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Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
PhilHealth Regional Office IV-B
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PhilHealthRegionalOfficeIVB • teamphilhealth

September 1, 2023

PRO IV-B BAC MEMORANDUM

No. 2023-01

TO : **ALL CONCERNED END-USERS**
PhilHealth Regional Office IV-B

SUBJECT : **INDICATIVE ANNUAL PROCUREMENT PLAN (APP)**
FOR CY 2024

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 CY 2024 in order to reflect its priorities and objectives, preparation of Indicative APP is necessary.

As mandated, the PRO IV-B Bids and Awards Committee (PRO IV-B 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 Republic Act 9184 and its Revised IRR.

Section 7.3 of the Revised IRR of R.A. 9184 provides:

"Upon issuance of the budget call in the case of NGAs, SUCs Constitutional Commission or Offices, or similar document for GOCCs, GFIs, and LGUs, the Procuring Entity shall prepare its Indicative APP for the succeeding calendar year..."

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 Memorandum is hereby issued approving the attached Indicative APP for CY 2024 for Goods and Services and Information and Technology Resources and Infrastructure.

It is emphasized that all procurement based on the approved Indicative APP for CY 2024 must be undertaken strictly in accordance with the terms, conditions and requirements provided in the law, its IRR 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.

ATTY. JERRY F. IBAY
Regional Vice-President
Date Signed 9/4/2023

**INDICATIVE ANNUAL PROCUREMENT PLAN
 CALENDAR YEAR 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/ Posting of IB/ REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
10609020	Procurement of Leased Assets Improvements	PRO IV-B	No	Public Bidding	14-Mar	22-Mar	12-Apr	15-Apr	COB	6,802,994.00		6,802,994.00	
	Total									6,802,994.00		6,802,994.00	
50203090	Procurement of Oil, Fuel and Lubricants	PRO IV-B	Yes	Negotiated Procurement - Direct Retail Purchase of Petroleum Fuel, Oil and Lubricants (POL) and Airline Tickets	4-Oct	2-Nov	23-Dec	26-Dec	COB	3,440,880.00	3,440,880.00		
	Total									3,440,880.00	3,440,880.00		
50204010	Procurement of Water Services	PRO IV-B	No	Direct Contracting	12-Jan	-	-	19-Jan	COB	394,176.00	394,176.00		
	Total									394,176.00	394,176.00		
50204020	Procurement of Electricity	PRO IV-B	No	Direct Contracting	12-Jan	-	-	19-Jan	COB	7,996,053.60	7,996,053.60		
	Total									7,996,053.60	7,996,053.60		
50205010	Procurement of Postage and Delivery Services - Courier Services	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	12-Jan	-	-	19-Jan	COB	1,039,686.79	1,039,686.79		
	Sub-total									1,039,686.79	1,039,686.79		
50205010	Procurement of Postage and Delivery Services - Postage Services	PRO IV-B	No	Negotiated Procurement - Agency to Agency	12-Jan	-	-	19-Jan	COB	1,419,649.00	1,419,649.00		
	Sub-total									1,419,649.00	1,419,649.00		
	Total									2,459,335.79	2,459,335.79		
5020502002	Procurement of Telephone - Mobile Services (Text Blast)	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	12-Jan	-	-	19-Jan	COB	300,000.00	300,000.00		
	Total									300,000.00	300,000.00		
5020502001	Procurement of Telephone - Landline Services	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	12-Jan	-	-	19-Jan	COB	406,860.00	406,860.00		
	Total									406,860.00	406,860.00		
50205030	Procurement of Internet Services	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	12-Jan	-	-	19-Jan	COB	780,000.00	780,000.00		
	Total									780,000.00	780,000.00		
50205040	Procurement of Cable, Satellite, Telegraph and Radio Services	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	12-Jan	-	-	19-Jan	COB	61,560.00	61,560.00		
	Total									61,560.00	61,560.00		
50212020	Procurement of Janitorial Services	PRO IV-B	No	Public Bidding	10-Jan	18-Jan	06-Feb	09-Feb	COB	4,773,749.93	4,773,749.93		
	Total									4,773,749.93	4,773,749.93		
50212030	Procurement of Security Services	PRO IV-B	No	Public Bidding	10-Jan	18-Jan	06-Feb	09-Feb	COB	7,844,053.14	7,844,053.14		
	Total									7,844,053.14	7,844,053.14		
5021305001	Procurement of Repair and Maintenance of Office Equipment	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	12-Jan	-	-	19-Jan	COB	450,000.00	450,000.00		
	Total									450,000.00	450,000.00		
5021305002	Procurement of Repair and Maintenance of IT Equipment	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	12-Jan	-	-	19-Jan	COB	75,000.00	75,000.00		
	Total									75,000.00	75,000.00		
5021305004	Procurement of Repair and Maintenance of Medical, Dental & Laboratory Equipment	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	12-Jan	-	-	19-Jan	COB	12,000.00	12,000.00		

