



Republic of the Philippines  
**PHILIPPINE HEALTH INSURANCE CORPORATION**  
 PhilHealth Regional Office I  
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November 7, 2024

**CORPORATE MEMORANDUM**

PRO 1 No. 2024 1487

**TO : ALL CONCERNED END-USERS**

**SUBJECT : CY 2024 ANNUAL PROCUREMENT PLAN (APP)  
 AMENDMENT Batch 11**

After judicious review and evaluation, the requested revision/modification in programs and projects by end-users in the APP were deemed significant and necessary for the effective and efficient delivery of public service by the corporation. In order to reflect these adjustments/revisions, this APP amendment is hereby issued.

As mandated, the PhilHealth Regional Office 1-Bids and Award Committee deliberated on, determined and recommended the appropriate method of procurement covering the various projects/programs/activities included in the APP Amendment, in accordance with the parameters set in the R.A 9184 and its Revised IRR.

Section 7.4 of the Revised IRR provides:

“7.4 updating of individual PMPs and the consolidated APP for each procuring entity shall be undertaken every (6) six months or as often as may be required by the Head of the Procuring Entity...”

Accordingly and under the authority granted to the Regional Vice President as Head of the Procuring Entity, this Order is hereby issued approving the attached 2024 Annual Procurement Plan Amendment-Batch 11.

Be it noted that all procurement based on the approved 2024 APP and its amendment must be undertaken strictly in accordance with the terms, conditions and requirements provided in the law, 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.

For information and guidance of all concerned.

  
**DENNIS B. ADRE**  
 Regional Vice President



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 DC:  Date: 11/11/24

PhilHealth Regional Office 1 Annual Procurement Plan for CY 2024, Batch 11

Code (PAP)	Procurement Project	PMU/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 (level description of Project)
					Advertisement Bidding or BRF	Submission/Opening of Bids	Notice of Award		Contract Signing	Total	MOOE	
PRO 1 Supplemental COB	Desktop Computer, Basic with Uninterrupted Power Supply (UPS), 1000VA 230V AC Output 600W	ITMS	NO	NP-53.9 - Small Value Procurement	Oct-24	Oct-24	Nov-24	Corporate Budget	658,500.00		658,500.00	There is a need to request supplemental procurement management plan relative to the request of the OSPO, the ICT resources for CY 2024 for the additional Job Order positions
502020100101	Internal Training	PRO 1	NO	NP-53.10 Lease of Real Property and Venue	Feb-24	Feb-24	Mar-24	Corporate Budget	2,717,500.00		2,717,500.00	Various Trainings. Will conduct procurement process for each training activity which amount does not exceed 1M
	Conduct of Reorientation/Retooling on HR Processes	PRO 1	NO	NP-53.10 Lease of Real Property and Venue	Oct-24	Oct-24	Nov-24	Corporate Budget	225,000.00		225,000.00	to augment budget for the conduct of orientation/retooling on HR processes
	Hotel Accommodation (includes meals)	PRO 1	NO	NP-53.9 - Small Value Procurement	Oct-24	Oct-24	Nov-24	Corporate Budget	5,000.00		5,000.00	to augment budget for the conduct of orientation/retooling on HR processes
	Contingency (i.e. hotel, accommodation, meals including prices such as assorted chocolates, assorted chips, assorted candies, etc.)	PRO 1	NO	NP-53.10 Lease of Real Property and Venue	Oct-24	Oct-24	Nov-24	Corporate Budget	67,500.00		67,500.00	
	Meals and Accommodation (live-in Participants) for 1 day (1-HOs and SMF); Incident Command System (ICS)	Disease Control Group	NO	NP-53.10 Lease of Real Property and Venue	Oct-24	Oct-24	Nov-24	Corporate Budget	31,500.00		31,500.00	
	Meals (live-out Participants) for 1 day Incident Command System (ICS)	Disease Control Group	NO	NP-53.10 Lease of Real Property and Venue	Oct-24	Oct-24	Nov-24	Corporate Budget	10,862.44		10,862.44	
	Honorarium for the SMF for 1 day Incident Command System (ICS)	Disease Control Group	NO	NP-53.9 Agency-to-Agency	Oct-24	Oct-24	Nov-24	Corporate Budget	255,000.00		255,000.00	
	Orientation on RA 9184 and Retooling of designated Official Carvers (Meals, Accommodation and prizes)	PRO 1	NO	NP-53.10 Lease of Real Property and Venue	Oct-24	Oct-24	Nov-24	Corporate Budget	594,862.44		594,862.44	Supplies not available in PS DBM will be procured under 52 Shopping if AFC does not exceed 1M. Public Bidding if above 1M
<b>Sub total</b>									<b>3,789,195.62</b>		<b>3,789,195.62</b>	
5020301001	Procurement of Regular Office Supplies	PRO 1	NO	NP-53.5 Agency-to-Agency	Feb-24	Feb-24	Mar-24	Corporate Budget	14,729.75		14,729.75	
	Self Inking Stamp, Crown Shiny Stamp S-8293 with rubber stamp / pins	PRO 1	NO	NP-53.5 Agency-to-Agency	Sep-24	Sep-24	Oct-24	Corporate Budget	3,488.75		3,488.75	
	Self Inking Stamp, Crown Shiny Stamp S-847 with rubber stamp / pins	PRO 1	NO	NP-53.5 Agency-to-Agency	Sep-24	Sep-24	Oct-24	Corporate Budget	1,911.00		1,911.00	
	Self Inking Stamp, Crown Shiny Stamp S-843 with rubber stamp / pins	PRO 1	NO	NP-53.5 Agency-to-Agency	Sep-24	Sep-24	Oct-24	Corporate Budget				

