurement - Small Value Procurement	FEB	FEB							FEB		MAR	APR	COB	183,319.25	183,319.25	
																183,319.25	183,319.25	0.00
<b>Procurement of Medical, Dental and Laboratory Supplies</b>																		
1st Quarter																		
PhilHealth Regional Office - NCR		Shopping[Negotiated Procurement - Agency to Agency]Negotiated Procurement - Small Value Procurement	FEB	FEB									FEB	MAR	COB	1,052,762.54	1,052,762.54	
																1,052,762.54	1,052,762.54	0.00
<b>Procurement of Gasoline, Oil and Lubricants</b>																		
PhilHealth Regional Office - NCR		Negotiated Procurement - Petroleum Oil and Lubricant	JAN	JAN	JAN	JAN	FEB		FEB	FEB	MAR	MAR	MAR	APR	COB	2,646,360.00	2,646,360.00	
																2,646,360.00	2,646,360.00	0.00
<b>Procurement of Textbooks and Instructional Materials</b>																		
1st Quarter																		
PhilHealth Regional Office - NCR		Negotiated Procurement - Agency to Agency	JAN	JAN							JAN		FEB	FEB	COB	1,488.40	1,488.40	
																1,488.40	1,488.40	0.00
<b>Procurement of Semi-Expendable Office Equipment Expenses</b>																		
1st Quarter																		
PhilHealth Regional Office - NCR		Negotiated Procurement - Small Value Procurement[Negotiate Procurement - Agency to Agency]Shopping	FEB	FEB									FEB	FEB	COB	1,038,873.50	1,038,873.50	
																1,038,873.50	1,038,873.50	0.00
<b>Procurement of Semi-Expendable Medical Equipment Expenses</b>																		
1st Quarter																		
PhilHealth Regional Office - NCR		Negotiated Procurement - Small Value Procurement[Shopping]	JAN	JAN							JAN		FEB	FEB	COB	496,698.00	496,698.00	
																496,698.00	496,698.00	0.00
<b>Procurement of Semi-Expendable Other Machinery and Equipment</b>																		
1st Quarter																		
PhilHealth Regional Office - NCR		Negotiated Procurement - Small Value Procurement[Shopping]	JAN	JAN							JAN		FEB	FEB	COB	1,099,382.75	1,099,382.75	
																1,099,382.75	1,099,382.75	0.00
<b>Procurement of Semi-Expendable Sports Equipment</b>																		
1st Quarter																		
PhilHealth Regional Office - NCR		Negotiated Procurement - Small Value Procurement	FEB	FEB							FEB		MAR	MAR	COB	275,400.00	275,400.00	
2nd Quarter																		

