



Republic of the Philippines  
**PHILIPPINE HEALTH INSURANCE CORPORATION**  
**PhilHealth Regional Office - Caraga**  
AB Cnlo Bldg., P-9, Brgy. Libertad,  
Butuan City, Agusan del Norte 8600  
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PhilHealthPROCaraga teamphilhealth

January 29, 2024

**REGIONAL MEMORANDUM**

PRO Caraga No. CR6-2024-002

**FOR : ALL CONCERNED END-USERS**

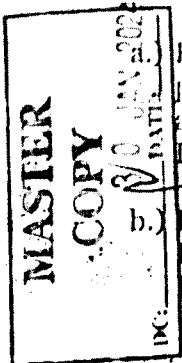
**FROM : MICHAEL J. IBSON C. HERNANDEZ**  
Regional Vice President

**SUBJECT : CY 2024 ANNUAL PROCUREMENT PLAN (APP)**  
**of PHILHEALTH REGIONAL OFFICE CARAGA**

In compliance with Section 7 of Republic Act 9184, otherwise known as "Government Procurement Reform Act of 2023" and its 2016 Revised Implementing Rules and Regulations, all procurement of PhilHealth shall be within its approved budget and no procurement shall be undertaken unless it is in accordance with the duly approved Annual Procurement Plan (APP) and which states also 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".

The APP is consolidation of various Project Procurement Management Plan (PPMPs), anchored on the approved Corporate Operating Budget (COB) for CY 2024. The Bids and Awards Committee (BAC) deliberated, determined and recommended the appropriate method of procurement covering the various projects/programs/activities under Goods and Services, Information Technology (IT) Resources and Infrastructure, in accordance with the parameters set forth by R.A. 9184 and its Revised IRR.

It is emphasized that all procurement must be undertaken strictly with the terms, conditions, and requirement provided in R.A. 9184 and its Revised IRR 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 be met:



a.) Procurement of Common-Used Supplies, Offices Supplies and Materials with mode of procurement indicated as PS-DBM/Shopping may utilize shopping upon presentation and submission of Certificate of Non-Availability of Stocks (CNAS) issued by the PS-DBM for items that are carries and/or included in the PhilGEPS Catalogue.

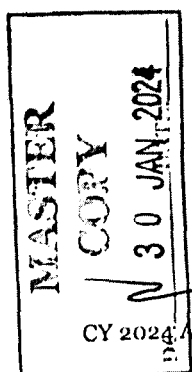
b.) For consumables and common office supplies and materials that are not carried by PS-DBM and/or not shown in PhilGEPS catalogue and in consideration that the PS-DBM will not issue CNAS for the purpose, a screen shot from the PS-DBM and/or

PhilGEPS search utility may suffice (Search utility will turn red if not available or not carried).

- c.) Procurement of goods determined as through "Direct Contracting" must comply with the requisites of Sec. 50 of R.A. 9184 and its Revised IRR as as COA Circular 2012-001. It shall likewise be supported by appropriate certification form that the exclusive dealer or manufacturer, duly authenticated by the Philippine Consulate/Embassy where the Head Office is located, if foreign goods.

Under the authority granted by PhilHealth Board of Directors through PBR No. 731 s. 2004 to the Regional Vice President as Head of Procuring Entity (HOPE) and Section IV.9 of Corporate Order on the Preparation and Approval of Annual, this Corporate Memorandum is hereby issued approving the attached CY 2024 Annual Procurement Plan.

For information and guidance of all concerned.



CY 2024 ANNUAL PROCUREMENT PLAN (APP) OF PHILHEALTH REGIONAL OFFICE CARAGA

## **BAC RESOLUTION NO. 2024-004**

### **A RESOLUTION RECOMMENDING THE APPROVAL OF THE ANNUAL PROCUREMENT PLANS (APP) FOR CY 2024**

**WHEREAS**, Section 7.1 and 7.2 of the Revised Implementing Rules and Regulations (RIRR) of the Republic Act 9184, or is otherwise known as “The Government Procurement Reform Act” provides for the requirement of an approved Annual Procurement Plan (APP) prior to procurement of programs/projects/activities:

*“Sec. 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. Consistent with government fiscal discipline measures, only those considered crucial to the efficient discharge of governmental functions shall be included in the Annual Procurement Plan (APP). xxx”*

*“Sec.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.”*

**WHEREAS**, the respective Project Procurement Management Plan (PPMP) prepared by the End-Users were submitted to and consolidated by the BAC Secretariat;

**WHEREAS**, Mitzi V. Quinto, BAC Secretariat Head requested for the approval of the Annual Procurement Plan (APP) for Goods and Services (attached as Annex A), Infrastructure (attached as Annex B), and Information and Technology Resources (attached as Annex C) for CY 2024;

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

1. To recommend to the HoPE the Approval of the aforementioned Annual Procurement Plans (APP) for CY 2024; and
2. To furnish copies of this Resolution to the Office of the RVP, FOD, MSD, HCDMD, ASS-GSU and Legal Unit for information.