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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)
					Administrative (BIRE) (Submission) (Opening of Bids)	Administrative (BIRE) (Submission) (Opening of Bids)	Administrative (BIRE) (Submission) (Opening of Bids)		Total	MOOE	
	Ink pad for Shiny Stamp S-8790 28 pcs	PRO 1	NO	NP-53.5 Agency-to-Agency	Sep-24	Sep-24	Oct-24	Corporate Budget	5,180.00	5,180.00	
	Ink pad for Shiny Stamp S-842 28 pcs	PRO 1	NO	NP-53.5 Agency-to-Agency	Sep-24	Sep-24	Oct-24	Corporate Budget	2,968.00	2,968.00	
	Ink pad for Shiny Stamp S-843 12 pcs	PRO 1	NO	NP-53.5 Agency-to-Agency	Sep-24	Sep-24	Oct-24	Corporate Budget	1,272.00	1,272.00	
	PAPER PARCHEMENT, Multi-purpose A4 size (297mm x 210mm) /Signal, 30 reams	PRO 1	NO	NP-53.5 Agency-to-Agency	Sep-24	Sep-24	Oct-24	Corporate Budget	4,715.40	4,715.40	
	CUTLER/UTILITY KNIFE for general purpose, 10 pcs	PRO 1	NO	NP-53.5 Agency-to-Agency	Sep-24	Sep-24	Oct-24	Corporate Budget	969.90	969.90	
	ENVELOPE, Mailing with window white, 20 boxes	PRO 1	NO	NP-53.5 Agency-to-Agency	Sep-24	Sep-24	Oct-24	Corporate Budget	10,451.60	10,451.60	
	Envelope Documentery, Legal size 6 boxes	PRO 1	NO	NP-53.5 Agency-to-Agency	Sep-24	Sep-24	Oct-24	Corporate Budget	6,467.46	6,467.46	
	ERASER, Felt, Blackboard/Whiteboard 8 pcs	PRO 1	NO	NP-53.5 Agency-to-Agency	Sep-24	Sep-24	Oct-24	Corporate Budget	118.08	118.08	
	Stamp Pad Ink, Purple 50ml 60 bottles	PRO 1	NO	NP-53.5 Agency-to-Agency	Sep-24	Sep-24	Oct-24	Corporate Budget	1,760.40	1,760.40	
	TAPE, transparent, 24mm, 100 rolls	PRO 1	NO	NP-53.5 Agency-to-Agency	Sep-24	Sep-24	Oct-24	Corporate Budget	1,802.00	1,802.00	
	Fire Extinguisher, Refill 10lbs Capacity (Red) 6 pcs	PRO 1	NO	NP-53.5 Agency-to-Agency	Sep-24	Sep-24	Oct-24	Corporate Budget	6,000.00	6,000.00	
	Eraser, Plastic/Rubber 60 pcs	PRO 1	NO	NP-53.5 Agency-to-Agency	Sep-24	Sep-24	Oct-24	Corporate Budget	562.80	562.80	
	CLEARBOOK, Legal, 40 pcs	PRO 1	NO	NP-53.5 Agency-to-Agency	Sep-24	Sep-24	Oct-24	Corporate Budget	1,535.60	1,535.60	
	TAPE, PACKAGING, Size 7 (48MM) 200 rolls	PRO 1	NO	NP-53.5 Agency-to-Agency	Sep-24	Sep-24	Oct-24	Corporate Budget	5,050.00	5,050.00	
	RUBBER BAND Small 450 jboxes, 300 boxes	PRO 1	NO	NP-53.5 Agency-to-Agency	Sep-24	Sep-24	Oct-24	Corporate Budget	43,200.00	43,200.00	
	CORRECTION TAPE, Erasable dispensing mechanism, white chuck dispensing system, 500 pcs	PRO 1	NO	NP-53.5 Agency-to-Agency	Sep-24	Sep-24	Oct-24	Corporate Budget	12,500.00	12,500.00	
	LAMINATING FILM, A4, 100PACK, 200 packs	PRO 1	NO	NP-53.5 Agency-to-Agency	Sep-24	Sep-24	Oct-24	Corporate Budget	23,360.00	23,360.00	

