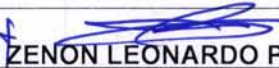




Information Management Sector

SRF No.:

Service Request Form

1) Date of Request : January 30, 2025	
2) Name: SHARON ROSE B. YSMAEL	3) Designation: BAC Secretariat
4) Office/Department: PRO XII – ORVP/Legal Office	5) Room: 401
6) Contact #: 228-9731 to 35 local 4305	7) Email Address: bidding.pro12@gmail.com
8) TYPE OF REQUEST: <i>(Please refer to the back page for descriptions and required attachments.)</i>	
☐ IT Project Proposal/TOR Development Assistance ☐ Human Capital Development Evaluation ☐ System Re-engineering related Works ☐ IT Literacy, Education and Training ☐ Software Development ☐ IT Procurement Evaluation ☐ Software Configuration/Enhancement ☐ Project Management ☐ Hardware, Database, Network, Connectivity, Communication Solutions Assistance ☒ Others (please specify): <u>Request for uploading to the Corporate Website of PhilHealth Regional Office XII – Annual Procurement Plan for CY 2025.</u>	
9. APPROVED BY:	 HECTOR ZENON LEONARDO P. MALATE, MD Name & Signature of Head of Office Regional Vice President, Head of Procuring Entity Position 13/25 Date Signed

(For Information Management Sector only)

10. Date Received (mm/dd/yyyy): ____/____/____		11. Time Received (hh:mm) ____:____ OAM OPM		
12. ACTIONS TAKEN: <i>(Use separate sheet if necessary)</i>				
DATE (a)	TIME (b)	ACTION TAKEN (c)	ACTION OFFICER (d)	SIGNATURE (e)
13. APPROVED BY:			14.	
Name and Signature SVP-Chief Information Officer, IMS			Date Signed	

IMS-SRF

January 30, 2025

MEMORANDUM
PRO XII NO. 2025-0007**TO :** **ALL CONCERNED END-USERS**
PhilHealth Regional Office XII**SUBJECT :** **ANNUAL PROCUREMENT PLAN FOR CY 2025**

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 2025. 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 2025 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: 01/30/25



PHILIPPINE HEALTH INSURANCE CORPORATION
PhilHealth Regional Office 12
Corner Zulueta St.- General Santos Drive,
City of Koronadal

Standard Form Number: SF-GOOD-48

Revised on: May 24, 2004

RESOLUTION NO. 005-2025

(PhilHealth Regional Office XII Annual Procurement Plan for CY 2025)

WHEREAS, the Corporate Operating Budget (COB) has been approved by the Board on December 16, 2024 per FMS Memorandum No. 0024-029, dated December 19, 2024;

WHEREAS, the PRO XII received the FMS Memorandum on the approval Corporate Operating Budget (COB) on January 8, 2025;

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 2025;

WHEREAS, the Budget Officer Designates/End-users are responsible for the initial checking of completeness of the details of their respective PPMPs for CY 2025;

WHEREAS, the PRO XII-BAC Secretariat consolidated the PPMPs for CY 2025 ensuring the accuracy and completeness of the proposed and consolidated APP;

WHEREAS, on January 30, 2025, the PRO XII BAC convened and reviewed the final consolidated PRO XII APP for CY 2025;

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 2025;
- 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 30th day of January 2025.

LORELIE G. BONILLA

BAC Chairperson


BIENVENIDO L. BORRA

BAC Vice-Chairperson


ATTY. ZAINALDIN D. LIMPAO

BAC Member (Regular)