**RESOLVED**, at PhilHealth Regional Office-Caraga Conference Room, 2<sup>nd</sup> Floor, AB Calo Commercial Building, National Highway, Purok 9, Brgy. Libertad, Butuan City this 25<sup>th</sup> day of January 2024.

  
**REINERIO M. DURANO, JR., M.D.**

BAC Chairperson

  
**ATTY. MARIPHI C. AMBOLARIO**

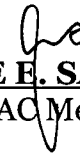
Vice-Chairperson

  
**JOEL ARTURO S. DE JESUS, M.D.**

BAC Member

  
**PINKY B. ESPELIMBERGO, M.D.**

BAC Member

  
**JANE E. SANTOS**

BAC Member

  
**JOCELYNE E. CAÑETE**

Provisional BAC Member

Approved by:

  
**MICHAEL GIBSON C. HERNANDEZ**  
Head of Procuring Entity

**BAC RESOLUTION NO.  
2024-004**

Approved on: 1/25/2024

**ANNUAL PROCUREMENT PLAN  
BAC GOODS and SERVICES  
FOR CY 2024**

**PHILHEALTH REGIONAL OFFICE CARAGA**

**PHILHEALTH REGIONAL OFFICE CARAGA ANNUAL PROCUREMENT PLAN CY 2024**  
**BAC GOODS and 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/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Procurement of Office Equipment												
	2ND QUARTER	PRO Caraga	NO	Competitive Bidding	MAY	JUN	JUN	JUN	Corporate Budget	4,297,760.80		4,297,760.80	
502020100101	Internal Trainings	PRO Caraga	NO	NP-53.9 - Small Value Procurement	FEB	N/A	FEB	FEB	Corporate Budget	2,052,500.00	2,052,500.00		
5020301001	Procurement of Regular Office Supplies												
	1ST QUARTER	PRO Caraga	NO	NP-53.5 Agency-to-Agency	JAN	N/A	JAN	JAN	Corporate Budget	821,888.05	821,888.05		
	2ND QUARTER	PRO Caraga	NO	NP-53.5 Agency-to-Agency	MAR	N/A	MAR	MAR	Corporate Budget	72,500.00	72,500.00		
	3RD QUARTER	PRO Caraga	NO	NP-53.5 Agency-to-Agency	JUN	N/A	JUN	JUN	Corporate Budget	726,508.74	726,508.74		
50203020	Procurement of Accountable Forms												
	1ST QUARTER	PRO Caraga	NO	Direct Contracting	N/A	N/A	JAN	JAN	Corporate Budget	19,466.64	19,466.64		
	2ND QUARTER	PRO Caraga	NO	Direct Contracting	N/A	N/A	JUN	JUN	Corporate Budget	19,466.64	19,466.64		
	3RD QUARTER	PRO Caraga	NO	Direct Contracting	N/A	N/A	SEP	SEP	Corporate Budget	19,466.62	19,466.62		
50203070	Procurement of Drugs and Medicines												
	1ST QUARTER	PRO Caraga	NO	NP-53.9 - Small Value Procurement	FEB	N/A	MAR	MAR	Corporate Budget	2,109.36	2,109.36		
	3RD QUARTER	PRO Caraga	NO	NP-53.9 - Small Value Procurement	JUL	N/A	JUL	JUL	Corporate Budget	2,109.36	2,109.36		
50203080	Procurement of Medical, Dental and Laboratory Supplies												
	1ST QUARTER	PRO Caraga	NO	NP-53.9 - Small Value Procurement	MAR	N/A	MAR	MAR	Corporate Budget	44,921.05	44,921.05		
	2ND QUARTER	PRO Caraga	NO	NP-53.9 - Small Value Procurement	MAY	N/A	MAY	MAY	Corporate Budget	176,451.00	176,451.00		
50203090	Procurement of Fuel, Oil and Lubricants	PRO Caraga	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	MAR	MAR	Corporate Budget	1,236,720.00	1,236,720.00		

