

November 18, 2024

**CORPORATE MEMORANDUM**NO. 12024-0112**TO : ALL CONCERNED END-USERS**  
Head Office**SUBJECT : Approval of the Twenty-Fourth (24<sup>th</sup>) Batch of  
Supplemental of the Annual Procurement Plan (APP) for  
CY 2024**

The Twenty-Fourth (24<sup>th</sup>) Batch of Supplemental Annual Procurement Plan (APP) for CY 2024 is hereby prepared under the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act of 2003" in accordance with the following guidelines:

"Section 7.1 All procurement shall be within the approved budget of the Procuring Entity and should be meticulously and judiciously planned by the Procuring Entity.

Section 7.2 No procurement shall be undertaken unless it is in accordance with the approved APP, including approved changes thereto. The APP must be consistent with the duly approved yearly budget of the Procuring Entity and shall bear the approval of the HoPE or second-ranking official designated by the HoPE to act on his behalf."

Pursuant to the Bids and Awards Committee – Annual Procurement Plan (BAC-APP), Resolution No. 62, s. 2024 the BAC – APP deliberated on, determined and recommended the appropriate methods of procurement covering various Projects, Activities and Programs (PAPs) included in the APP, in accordance with the parameters set forth by R.A. 9184 and its RIRR.

It is emphasized that all procurement based on the approved Twenty-Fourth (24<sup>th</sup>) Batch of Supplemental Annual Procurement Plan (APP) for CY 2024 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. Moreover, the following specific requirements should also be met:

- a. Procurement of Common-Use Supplies and Equipment (CSE), with Agency to Agency (PS-DBM) mode of procurement may be purchased through other modalities under existing rules and procedures, such as but not limited to, Public Bidding, Shopping, and other acceptable modes under the 2016 Revised IRR of R.A. 9184 upon presentation and submission of the proof of unavailability of the CSE as shown in the PS website such as a printed form of the webpage or a screenshot of the same showing the date and time that it was accessed per Appendix 30 of the RIRR of R.A. 9184.
- b. For consumables and common office supplies and materials that are not carried by PS-DBM and/or not shown in PhilGEPS catalogue, the mode of procurement to be utilized is Small Value Procurement.
- c. Procurement of goods whose mode of procurement determined to be through "Direct Contracting" must comply with the requirements of Section 50 of R.A. 9184 and its RIRR as well as COA Circular No. 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.
- d. For Infrastructure Projects with mode of procurement as Public Bidding due to its lump sum amount may use Small Value Procurement depending on the nature of project subject to thresholds provided in the IRR of R.A. 9184.

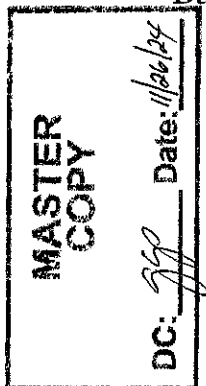
Under the authority granted by the PhilHealth Board to the President and CEO as Head of the Procuring Entity (HoPE), the attached Twenty-Fourth (24<sup>th</sup>) Batch of Supplemental Annual Procurement Plan (APP) for CY 2024 is hereby approved and enjoin the concerned office to facilitate procurement and the implementation of the PAP thereat.

For information and guidance of all concerned.



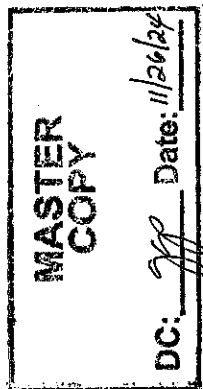
**EMMANUEL R. LEDESMA, JR.**  
President and Chief Executive Officer (PCEO)

Date Signed: 11/25/2024



**TWENTY-FOURTH (24<sup>th</sup>) Batch of  
Supplemental Annual Procurement Plan  
(APP) for CY 2024**

**Goods and Services**  
Maintenance and Other Operating Expenses



PHILIPPINE HEALTH INSURANCE CORPORATION  
TWENTY-FOURTH (24th) BATCH OF SUPPLEMENTAL ANNUAL PROCUREMENT PLAN (APP) FOR CY 2024  
HEAD OFFICE Maintenance and Other Operating Expenses (MOOE)  
24th Batch

ANNEX "A" GS

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 Program/ Project)
					Advertisement/ Posting of IB/REI	Submission /Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	TWG Writeshop on the Revised Implementing Rules and Regulations of R.A. 7875, amended & R.A. 11223	Office of the Corporate Secretary	No	NP - 53.10 Lease of Real Property & Venue					CY 2024 COB	210,000.00	210,000.00		
										210,000.00	210,000.00		

Consolidated/ Prepared by:

NEGRENSEL C. LIBO-ON  
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Secretariat for the Bids and Awards Committees

Reviewed by:

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Secretariat for the Bids and Awards Committees

Certified Correct as to Consolidation:

JOSEPH O. VERGARA  
Head  
Secretariat for the Bids and Awards Committees

MASTER COPY  
DC: [Signature] Date: 11/26/24