

January 22, 2024

MEMORANDUM
PRO XII NO. 2024-004**TO :** **ALL CONCERNED END-USERS**
PhilHealth Regional Office XII**SUBJECT :** **ANNUAL PROCUREMENT PLAN FOR CY 2024**

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 the Republic Act No. 9184 and its Revised Implementing Rules and Regulation (RIRR), 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. xxx", this Order is hereby issued approving the attached 2024 Annual Procurement Plan (APP) as recommended by the PhilHealth Regional Office XII-Bids and Awards Committee (PRO XII-BAC).

The APP is a consolidation of various Project Procurement Management Plan (PPMPs), and anchored on the approved Corporate Operating Budget for CY 2024. The PRO XII-BAC deliberated, determined and recommended the appropriate method of procurement covering the various project/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 RIRR.

All procurement must be undertaken strictly in accordance with the terms, conditions, and requirements provided in RA 9184, its RIRR 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 be met:


- a) Procurement of Common-Used Supplies, Office Supplies and Materials with mode of procurement indicated as Negotiated Procurement (NP) – Section 53.5 Agency-to-Agency procurement through the Procurement Service, may utilize Shopping upon presentation and submission of Certification 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 the procurement of consumables and common office supplies and materials that are not carried by PS-DBM and/or not shown in the PhilGEPS catalogue and in consideration that the PS-DBM will not issue CNAS for the purpose, a screenshot 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 good 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 Philippines Consulate/Embassy where the Head Office is located, if foreign goods.
- d) Procurement of goods and services through any of the Alternative Modes of Procurement shall strictly follow the requisites of R.A. 9184 and its RIRR, as well as other pertinent issuances from the Government Procurement Policy Board (GPPB) and the Commission on Audit.

Updating of the PPMPs and consolidated APP shall be undertaken when there is change in project, programs and activities contained in the 2024 APP following procedures defined in RA 9184, its RIRR and relevant and appropriate internal issuances.

For information and guidance of all concerned.


HECTOR ZENON LEONARDO P. MALATE, MD
Regional Vice President
Head of Procuring Entity

Date Signed: 1/25/24



PHILIPPINE HEALTH INSURANCE CORPORATION
PhilHealth Regional Office XII
Corner Zulueta St.- General Santos Drive,
City of Koronadal

Standard Form Number: SF-GOOD-48

Revised on: May 24, 2004

RESOLUTION NO. 003-2024

(PhilHealth Regional Office XII Annual Procurement Plan for CY 2024)

WHEREAS, the Corporate Operating Budget (COB) has been approved by the Board on December 14, 2023 per FMS Memorandum No. 0023-2023, dated December 20, 2023;

WHEREAS, the PRO XII Bids and Awards Committee (BAC) issued BAC Memo dated January 8, 2024, addressed to all End-users / Cost Centers, requesting for the manual encoding of the Project Procurement Management Plan (PPMP) due to the unavailability of the FMS/PBS System which will then be consolidated by the BAC Secretariat for the creation of the PRO XII APP for CY 2024;

WHEREAS, the Budget Officer Designates/End-users are responsible for the initial checking of completeness of the details of their respective PPMPs for CY 2024;

WHEREAS, the PRO XII-BAC Secretariat consolidated the PPMPs for CY 2024 ensuring the accuracy and completeness of the proposed and consolidated APP;

WHEREAS, on January 16, 2024, the PRO XII BAC convened and reviewed the final consolidated PRO XII APP for CY 2024;

WHEREAS, the PRO XII BAC verified and ascertained the appropriate method of procurement for the Project Procurement Activities reflected in the proposed APP;

WHEREAS, the PRO XII BAC Secretariat was instructed to facilitate the signing and approval of the said APP by the Regional Vice President as the Head of the Procuring Entity (HoPE);

WHEREAS, once signed and approved by the HoPE, the PRO XII BAC Secretariat shall facilitate its posting on the corporate website and the submission of the same to the GPPB-TSO, COA, and other concerned government offices;

NOW, THEREFORE, We, the Members of the Bids and Awards Committee, hereby RESOLVE as it is hereby RESOLVED:

- a) To recommend for the approval of the PhilHealth Regional Office XII Annual Procurement Plan for CY 2024;
- b) To recommend for approval by the Head of Procuring Entity of the Philippine Health Insurance Regional Office XII the foregoing resolution.