5020321002	Procurement of Semi-Expendable Office Equipment Expenses												
	2ND QUARTER		NO	NP-53.9 - Small Value Procurement	MAY	N/A	JUN	JUN	Corporate Budget	68,672.80	68,672.80		
5020321008	Procurement of Semi-Expendable Disaster Response and Rescue Equipment												
	1ST QUARTER	PRO Caraga	NO	NP-53.9 - Small Value Procurement	MAR	N/A	MAR	MAR	Corporate Budget	78,400.00	78,400.00		
5020322001	Procurement of Semi Expendable Furniture and Fixture												
	2ND QUARTER	PRO Caraga	NO	NP-53.9 - Small Value Procurement	MAR	MAR	APR	APR	Corporate Budget	2,867,861.15	2,867,861.15		
50203990	Procurement of Other Supplies and Materials												
	2ND QUARTER	PRO Caraga	NO	NP-53.9 - Small Value Procurement	MAY	N/A	JUN	JUN	Corporate Budget	340902.22	340902.22		
50204010	Procurement of Water Services												
	Drinking Water	PRO Caraga	NO	NP-53.9 - Small Value Procurement	JAN	N/A	FEB	FEB	Corporate Budget	97,570.00	97,570.00		
	Water utility	PRO Caraga	NO	Direct Contracting	JAN	N/A	FEB	FEB	Corporate Budget	243,865.08	243,865.08		
50204020	Procurement of Electricity	PRO Caraga	NO	Direct Contracting	N/A	N/A	FEB	FEB	Corporate Budget	5,022,596.04	5,022,596.04		
50205010	Procurement of Postage and Courier Services	PRO Caraga	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	Corporate Budget	290,110.00	290,110.00		
50205010	Procurement of Notarial Services	PRO Caraga	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	Corporate Budget	64,200.00	64,200.00		
5020502001	Procurement of Telephone Mobile Services	PRO Caraga	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	Corporate Budget	953,874.00	953,874.00		
5020502002	Procurement of Telephone Landline Services	PRO Caraga	NO	NP-53.9 - Small Value Procurement	MAR	N/A	MAR	MAR	Corporate Budget	30,720.00	30,720.00		
5020502002	Procurement of Cable, Satellite, Telegraph and Radio	PRO Caraga	NO	NP-53.9 - Small Value Procurement	MAR	N/A	MAR	MAR	Corporate Budget	18,654.00	18,654.00		

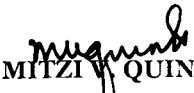


50212020	Procurement of Janitorial Services	PRO Caraga	NO	Competitive Bidding	FEB	FEB	MAR	MAR	Corporate Budget	2,464,265.98	2,464,265.98		
50212030	Procurement of Security Services	PRO Caraga	NO	Competitive Bidding	FEB	FEB	MAR	MAR	Corporate Budget	7,552,189.96	7,552,189.96		
50213005001	Repair and Maintenance of office Equioment	PRO Caraga	NO	NP-53.9 - Small Value Procurement	JUN	N/A	JUL	JUL	Corporate Budget	1,402,649.00	1,402,649.00		
50213060	Repair and Maintenance of Transportation	PRO Caraga	NO	NP-53.9 - Small Value Procurement	JAN	N/A	MAR	MAR	Corporate Budget	528,850.00	528,850.00		
5021305003	Repair and Maintenance of Communication Equipment	PRO Caraga	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	Corporate Budget	20,000.00	20,000.00		
50213070	Repair and Maintenance of Furniture and Fixtures	PRO Caraga	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	Corporate Budget	81,501.00	81,501.00		
5029901001	Procurement of Advertising Services	PRO Caraga	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	JAN	N/A	JAN	JAN	Corporate Budget	3,099,000.00	3,099,000.00		
5029901002	Marketing and Promotional	PRO Caraga	NO	NP-53.9 - Small Value Procurement	JAN	N/A	JAN	JAN	Corporate Budget	21,735,467.00	21,735,467.00		
50299020	Procurement of Printing and Publication Services	PRO Caraga	NO	NP-53.9 - Small Value Procurement	FEB	N/A	FEB	FEB	Corporate Budget	572,500.00	572,500.00		
50299040	Procurement of Transportation and Delivery Services	PRO Caraga	NO	NP-53.9 - Small Value Procurement	JUL	N/A	AUG	AUG	Corporate Budget	820,000.00	820,000.00		
50299050	Procurement for Rent/Lease	PRO Caraga	NO	NP-53.9 - Small Value Procurement	OCT	N/A	NOV	NOV	Corporate Budget	26,555,953.80	26,555,953.80		
5029918003	Major Events and Conventions: Christmas Activities	PRO Caraga	NO	NP-53.9 - Small Value Procurement	NOV	N/A	NOV	NOV	Corporate Budget	381,300.00	381,300.00		
5029918009	Major Events and Conventions: Other Activities	PRO Caraga	NO	NP-53.9 - Small Value Procurement	FEB	N/A	FEB	FEB	Corporate Budget	90,900.00	90,900.00		
50299999003	Registration of Motor Vehicle	PRO Caraga	NO	NP-53.5 Agency-to-Agency	JUL	N/A	AUG	AUG	Corporate Budget	37,900.00	37,900.00		
	Committee Meeting Expense												
5029903002 A		PRO Caraga	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	APR	APR	Corporate Budget	205,000.00	205,000.00		
5029903002 B		PRO Caraga	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	APR	APR	Corporate Budget	135,600.00	135,600.00		
5029999005 B	CorporateForum	PRO Caraga	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	APR	APR	Corporate Budget	1,903,500.00	1,903,500.00		