Code (PAP)	Procurement Project	PMO/End-User	Is this an Entry Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity			Source of Funds	Estimated Budget (PAP)		Remarks (Brief description of Project)
					Advertising/Posting of RFB/RFI	Submission/Opening of Bids	Award		Contract Signing	Total	
	POST IT FLAG, Standard Flags (Sign Here), 1417, 500 pcs	PRO 1	NO	NP-53.5 Agency-to-Agency	Sep-24	Sep-24	Oct-24	Corporate Budget	20,000.00	70,000.00	
	POST IT FLAG, Standard Flags, 500 pcs	PRO 1	NO	NP-53.5 Agency-to-Agency	Sep-24	Sep-24	Oct-24	Corporate Budget	51,500.00	51,500.00	
	GLUE, 130 grams, 50 bottles	PRO 1	NO	NP-53.5 Agency-to-Agency	Sep-24	Sep-24	Oct-24	Corporate Budget	2,500.00	2,500.00	
	BALL PEN, Fine point, Blue, 500 pcs	PRO 1	NO	NP-53.5 Agency-to-Agency	Sep-24	Sep-24	Oct-24	Corporate Budget	2,625.00	2,625.00	
	FOLDER, PRE-SSICARD plain, for letter size paper/documents, 500 pcs	PRO 1	NO	NP-53.5 Agency-to-Agency	Sep-24	Sep-24	Oct-24	Corporate Budget	6,825.00	6,825.00	
	<b>Sub total</b>								<b>231,470.74</b>	<b>231,470.74</b>	
5029901002	Marketing and Promotional	PRO 1	NO	NP-53.9 - Small Value Procurement	Feb-24	Feb-24	Mar-24	Corporate Budget	14,463,750.00	14,463,750.00	Various Marketing and Promotional activities; Procurement process will be conducted for each marketing and promo if the ABC is more than 1 Million, the method of Procurement is Public Bidding
	PhilHealth Konsulta Poster 2,096 pcs	Public Affairs Unit	NO	NP-53.9 - Small Value Procurement	Oct-24	Oct-24	Nov-24	Corporate Budget	52,400.00	52,400.00	
	Members Printable Material Taraulin 6,578 sq ft	Public Affairs Unit	NO	NP-53.9 - Small Value Procurement	Aug-24	Aug-24	Sep-24	Corporate Budget	98,640.00	98,640.00	
	Tarpaulin Backdrop Banner Stand 6 pcs	Public Affairs Unit	NO	NP-53.9 - Small Value Procurement	Oct-24	Oct-24	Nov-24	Corporate Budget	32,000.00	32,000.00	
	<b>Sub total</b>								<b>183,040.00</b>	<b>183,040.00</b>	
DC: 503000003	Corporate Forum	PRO 1	NO	NP-53.10 Lease of Real Property and Venue	Jan-24	Jan-24	Feb-24	Corporate Budget	2,276,000.00	2,276,000.00	
	Other Maintenance and Operating Expenses - Corporate Forum (Year End Assessment)	HCDMD	NO	NP-53.10 Lease of Real Property and Venue	Oct-24	Oct-24	Nov-24	Corporate Budget	64,800.00	64,800.00	