**INDICATIVE ANNUAL PROCUREMENT PLAN
CALENDAR YEAR 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/ Posting of IB/ REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Total									12,000.00	12,000.00		
50213060	Procurement of Repair and Maintenance of Transportation Equipment	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	12-Jan	-	-	19-Jan	COB	1,380,000.00	1,380,000.00		
	Total									1,380,000.00	1,380,000.00		
50213070	Procurement of Repair and Maintenance of Furniture and Fixtures	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	12-Jan	-	-	19-Jan	COB	36,000.00	36,000.00		
	Total									36,000.00	36,000.00		
5021309002	Procurement of Repair and Maintenance for Leased Assets Improvements - Building	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	12-Jan	-	-	19-Jan	COB	150,000.00	150,000.00		
	Total									150,000.00	150,000.00		
50213210	Procurement of Repair and Maintenance of Semi-Expendable Machinery and Equipment	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	12-Jan	-	-	19-Jan	COB	90,000.00	90,000.00		
	Total									90,000.00	90,000.00		
50213220	Procurement of Repair and Maintenance of Semi-Expendable Furniture, Fixtures and Books	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	12-Jan	-	-	19-Jan	COB	30,000.00	30,000.00		
	Total									30,000.00	30,000.00		
5029901001	Procurement of Advertising Services	PRO IV-B	No	Negotiated Procurement - Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services	27-May	-	-	03-Jun	COB	575,200.00	575,200.00		
	Total									575,200.00	575,200.00		
5029901002	Procurement of Marketing and Promotional Activities	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	01-Feb	-	-	08-Feb	COB	500,000.00	500,000.00		
	Total									500,000.00	500,000.00		
50299020	Procurement of Printing and Publication Services	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	19-Jan	-	-	26-Jan	COB	1,726,138.00	1,726,138.00		
	Total									1,726,138.00	1,726,138.00		
50299040	Procurement of Transportation and Delivery Services	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	12-Jan	-	-	19-Jan	COB	634,400.00	634,400.00		
	Total									634,400.00	634,400.00		
50299050	Procurement of Rental/Lease Services	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	12-Jan	-	-	19-Jan	COB	462,120.00	462,120.00		
50299050	Procurement of Rental/Lease Services	PRO IV-B	No	Negotiated Procurement - Lease of Real Property and Venue	09-Jan	-	16-Jan	19-Jan	COB	36,949,796.45	36,949,796.45		
	Total									37,411,916.45	37,411,916.45		
50299070	Procurement of Subscription Services	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	05-Jan	-	-	12-Jan	COB	57,936.00	57,936.00		
	Total									57,936.00	57,936.00		