5029999006	Medical Expenses	PRO Caraga	NO	Competitive Bidding	MAR	MAR	APR	APR	Corporate Budget	2,121,000.00	2,121,000.00		
	GRAND TOTAL								Corporate Budget	89,276,870.29	84,979,109.49	4,297,760.80	


Prepared by:

  
MITZI V. QUINTO  
Head, BAC Secretariat  
PRO Caraga

Recommending Approval:

  
DR. REINERIO M. DURANO JR.  
Chairperson, BAC  
PRO Caraga

Approved by:

  
MICHAEL TABSON C. HERNANDEZ  
Regional Vice President  
PRO Caraga

**ANNUAL PROCUREMENT PLAN**  
**BAC Information and Technology Resources**  
**FOR CY 2024**

**PHILHEALTH REGIONAL OFFICE CARAGA**

PHILHEALTH REGIONAL OFFICE CARAGA ANNUAL PROCUREMENT PLAN CY 2024  
BAC INFORMATION AND TECHNOLOGY RESOURCES

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/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
10605030	Procurement of Information and Communication Technology												
	2ND Quarter	PRO Caraga	NO	NP-53.5 Agency-to-Agency	MAY	N/A	JUN	JUN	Corporate Budget	10,068,822.00		10,068,822.00	
5020301002	Procurement of IT Supplies												
	1ST QUARTER	PRO Caraga	NO	NP-53.5 Agency-to-Agency	FEB	N/A	MAR	MAR	Corporate Budget	681,450.00	681,450.00		
	2ND QUARTER	PRO Caraga	NO	NP-53.5 Agency-to-Agency	APR	N/A	MAY	MAY	Corporate Budget	70,062.00	70,062.00		
	3RD QUARTER	PRO Caraga	NO	NP-53.5 Agency-to-Agency	JUL	N/A	JUL	JUL	Corporate Budget	6,660.00	6,660.00		
5020321006	Procurement of Semi- Expendable IT Equipment												
	2ND QUARTER	PRO Caraga	NO	Competitive Bidding	APRIL	MAY	MAY	MAY	Corporate Budget	1,418,665.00	1,418,665.00		
50205030	Internet Subscription	PRO Caraga	NO	NP-53.9 - Small Value Procurement	JAN	N/A	FEB	FEB	Corporate Budget	516,000.00	516,000.00		
5021305002	Repair and Maintenance of IT Equipment	PRO Caraga	NO	NP-53.9 - Small Value Procurement	FEB	N/A	MAR	MAR	Corporate Budget	13,100.00	13,100.00		
	GRAND TOTAL								Corporate Budget	12,774,750.00	2,705,937.00	10,068,822.00	

Prepared by:  
  
MITZI QUINTO  
Head, BAC Secretariat  
PRO Caraga

Recommending Approval:  
  
DR. REINERIO M. DURANO JR.  
Chairperson, BAC  
PRO Caraga

Approved by:  
  
MICHAEL JIBSON C. HERNANDEZ  
Regional Vice President  
PRO Caraga


**ANNUAL PROCUREMENT PLAN  
BAC INFRASTRUCTURE  
FOR CY 2024**

**PHILHEALTH REGIONAL OFFICE CARAGA**


PHILHEALTH REGIONAL OFFICE CARAGA ANNUAL PROCUREMENT PLAN CY 2024  
BAC INFRASTRUCTURE

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/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Procurement of Land	PRO Caraga	NO	Competitive Bidding	FEB	FEB	MAR	MAR	Corporate Budget	155,100,000.00		155,100,000.00	
	Procurement of Building	PRO Caraga	NO	Competitive Bidding	MAY	MAY	JUN	JUN	Corporate Budget	1,386,000.00		1,386,000.00	
50213020	Procurement of Leased Assets Improvements, Building	PRO Caraga	NO	Competitive Bidding	SEP	SEP	OCT	OCT	Corporate Budget	6,125,296.64		6,125,296.64	
	GRAND TOTAL								Corporate Budget	162,611,296.64		162,611,296.64	


Prepared by:

  
MITZI Y. QUINTO  
Head, BAC Secretariat  
PRO Caraga

Recommending Approval:

  
DR. REINERIO M. DURANO JR.  
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MICHAEL GIBSON C. HERNANDEZ  
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