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**BAC Goods and Services**

Procurement Program/Project PMO / End-User	Mode of Procurement	SCHEDULE FOR EACH PROCUREMENT ACTIVITY											Fund Source	Total	Estimated Budget		CO	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		MOOE			
PhilHealth Regional Office - NCR	Negotiated Procurement - Small Value Procurement	MAR	MAR							MAR		APR	MAY	COB	60,383.40	60,383.40		
															335,783.40	335,783.40	0.00	
<b>Procurement of Semi-Expendable Furniture and Fixtures</b>																		
1st Quarter																		
PhilHealth Regional Office - NCR	Negotiated Procurement - Small Value Procurement Public Bidding Shopping	FEB	FEB									FEB	FEB	COB	14,668,083.37	14,668,083.37		
2nd Quarter																		
PhilHealth Regional Office - NCR	Negotiated Procurement - Small Value Procurement Shopping	MAR	MAR							MAR		APR	APR	COB	553,300.00	553,300.00		
															15,221,383.37	15,221,383.37	0.00	
<b>Procurement of Other Supplies</b>																		
1st Quarter																		
PhilHealth Regional Office - NCR	Negotiated Procurement - Small Value Procurement	JAN	JAN							JAN		FEB	FEB	COB	1,186,104.81	1,186,104.81		
2nd Quarter																		
PhilHealth Regional Office - NCR	Negotiated Procurement - Small Value Procurement	MAR	MAR							MAR		APR	MAY	COB	101,990.45	101,990.45		
															1,288,095.26	1,288,095.26	0.00	
<b>Procurement of Water Services</b>																		
PhilHealth Regional Office - NCR	Direct Contracting	JAN	JAN						JAN	JAN	FEB	FEB	FEB	COB	2,160,176.65	2,160,176.65		
															2,160,176.65	2,160,176.65	0.00	
<b>Procurement of Electricity</b>																		
PhilHealth Regional Office - NCR	Direct Contracting	JAN	JAN						JAN	JAN	FEB	FEB	FEB	COB	33,148,712.29	33,148,712.29		
															33,148,712.29	33,148,712.29	0.00	
<b>Procurement of Postage and Delivery Services</b>																		
PhilHealth Regional Office - NCR	Negotiated Procurement - Agency to Agency	JAN	JAN							JAN		FEB	FEB	COB	5,373,500.00	5,373,500.00		
															5,373,500.00	5,373,500.00	0.00	
<b>Procurement of Telephone Mobile Services</b>																		
PhilHealth Regional Office - NCR	Direct Contracting	JAN	JAN						JAN	JAN	FEB	FEB	FEB	COB	1,200,000.00	1,200,000.00		
															1,200,000.00	1,200,000.00	0.00	
<b>Procurement of Telephone Landline Services</b>																		
PhilHealth Regional Office - NCR	Direct Contracting	JAN	JAN						JAN	JAN	FEB	FEB	FEB	COB	1,887,557.87	1,887,557.87		
															1,887,557.87	1,887,557.87	0.00	
<b>Procurement of Janitorial Services</b>																		
PhilHealth Regional Office - NCR	Public Bidding	JAN	JAN	JAN		JAN		JAN	FEB	FEB	MAR	MAR	MAR	COB	20,280,387.04	20,280,387.04		
															20,280,387.04	20,280,387.04	0.00	
<b>Procurement of Security Services</b>																		



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Procurement Program/Project	PMO / End-User	Mode of Procurement	SCHEDULE FOR EACH PROCUREMENT ACTIVITY											Fund Source	Total	Estimated Budget MOOE	CO	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				
PhilHealth Regional Office - NCR		Public Bidding	JAN	JAN	JAN		JAN		JAN	FEB	FEB	MAR	MAR	MAR	COB	45,599,633.76	45,599,633.76	
																45,599,633.76	45,599,633.76	0.00
<b>Repair and Maintenance of Office Equipment</b>																		
PhilHealth Regional Office - NCR		Negotiated Procurement - Small Value Procurement	JAN	JAN							JAN		FEB	FEB	COB	750,000.00	750,000.00	
																750,000.00	750,000.00	0.00
<b>Repair and Maintenance of IT Equipment</b>																		
PhilHealth Regional Office - NCR		Negotiated Procurement - Small Value Procurement	JAN	JAN							JAN		FEB	FEB	COB	60,000.00	60,000.00	
																60,000.00	60,000.00	0.00
<b>Repair and Maintenance of Transportation Equipment</b>																		
PhilHealth Regional Office - NCR		Negotiated Procurement - Small Value Procurement	JAN	JAN							JAN		FEB	FEB	COB	900,000.00	900,000.00	
																900,000.00	900,000.00	0.00
<b>Repair and Maintenance of Furniture and Fixtures</b>																		
PhilHealth Regional Office - NCR		Negotiated Procurement - Small Value Procurement	JAN	JAN							JAN		FEB	FEB	COB	50,000.00	50,000.00	
																50,000.00	50,000.00	0.00
<b>Repair and Maintenance of Semi-Expendable Machinery and Equipment</b>																		
PhilHealth Regional Office - NCR		Negotiated Procurement - Small Value Procurement	JAN	JAN							JAN		FEB	FEB	COB	50,000.00	50,000.00	
																50,000.00	50,000.00	0.00
<b>Marketing and Promotional</b>																		
PhilHealth Regional Office - NCR		Negotiated Procurement - Small Value Procurement	FEB	FEB							FEB		MAR	MAR	COB	63,750.00	63,750.00	
																63,750.00	63,750.00	0.00
<b>Procurement of Printing and Binding Services</b>																		
PhilHealth Regional Office - NCR		Negotiated Procurement - Small Value Procurement	JAN	JAN							JAN		FEB	FEB	COB	1,206,500.00	1,206,500.00	
																1,206,500.00	1,206,500.00	0.00
<b>Procurement of Transportation and Delivery Services</b>																		
PhilHealth Regional Office - NCR		Negotiated Procurement - Small Value Procurement	JAN	JAN							JAN		FEB	FEB	COB	2,300,000.00	2,300,000.00	
																2,300,000.00	2,300,000.00	0.00
<b>Procurement of Rental Services</b>																		
PhilHealth Regional Office - NCR		Negotiated Procurement - Lease of Real Property and Venue	JAN	JAN						JAN	JAN	FEB	FEB	MAR	COB	201,337,619.51	201,337,619.51	
																201,337,619.51	201,337,619.51	0.00
<b>Procurement of Subscription Services</b>																		
PhilHealth Regional Office - NCR		Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services	JAN	JAN							JAN		FEB	MAR	COB	106,400.96	106,400.96	