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					Advertisement/ Posting of IB/ REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
5029918002	Procurement of Item for Major Events and Conventions	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	13-May	-	-	20-May	COB	100,000.00	100,000.00		
	Total									100,000.00	100,000.00		
5029999003	Procurement for Registration of Motor Vehicle	PRO IV-B	No	Negotiated Procurement - Agency to Agency	11-Jan	-	-	18-Jan	COB	93,400.00	93,400.00		
5029999003	Procurement for Registration of Motor Vehicle (Emission Testing)	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	11-Jan	-	-	18-Jan	COB	12,000.00	12,000.00		
	Total									105,400.00	105,400.00		
5029999005-B	Procurement of Meals for the Conduct of Corporate Forum	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	07-Jun	-	-	14-Jun	COB	651,000.00	651,000.00		
	Total									651,000.00	651,000.00		
5029999006	Procurement of Medical Related Services	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	13-May	-	-	20-May	COB	157,500.00	157,500.00		
	Total									157,500.00	157,500.00		
5021199002	Procurement of Notarial Services	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	19-Jan	-	-	26-Jan	COB	75,000.00	75,000.00		
	Total									75,000.00	75,000.00		
50215030	Procurement of Insurance Coverage	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	11-Jan	-	-	18-Jan	COB	831,187.23	831,187.23		
	Total									831,187.23	831,187.23		
5020301001	Procurement of Regular Office Supplies - 1st Quarter	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	19-Jan	-	-	26-Jan	COB	268,136.84	268,136.84		
5020301001	Procurement of Regular Office Supplies - 2nd Quarter	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	20-Mar	-	-	27-Mar	COB	17,250.00	17,250.00		
5020301001	Procurement of Regular Office Supplies - 3rd Quarter	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	20-Jun	-	-	27-Jun	COB	17,250.00	17,250.00		
5020301001	Procurement of Regular Office Supplies - 4th Quarter	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	20-Sep	-	-	27-Sep	COB	17,250.00	17,250.00		
	Sub-total									319,886.84	319,886.84		
5020301001	Procurement of Regular Office Supplies - 1st Quarter	PRO IV-B	Yes	Public Bidding	13-Dec	5-Jan	26-Jan	29-Jan	COB	374,771.52	374,771.52		
5020301001	Procurement of Regular Office Supplies - 2nd Quarter	PRO IV-B	Yes	Public Bidding	13-Dec	5-Jan	26-Jan	29-Jan	COB	414,762.14	414,762.14		
5020301001	Procurement of Regular Office Supplies - 3rd Quarter	PRO IV-B	Yes	Public Bidding	13-Dec	5-Jan	26-Jan	29-Jan	COB	414,092.64	414,092.64		
5020301001	Procurement of Regular Office Supplies - 4th Quarter	PRO IV-B	Yes	Public Bidding	13-Dec	5-Jan	26-Jan	29-Jan	COB	407,248.90	407,248.90		
	Sub-total									1,610,875.20	1,610,875.20		
5020301001	Procurement of Regular Office Supplies - 1st Quarter	PRO IV-B	No	Negotiated Procurement - Agency to Agency	12-Jan	-	-	19-Jan	COB	406,675.69	406,675.69		
5020301001	Procurement of Regular Office Supplies - 2nd Quarter	PRO IV-B	No	Negotiated Procurement - Agency to Agency	14-Mar	-	-	21-Mar	COB	575,025.60	575,025.60		