RESOLVED, at PRO XII, City of Koronadal, this 16th day of January 2024.


LORELIE G. BONILLA

BAC Chairperson


BIENVENIDO L. BORRA

BAC Vice-Chairperson


ATTY. ZAINALDIN D. LIMPAO

BAC Member (Regular)


CLAUDETTE A. CANLAS

BAC Member (Alternate)

Approved:


HECTOR ZENON LEONARDO P. MALATE, MD

Head of Procuring Entity

Regional Vice-President, PhilHealth Regional Office XII

PHILHEALTH REGIONAL OFFICE - XII Annual Procurement Plan for FY 2024

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/P osting of IB/REI	Submission/Op ening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
50203020	Procurement of Accountable Forms	PRO XII	NO	NP-53 5 Agency-to-Agency	N/A	N/A	March/June /September/ November	March/June /September/ November	Corporate Budget	79,993.00	79,993.00		
50204020	Procurement of Electricity	PRO XII	NO	Direct Contracting	N/A	N/A	February	March	Corporate Budget	8,789,037.24	8,789,037.24		
50203090	Procurement of Fuel, Oil and Lubricants	PRO XII	NO	NP-53 14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	January - December	January - December	Corporate Budget	3,007,820.00	3,007,820.00		
50212020	Procurement of Janitorial Services	PRO XII	NO	Competitive Bidding	February	February	March	March	Corporate Budget	3,772,994.40	3,772,994.40		
5029999006	Medical Expenses	PRO XII	NO	Competitive Bidding	February	February	March	March	Corporate Budget	2,602,500.00	2,602,500.00		Procurement of Services for the conduct of Mandatory Drug Testing (<1M) shall be undertaken through NP-53.9 as reflected on End-User's PPMP)
5029999003	Registration of Motor Vehicles	PRO XII	NO	NP-53 5 Agency-to-Agency	N/A	N/A	February	March	Corporate Budget	165,000.00	165,000.00		
50299050	Rent / Lease Expenses	PRO XII	NO	NP-53 10 Lease of Real Property and Venue	N/A	N/A	February	March	Corporate Budget	29,674,363.56	29,674,363.56		
50212030	Procurement of Security Services	PRO XII	NO	Competitive Bidding	February	February	March	March	Corporate Budget	8,632,207.32	8,632,207.32		
50204010	Procurement of Water Services	PRO XII	NO	Direct Contracting	N/A	N/A	February	March	Corporate Budget	318,763.56	318,763.56		
5029901001	Procurement of Advertising Services	PRO XII	NO	NP-53 6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	March	March	Corporate Budget	3,140,000.00	3,140,000.00		
50205010	Procurement of Postage and Courier Services	PRO XII	NO	NP-53 5 Agency-to-Agency	N/A	N/A	March	March	Corporate Budget	600,000.00	600,000.00		Procurement of Courier Services will be undertaken through NP- 53.9 as reflected on End-User's PPMP
5020502001	Procurement of Telephone Services - Mobile	PRO XII	NO	Competitive Bidding	February	February	March	March	Corporate Budget	1,200,000.00	1,200,000.00		
5020502002	Procurement of Telephone Services - Landline	PRO XII	NO	NP-53 9 - Small Value Procurement	February	N/A	March	March	Corporate Budget	300,000.00	300,000.00		For New Lines: Small Value Procurement or Direct Contracting (if there is only one service contractor operating within the area) For Existing Lines: Renewal of Services (subject to the Guidelines on Renewal of Regular and Recurring Services)