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**BAC Goods and Services**

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		
Registration of Motor Vehicle																	106,400.96	106,400.96	0.00	
PhilHealth Regional Office - NCR		Negotiated Procurement to Agency	MAR	MAR						MAR			APR	MAY	COB	89,000.00	89,000.00			
Corporate Forum																	89,000.00	89,000.00	0.00	
PhilHealth Regional Office - NCR		Negotiated Procurement - Lease of Real Property and Venue	JAN	JAN						JAN	JAN	FEB	FEB	MAR	COB	2,238,650.00	2,238,650.00			
Medical Expenses																	2,238,650.00	2,238,650.00	0.00	
PhilHealth Regional Office - NCR		Public Bidding	JUL	JUL	JUL		JUL		AUG	AUG	AUG	SEP	SEP	OCT	COB	12,000,000.00	12,000,000.00			
Total																	390,531,166.17	378,340,784.05	12,190,382.12	
Note: System generated report.																				

Note: System generated report.

*[Handwritten signatures and marks]*



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**BAC Information and Technology Resources**

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 IT Equipment and Software																					
1st Quarter																					
PhilHealth Regional Office - NCR		Shopping Negotiated Procurement - Agency to Agency Public Bidding Negotiated Procurement - Small Value Procurement	FEB	FEB									FEB	MAR	COB	37,200,447.05		37,200,447.05			
																37,200,447.05	0.00	37,200,447.05			
Procurement of IT Supplies																					
1st Quarter																					
PhilHealth Regional Office - NCR		Negotiated Procurement - Small Value Procurement Direct Contracting Shopping N Procurement - Agency to Agency Public Bidding	FEB	FEB									FEB	MAR	COB	26,643,630.26	26,643,630.26				
2nd Quarter																					
PhilHealth Regional Office - NCR		Negotiated Procurement - Small Value Procurement	MAR	MAR						MAR			APR	MAY	COB	587,857.40	587,857.40				
																27,231,487.66	27,231,487.66	0.00			
Procurement of Semi-Expendable IT Equipment																					
1st Quarter																					
PhilHealth Regional Office - NCR		Negotiated Procurement - Agency to Agency Negotiated Procurement - Small Value Procurement Shopping Bidding	JAN	JAN						JAN			FEB	MAR	COB	48,210,509.77	48,210,509.77				
																48,210,509.77	48,210,509.77	0.00			
Procurement of Internet Services																					
PhilHealth Regional Office - NCR		Public Bidding	JAN	JAN	JAN		JAN		JAN	FEB	FEB	MAR	MAR	MAR	COB	2,117,797.92	2,117,797.92				
																2,117,797.92	2,117,797.92	0.00			
Note: System generated report.																Total	114,760,242.40	77,559,795.35	37,200,447.05		

Note: System generated report.

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**BAC Infrastructure**

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		
Leasehold Improvements																			
PhilHealth Regional Office - NCR	Public Bidding	JAN	JAN	FEB		FEB		FEB	FEB	MAR	MAR	MAR	APR	COB	500,000.00		500,000.00		
															500,000.00	0.00	500,000.00		
Leasehold Improvements																			
PhilHealth Regional Office - NCR	Public Bidding	JAN	JAN	JAN		JAN		JAN	FEB	FEB	MAR	MAR	MAR	COB	3,900,000.00		3,900,000.00		
															3,900,000.00	0.00	3,900,000.00		
Note: System generated report.															Total	4,400,000.00	0.00	4,400,000.00	

*[Handwritten signatures and initials]*