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					Advertisement/ Posting of IB/ REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
5020301001	Procurement of Regular Office Supplies - 3rd Quarter	PRO IV-B	No	Negotiated Procurement - Agency to Agency	13-Jun	-	-	20-Jun	COB	462,383.31	462,383.31		
5020301001	Procurement of Regular Office Supplies - 4th Quarter	PRO IV-B	No	Negotiated Procurement - Agency to Agency	13-Sep	-	-	20-Sep	COB	433,118.17	433,118.17		
	Sub-total									1,877,202.77	1,877,202.77		
	Total									3,807,964.81	3,807,964.81		
5020301002	Procurement of IT Supplies - 1st Quarter	PRO IV-B	No	Negotiated Procurement - Agency to Agency	12-Jan	-	-	19-Jan	COB	307,715.00	307,715.00		
5020301002	Procurement of IT Supplies - 2nd Quarter	PRO IV-B	No	Negotiated Procurement - Agency to Agency	14-Mar	-	-	21-Mar	COB	312,676.00	312,676.00		
5020301002	Procurement of IT Supplies - 3rd Quarter	PRO IV-B	No	Negotiated Procurement - Agency to Agency	13-Jun	-	-	20-Jun	COB	280,462.00	280,462.00		
5020301002	Procurement of IT Supplies - 4th Quarter	PRO IV-B	No	Negotiated Procurement - Agency to Agency	13-Sep	-	-	20-Sep	COB	235,303.00	235,303.00		
	Sub-total									1,136,156.00	1,136,156.00		
5020301002	Procurement of IT Supplies - 1st Quarter	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	19-Jan	-	-	26-Jan	COB	299,811.00	299,811.00		
	Sub-total									299,811.00	299,811.00		
5020301002	Procurement of IT Supplies - 1st Quarter	PRO IV-B	Yes	Public Bidding	13-Dec	5-Jan	26-Jan	29-Jan	COB	435,656.00	435,656.00		
5020301002	Procurement of IT Supplies - 2nd Quarter	PRO IV-B	Yes	Public Bidding	13-Dec	5-Jan	26-Jan	29-Jan	COB	762,834.00	762,834.00		
5020301002	Procurement of IT Supplies - 3rd Quarter	PRO IV-B	Yes	Public Bidding	13-Dec	5-Jan	26-Jan	29-Jan	COB	805,666.00	805,666.00		
5020301002	Procurement of IT Supplies - 4th Quarter	PRO IV-B	Yes	Public Bidding	13-Dec	5-Jan	26-Jan	29-Jan	COB	333,723.00	333,723.00		
	Sub-total									2,337,879.00	2,337,879.00		
	Total									3,773,846.00	3,773,846.00		
50203020	Procurement of Accountable Forms - 1st Quarter	PRO IV-B	No	Negotiated Procurement - Agency to Agency	12-Jan	-	-	19-Jan	COB	16,700.00	16,700.00		
50203020	Procurement of Accountable Forms - 2nd Quarter	PRO IV-B	No	Negotiated Procurement - Agency to Agency	14-Mar	-	-	21-Mar	COB	12,525.00	12,525.00		
50203020	Procurement of Accountable Forms - 3rd Quarter	PRO IV-B	No	Negotiated Procurement - Agency to Agency	13-Jun	-	-	20-Jun	COB	8,350.00	8,350.00		
50203020	Procurement of Accountable Forms - 4th Quarter	PRO IV-B	No	Negotiated Procurement - Agency to Agency	13-Sep	-	-	20-Sep	COB	8,350.00	8,350.00		
	Total									45,925.00	45,925.00		
50203070	Procurement of Drugs and Medicines - 1st Quarter	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	19-Jan	-	-	26-Jan	COB	7,107.76	7,107.76		
50203070	Procurement of Drugs and Medicines - 2nd Quarter	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	20-Mar	-	-	27-Mar	COB	3,326.24	3,326.24		
	Total									10,434.00	10,434.00		
50203080	Procurement of Medical, Dental and Laboratory Supplies - 1st Quarter	PRO IV-B	No	Negotiated Procurement - Agency to Agency	12-Jan	-	-	19-Jan	COB	8,928.81	8,928.81		
50203080	Procurement of Medical, Dental and Laboratory Supplies - 2nd Quarter	PRO IV-B	No	Negotiated Procurement - Agency to Agency	14-Mar	-	-	21-Mar	COB	8,673.96	8,673.96		