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/P osting of IB/REI	Submission/Op ening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
50205030	Procurement of Internet Subscriptions	PRO XII	NO	NP-53.9 - Small Value Procurement	February	N/A	March	March	Corporate Budget	1,443,999.96	1,443,999.96		For New Lines: Small Value Procurement or Direct Contracting (if there is only one service contractor operating within the area) For Existing Lines: Renewal of Services (subject to the Guidelines on Renewal of Regular and Recurring Services)
5029999005-A	Corporate Forum (Virtual)	PRO XII	NO	NP-53.9 - Small Value Procurement	February	N/A	March	March	Corporate Budget	1,500.00	1,500.00		
5029999005-B	Corporate Forum (Face-to-Face)	PRO XII	NO	NP-53.10 Lease of Real Property and Venue	January - December	N/A	January - December	January - December	Corporate Budget	6,079,000.00	6,079,000.00		(Other procurement projects will be undertaken through NP-53.9 as reflected on End-User's PPMP)
5029918003	Major Events and Conventions (Christmas Activities)	PRO XII	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	February / October	March / November	Corporate Budget	494,450.00	494,450.00		(Other procurement projects will be undertaken through NP-53.9 as reflected on End-User's PPMP)
5029918009	Major Events and Conventions (Other Activities)	PRO XII	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	February / October	March / November	Corporate Budget	73,500.00	73,500.00		(Other procurement projects will be undertaken through NP-53.9 as reflected on End-User's PPMP)
5029901002	Marketing & Promotional	PRO XII	NO	NP-53.10 Lease of Real Property and Venue	January - December	N/A	January - December	January - December	Corporate Budget	16,675,100.00	16,675,100.00		(Other procurement projects will be undertaken through NP-53.9 as reflected on End-User's PPMP)
5021199002	Procurement of Notarial Services	PRO XII	NO	NP-53.9 - Small Value Procurement	January - December	N/A	January - December	January - December	Corporate Budget	36,600.00	36,600.00		
50299020	Procurement of Printing and Publication Services	PRO XII	NO	NP-53.9 - Small Value Procurement	February	N/A	March	March	Corporate Budget	1,120,000.00	1,120,000.00		
5021305001	Repairs and Maintenance - Office Equipment	PRO XII	NO	NP-53.9 - Small Value Procurement	January - December	N/A	January - December	January - December	Corporate Budget	605,000.00	605,000.00		
5021305002	Repairs and Maintenance - IT Equipment	PRO XII	NO	NP-53.9 - Small Value Procurement	January - December	N/A	January - December	January - December	Corporate Budget	267,564.00	267,564.00		
50213060	Repairs and Maintenance - Transportation Equipment	PRO XII	NO	NP-53.9 - Small Value Procurement	January - December	N/A	January - December	January - December	Corporate Budget	655,015.00	655,015.00		
50213070	Repairs and Maintenance - Furniture and Fixtures	PRO XII	NO	NP-53.9 - Small Value Procurement	January - December	N/A	January - December	January - December	Corporate Budget	150,000.00	150,000.00		
5020301001	Procurement of Regular Office Supplies	PRO XII	NO	NP-53.5 Agency-to-Agency	N/A	N/A	February / May	March / June	Corporate Budget	2,923,123.55	2,923,123.55		Supplies not available at PS-DBM will be undertaken through Public Bidding if >1M, NP-Small Value Procurement if <1M and Direct Contracting as reflected on End-User's PPMP (subject to CNAS attachment)