CLAUDETTE A. CANLAS

BAC Member

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 2025

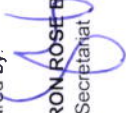
Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity			Source of Funds	Estimated Budget (PhP)		CO	Remarks (brief description of Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award		Total	MOOE		
50203020	Procurement of Accountable Forms	PRO XII	NO	NP-53.5 Agency-to-Agency	N/A	N/A	March/June /September/ November	Corporate Budget	72,601.00	72,601.00		
50204020	Procurement of Electricity	PRO XII	NO	Direct Contracting	N/A	N/A	March	Corporate Budget	9,651,580.80	9,651,580.80		
502145020	Fidelity Bond Premium	PRO XII	NO	NP-53.5 Agency-to-Agency	N/A	N/A	January - December	Corporate Budget	471,326.25	471,326.25		
50203090	Procurement of Fuel, Oil and Lubricants	PRO XII	NO	NP-53.5 Agency-to-Agency (POL) NP-53.5 DIRECT NEGOTIATION PURCHASE OF PETROLEUM FUEL, OIL AND LUBRICANT (POL) Products and Additives, Turbines	N/A	N/A	January - December	Corporate Budget	3,098,760.00	3,098,760.00		
50215030	Insurance Expense	PRO XII	NO	NP-53.5 Agency-to-Agency	N/A	N/A	January - December	Corporate Budget	316,182.36	316,182.36		
50212020	Procurement of Janitorial Services	PRO XII	NO	Competitive Bidding	February	February	March	Corporate Budget	4,183,455.00	4,183,455.00		
5029999006	Medical Expenses	PRO XII	NO	NP-53.5 Agency-to-Agency	February	February	March	Corporate Budget	2,604,000.00	2,604,000.00		Procurement of Services for the conduct of Mandatory Drug Testing (<1M) shall be undertaken through NP-53.9 as reflected on
5029999003	Registration of Motor Vehicles	PRO XII	NO	NP-53.5 Agency-to-Agency	N/A	N/A	February	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	Corporate Budget	28,579,950.72	28,579,950.72		
50212030	Procurement of Security Services	PRO XII	NO	Competitive Bidding	February	February	March	Corporate Budget	10,060,715.40	10,060,715.40		
50204010	Procurement of Water Services	PRO XII	NO	Direct Contracting	N/A	N/A	February	Corporate Budget	395,737.56	395,737.56		
5029901001	Procurement of Advertising Services	PRO XII	NO	Work, Exclusive Technology and Media Expenses	N/A	N/A	March	Corporate Budget	3,940,000.00	3,940,000.00		Procurement of Courier Services will be undertaken through NP-53.9 as reflected on End-User's GPMO
50205010	Procurement of Postage and Courier Services	PRO XII	NO	NP-53.5 Agency-to-Agency	N/A	N/A	March	Corporate Budget	660,000.00	660,000.00		
5020502001	Procurement of Telephone Services - Mobile	PRO XII	NO	Competitive Bidding	February	February	March	Corporate Budget	1,248,000.00	1,248,000.00		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 Services)
5020502002	Procurement of Telephone Services - Landline	PRO XII	NO	NP-53.9 - Small Value Procurement	February	N/A	February	Corporate Budget	300,000.00	300,000.00		

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/EI	Submission/Opening of Bids	Notice of Award		Total	MOOE	
50205030	Procurement of Internet Subscriptions	PRO XII	NO	NP-53.9 - Small Value Procurement	February	N/A	February	Corporate Budget	1,501,759.92	1,501,759.92	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
5029999005-A	Corporate Forum (Virtual)	PRO XII	NO	NP-53.9 - Small Value Procurement	February	N/A	March	Corporate Budget	90,000.00	90,000.00	Other
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	Corporate Budget	5,269,660.00	5,269,660.00	procurement projects will be undertaken through NP-53.9
5029918003	Cultural and Athletic Events (Christmas Activities)	PRO XII	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	February / October	Corporate Budget	592,200.00	592,200.00	Other
5029918009	Cultural and Athletic Events (Other Activities)	PRO XII	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	February / October	Corporate Budget	110,250.00	110,250.00	procurement projects will be undertaken through NP-53.9
5029918009	Cultural and Athletic Events (Anniversary activities)	PRO XII	NO	NP-53.9 - Small Value Procurement	N/A	N/A	February	Corporate Budget	5,000.00	5,000.00	Other
5029901002	Marketing & Promotional	PRO XII	NO	NP-53.10 Lease of Real Property and Venue	January - December	N/A	January - December	Corporate Budget	26,450,800.00	26,450,800.00	procurement projects will be undertaken through NP-53.9
5021199002	Procurement of Notarial Services	PRO XII	NO	NP-53.9 - Small Value Procurement	January - December	N/A	January - December	Corporate Budget	43,500.00	43,500.00	Other
50299020	Procurement of Printing and Publication Services	PRO XII	NO	NP-53.9 - Small Value Procurement	February	N/A	March	Corporate Budget	1,437,500.00	1,437,500.00	Other
5021305001	Repairs and Maintenance - Office Equipment	PRO XII	NO	NP-53.9 - Small Value Procurement	January - December	N/A	January - December	Corporate Budget	665,500.00	665,500.00	Other
5021305002	Repairs and Maintenance - IT Equipment	PRO XII	NO	NP-53.9 - Small Value Procurement	January - December	N/A	January - December	Corporate Budget	556,533.12	556,533.12	Other
50213060	Repairs and Maintenance - Transportation Equipment	PRO XII	NO	NP-53.9 - Small Value Procurement	January - December	N/A	January - December	Corporate Budget	720,517.00	720,517.00	Other
50213070	Repairs and Maintenance - Furniture and Fixtures	PRO XII	NO	NP-53.9 - Small Value Procurement	January - December	N/A	January - December	Corporate Budget	165,000.00	165,000.00	Other