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CALENDAR YEAR 2024**

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					Advertisement/ Posting of IB/ REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
50203080	Procurement of Medical, Dental and Laboratory Supplies - 3rd Quarter	PRO IV-B	No	Negotiated Procurement - Agency to Agency	13-Jun	-	-	20-Jun	COB	8,573.10	8,573.10		
50203080	Procurement of Medical, Dental and Laboratory Supplies - 4th Quarter	PRO IV-B	No	Negotiated Procurement - Agency to Agency	13-Sep	-	-	20-Sep	COB	8,573.10	8,573.10		
	Sub-total									34,748.97	34,748.97		
50203080	Procurement of Medical, Dental and Laboratory Supplies - 2nd Quarter	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	19-Jan	-	-	26-Jan	COB	5,892.75	5,892.75		
	Sub-total									5,892.75	5,892.75		
	Total									40,641.72	40,641.72		
50203990	Procurement of Other Supplies and Materials- 1st Quarter	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	19-Jan	-	-	26-Jan	COB	94,976.00	94,976.00		
50203990	Procurement of Other Supplies and Materials- 2nd Quarter	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	20-Mar	-	-	27-Mar	COB	242,735.80	242,735.80		
50203990	Procurement of Other Supplies and Materials- 3rd Quarter	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	20-Jun	-	-	27-Jun	COB	311,486.87	311,486.87		
50203990	Procurement of Other Supplies and Materials- 4th Quarter	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	20-Sep	-	-	27-Sep	COB	216,013.90	216,013.90		
	Sub-total									865,212.57	865,212.57		
10605020	Procurement of Office Equipment	PRO IV-B	No	Public Bidding	14-Mar	22-Mar	12-Apr	15-Apr	COB	17,439,122.68		17,439,122.68	
	Total									17,439,122.68		17,439,122.68	
10605030	Procurement of Information and Communication Technology Equipment	PRO IV-B	No	Negotiated Procurement - Agency to Agency	11-Apr	-	-	18-Apr	COB	508,500.00		508,500.00	
	Sub-total									508,500.00		508,500.00	
10605030	Procurement of Information and Communication Technology Equipment	PRO IV-B	No	Public Bidding	14-Mar	22-Mar	12-Apr	15-Apr	COB	11,390,041.00		11,390,041.00	
	Sub-total									11,390,041.00		11,390,041.00	
	Total									11,898,541.00		11,898,541.00	
5020321002	Procurement of Semi-Expendable Office Equipment	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	11-Apr	-	-	18-Apr	COB	471,400.75	471,400.75		
	Total									471,400.75	471,400.75		
5020321004	Procurement of Semi-Expendable Medical Equipment	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	11-Apr	-	-	18-Apr	COB	93,898.75	93,898.75		
	Total									93,898.75	93,898.75		
5020321006	Procurement of Semi-Expendable IT Equipment	PRO IV-B	No	Public Bidding	14-Mar	22-Mar	12-Apr	15-Apr	COB	3,170,547.00	3,170,547.00		
	Sub-total									3,170,547.00	3,170,547.00		
5020321006	Procurement of Semi-Expendable IT Equipment	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	11-Apr	-	-	18-Apr	COB	134,642.00	134,642.00		
	Sub-total									134,642.00	134,642.00		
5020321006	Procurement of Semi-Expendable IT Equipment	PRO IV-B	No	Negotiated Procurement - Agency to Agency	11-Apr	-	-	18-Apr	COB	103,402.00	103,402.00		

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					Advertisement/ Posting of IB/ REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Sub-total									103,402.00	103,402.00		
	Total									3,408,591.00	3,408,591.00		
5020321007	Procurement of Semi-Expendable Other Machinery and Equipment	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	11-Apr	-	-	18-Apr	COB	97,659.50	97,659.50		
	Total									97,659.50	97,659.50		
5020321008	Procurement of Semi-Expendable Disaster Response and Rescue Equipment	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	11-Apr	-	-	18-Apr	COB	22,300.00	22,300.00		
	Total									22,300.00	22,300.00		
5020322001	Procurement of Semi-Expendable Furniture and Fixtures	PRO IV-B	No	Negotiated Procurement - Agency to Agency	11-Apr	-	-	18-Apr	COB	12,072.20	12,072.20		
	Sub-total									12,072.20	12,072.20		
5020322001	Procurement of Semi-Expendable Furniture and Fixtures	PRO IV-B	No	Negotiated Procurement - Small Value Procurement	11-Apr	-	-	18-Apr	COB	398,193.04	398,193.04		
	Sub-total									398,193.04	398,193.04		
5020322001	Procurement of Semi-Expendable Furniture and Fixtures	PRO IV-B	No	Public Bidding	14-Mar	22-Mar	12-Apr	15-Apr	COB	2,186,455.73	2,186,455.73		
	Sub-total									2,186,455.73	2,186,455.73		
	Total									2,596,720.97	2,596,720.97		
	TOTAL									124,880,597.99	88,739,940.31	36,140,657.68	

Certified Correct by:

NAPOLEON M. ANAGO, JR., PhD
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Reviewed by:

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Recommending Approval:

CIRILO C. BALMACEDA
Chairperson
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Approved by:

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Regional Vice-President/
Head of the Procuring Entity