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/P osting of IB/REI	Submission/Op ening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
5020301002	Procurement of IT Supplies	PRO XII	NO	NP-53.5 Agency-to-Agency	N/A	N/A	February / May	March / June	Corporate Budget	4,938,165.00	4,938,165.00		Supplies not available at PS-DBM will be undertaken through Public Bidding if >1M and NP-Small Value Procurement if <1M as reflected on End-User's PPMP (subject to CNAS attachment).
50203070	Procurement of Drugs & Medicines	PRO XII	NO	NP-53.9 - Small Value Procurement	February	N/A	March	March	Corporate Budget	128,319.50	128,319.50		
50203080	Procurement of Medical, Dental & Laboratory Supplies	PRO XII	NO	NP-53.9 - Small Value Procurement	February	N/A	March	March	Corporate Budget	276,256.70	276,256.70		
5020321002	Procurement of Semi-Expendable Office Equipment	PRO XII	NO	NP-53.5 Agency-to-Agency	N/A	N/A	February / May	March / June	Corporate Budget	260,203.93	260,203.93		Equipment not available at PS-DBM will be undertaken through NP-Small Value Procurement as reflected on End-User's PPMP (subject to CNAS attachment).
5020321003	Procurement of Semi-Expendable Communication Equipment	PRO XII	NO	NP-53.5 Agency-to-Agency	N/A	N/A	February / May	March / June	Corporate Budget	368,874.80	368,874.80		Equipment not available at PS-DBM will be undertaken through NP-Small Value Procurement as reflected on End-User's PPMP (subject to CNAS attachment).
5020321006	Procurement of Semi-Expendable IT Equipment	PRO XII	NO	NP-53.5 Agency-to-Agency	N/A	N/A	February / May	March / June	Corporate Budget	4,324,643.00	4,324,643.00		Equipment not available at PS-DBM will be undertaken through Public Bidding if >1M and NP-Small Value Procurement if <1M as reflected on End-User's PPMP (subject to CNAS attachment).
5020321007	Procurement of Semi-Expendable Other Machinery and Equipment	PRO XII	NO	NP-53.5 Agency-to-Agency	N/A	N/A	February / May	March / June	Corporate Budget	142,062.62	142,062.62		Equipment not available at PS-DBM will be undertaken through NP-Small Value Procurement as reflected on End-User's PPMP (subject to CNAS attachment).

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/P osting of IB/REI	Submission/Op ening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
5020321008	Procurement of Semi-Expendable Disaster Response and Rescue Equipment	PRO XII	NO	NP-53.5 Agency-to-Agency	N/A	N/A	February / May	March / June	Corporate Budget	11,357.50	11,357.50		Equipment not available at PS-DBM will be undertaken through NP- Small Value Procurement as reflected on End-User's PPMP (subject to CNAS attachment).
5020322001	Procurement of Semi-Expendable Furniture and Fixtures	PRO XII	NO	Competitive Bidding	February	February	March	April	Corporate Budget	2,105,175.51	2,105,175.51		
50203990	Procurement of Other Supplies and Materials	PRO XII	NO	NP-53.5 Agency-to-Agency	N/A	N/A	February / May	March / June	Corporate Budget	798,235.20	798,235.20		
502020100101	Conduct of Trainings - Local(Internal)	PRO XII	NO	NP-53.9 - Small Value Procurement	January - December	N/A	January - December	January - December	Corporate Budget	2,688,750.00	2,688,750.00		
50299040	Procurement of Transportation and Delivery Services	PRO XII	NO	NP-53.9 - Small Value Procurement	January - December	N/A	January - December	January - December	Corporate Budget	150,000.00	150,000.00		
10605030	Procurement of Information and Communication Technology Equipment	PRO XII	NO	NP-53.5 Agency-to-Agency	N/A	N/A	February / May	March / June	Corporate Budget	20,094,297.00		20,094,297.00	Equipment not available at PS-DBM will be undertaken through Public Bidding if >1M and NP-Small Value Procurement if <1M as reflected on End-User's PPMP (subject to CNAS attachment).
10605020	Procurement of Office Equipment	PRO XII	NO	NP-53.5 Agency-to-Agency	N/A	N/A	February / May	March / June	Corporate Budget	7,810,515.60		7,810,515.60	Equipment not available at PS-DBM will be undertaken through Public Bidding if >1M and NP-Small Value Procurement if <1M as reflected on End-User's PPMP (subject to CNAS attachment).
GRAND TOTAL										136,904,387.95	108,999,575.35	27,904,812.60	

Prepared by:

NORWIN C. AUZA
BAC Secretariat

Recommended for Approval by:

LORELIE G. BONILLA
BAC Chairperson

Approved by:

HECTOR ZENON LEONARDO P. MALATE, MD
Regional Vice President, Head of the Procuring Entity