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 IBRE	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
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	2,981,109.00	2,981,109.00		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
5020301002	Procurement of IT Supplies	PRO XII	NO	NP-53.5 Agency-to-Agency	N/A	N/A	February / May	March / June	Corporate Budget	5,780,386.70	5,780,386.70		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
5020303070	Procurement of Drugs & Medicines	PRO XII	NO	NP-53.9 - Small Value Procurement	February	N/A	March	March	Corporate Budget	1,154,171.70	1,154,171.70		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)
5020303080	Procurement of Medical, Dental & Laboratory Supplies	PRO XII	NO	NP-53.9 - Small Value Procurement	February	N/A	March	March	Corporate Budget	441,185.05	441,185.05		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)
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	167,100.00	167,100.00		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 Expense	PRO XII	NO	NP-53.5 Agency-to-Agency	N/A	N/A	February / May	March / June	Corporate Budget	119,695.60	119,695.60		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	Competitive Bidding	February	February	March	March	Corporate Budget	1,263,131.42	1,263,131.42		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

Code (PAP)	Procurement Project	PMOI 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
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	78,500.00	78,500.00	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	2,286,906.00	2,286,906.00	
5029999002	Conduct of Gender and Development Activities	PRO XII	NO	NP-53.9 - Small Value Procurement	January - December	N/A	January - December	January - December	Corporate Budget	429,750.00	429,750.00	
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	4,865,000.00	4,865,000.00	
502020100101	Conduct of Trainings - Local(external)	PRO XII	NO	NP-53.9 - Small Value Procurement	January - December	N/A	January - December	January - December	Corporate Budget	2,615,000.00	2,615,000.00	
502999040	Procurement of Air ticket(Travelling local)	PRO XII	NO	NP-53.9 - Small Value Procurement Petroleum Fuel, Oil and Lubricant (POL) <i>Discontinue and Archive, Truncate</i>	January - December	N/A	January - December	January - December	Corporate Budget	2,435,360.00	2,435,360.00	
10605030	Procurement of Communication Equipment (Non ICT)	PRO XII	NO	NP-53.5 Agency-to-Agency	N/A	N/A	February / May	March / June	Corporate Budget	484,000.00	484,000.00	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
10605990	Procurement of Other Equipment	PRO XII	NO	NP-53.5 Agency-to-Agency	N/A	N/A	February / May	March / June	Corporate Budget	324,494.50	324,494.50	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
5020301003	Inventory Custodian Supplies	PRO XII	NO	NP-53.5 Agency-to-Agency	N/A	N/A	February / May	March / June	Corporate Budget	19,800.00	19,800.00	Equipment 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
5029903002	Committee Meetings	PRO XII	NO	NP-53.9 - Small Value Procurement	N/A	N/A	January - December	January - December	Corporate Budget	417,200.00	417,200.00	

Code (PAP)	Procurement Project	PMOI 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/EI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
50203990	Other Supplies and Materials	PRO XII	NO	NP-53.9 - Small Value Procurement	N/A	N/A	January - December April	January - December April	Corporate Budget	378,793.80	378,793.80		
10605020	Procurement of Office Equipment	PRO XII	NO	Competitive Bidding	March	April			Corporate Budget	8,392,377.77	8,392,377.77		
Grand Total										137,989,490.67	137,989,490.67		

Prepared by:

SHARON ROSE B. YSMAEL
BAC Secretariat

Recommended for Approval by:

LORENE G. BONILLA
BAC Chairperson

Approved by:

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

ADVISORY 03 - 2022

FOR: ALL PROCURING ENTITIES

SUBJECT: REMINDER ON THE SUBMISSION OF PROCUREMENT REPORTS FOR FISCAL YEAR 2023

DATE: 29 DECEMBER 2022

This is to remind all Procuring Entities (PEs) on the submission of Procurement Reports for FY 2023 pursuant to **Government Procurement Policy Board (GPPB) Circular 02-2020**,¹ re: "Guidelines in the Posting and Submission of APPs, PMRs, and APCPI Results."

1.0 What to submit?

All PEs shall submit to the GPPB the following Procurement Reports to the respective electronic mail addresses provided:

Report	Email
FY 2022 APP (Changes within 2nd Semester)	app@gppb.gov.ph
FY 2023 APP	
FY 2023 APP (Changes within the 1 st Semester)	
FY 2022 PMR for 2nd Semester	pmr@gppb.gov.ph
FY 2023 PMR for 1 st Semester	
FY 2022 APCPI results	apcpi@gppb.gov.ph

2.0 When should these reports be submitted?

Report	Deadline of submission
FY 2022 PMR for 2nd Semester	14 January 2023
FY 2022 APP (Changes within 2nd Semester)	31 January 2023
FY 2023 APP	31 January 2023
FY 2022 APCPI results	31 March 2023
FY 2023 PMR for the 1 st Semester	14 July 2023
FY 2023 APP (Changes within the 1 st Semester)	31 July 2023

¹ As approved under GPPB Resolution No. 11-2020 re: "Approving the Electronic Submission of Annual Procurement Plans (APPs), Procurement Monitoring Reports, and Agency Procurement Compliance and Performance Indicators (APCPI) Results and Posting and Extension of Deadline for Submission of APPs and PMRs. GPPB Circular 02-2020 issued on 20 May 2020, may be viewed thru this link:
<https://www.gppb.gov.ph/issuances/Circulars/GPPB%20Circular%2002-2020.pdf>