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Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Y/N)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PHP)		Remarks (Brief description of Project)
					Advertising/Posting of IBRE	Submission/Opening of Bids	Award	Contract Signing		Total	MOOE	
	MSD Performance Review and Eight Sessions on Benefit & Premium Accounts Monitoring and Reconciliation (BPAMR) cum Orientation and Updates on RA 9184	PRO 1	NO	NP-53.10 Lease of Real Property and Venue	Oct-24	Oct-24	Nov-24	Dec-24	Corporate Budget	275,000.00	275,000.00	
	Rebidding on Standard Encoding Format and Other Membership Policies (meals and venue)	Membership Section	NO	NP-53.10 Lease of Real Property and Venue	Oct-24	Oct-24	Nov-24	Nov-24	Corporate Budget	12,900.00	12,900.00	
	SPARKS TWG Workshop with PARD Personnel	ORVP	NO	NP-53.10 Lease of Real Property and Venue	Sep-24	Sep-24	Sep-24	Sep-24	Corporate Budget	37,500.00	37,500.00	
	2024 FOD Year-End Assessment and Personnel Encouragement Forum Themed "Better Together Through Personal Excellence"	Field Operations Division	NO	NP-53.10 Lease of Real Property and Venue	Oct-24	Oct-24	Nov-24	Nov-24	Corporate Budget			
	Lease of venue/ meals/ facilities/ amenities/ accommodation	Field Operations Division	NO	NP-53.10 Lease of Real Property and Venue	Oct-24	Oct-24	Nov-24	Nov-24	Corporate Budget	540,000.00	540,000.00	
	Resource Speaker's Fee inclusive of air, train and 5% contingency	Field Operations Division	NO	NP-53.10 Lease of Real Property and Venue	Oct-24	Oct-24	Nov-24	Nov-24	Corporate Budget	80,000.00	80,000.00	
	Conduct of PRO 1 Legal Forum and Technical Workshop on the Drafting of WINS	ORVP	NO	NP-53.10 Lease of Real Property and Venue	Oct-24	Oct-24	Nov-24	Dec-24	Corporate Budget	425,250.00	425,250.00	
	ORVP Year-end Assessment and Annual Forum: Meals and Venue	ORVP	NO	NP-53.10 Lease of Real Property and Venue	Oct-24	Oct-24	Nov-24	Nov-24	Corporate Budget	9,000.00	9,000.00	
Sub total										1,444,450.00	1,444,450.00	
5020301002	Procurement of IT Supplies	PRO 1	NO	NP-53.5 Agency-to-Agency	Feb-24	Feb-24	Mar-24	Mar-24	Corporate Budget	6,312,565.00	6,312,565.00	
	Toner Cartridges, HP 147A, Black Standard for HP LaserJet Enterprise M610n, HP W1470A, 48 carts	PRO 1	NO	NP-53.5 Agency-to-Agency	Oct-24	Oct-24	Nov-24	Nov-24	Corporate Budget	579,600.00	579,600.00	
	TONER CART, HP CE380A, BLACK, 7	PRO 1	NO	NP-53.5 Agency-to-Agency	Oct-24	Oct-24	Nov-24	Nov-24	Corporate Budget	86,275.00	86,275.00	
	ink Cartridges, HP FBV27AA (HP 680), Black, 40 carts	PRO 1	NO	NP-53.5 Agency-to-Agency	Oct-24	Oct-24	Nov-24	Nov-24	Corporate Budget	21,600.00	21,600.00	
	ink Cartridges, HP FBV26AA (HP 680), Tri-Color, 25 carts	PRO 1	NO	NP-53.5 Agency-to-Agency	Oct-24	Oct-24	Nov-24	Nov-24	Corporate Budget	13,500.00	13,500.00	

Supplies not available in PS DBM will be procured under Shopping II ABC does not exceed 1M; Public Bidding if above 1M

Code (FAP)	Procurement Project	PMOI End-User (Yes/No)	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)
					Advertising (Yes/No)	Submission/Opening of Bids	Notice of Award		Contract Signing	Total	
	TONER Cartridge, HP CE279A, 5 cants	PRO 1	NO	NP-53.5 Agency-to-Agency	Oct-24	Oct-24	Nov-24	Corporate Budget	20,783.60	20,783.60	
	<b>Sub total</b>								<b>721,738.60</b>	<b>721,738.60</b>	

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Approved by:

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Regional Vice President

*MARICAR ARZADON*  
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BAC Chairperson

MASTER DOCUMENT  
 DC: *ARRA* Date: *11/1/24*