

January 7, 2025

ORVP MEMORANDUMNo. 2025 - 001

TO : **ALL CONCERNED END-USERS**

SUBJECT : **ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR (FY) 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 Procuring Entity and Section IV.9 of Corporate Order on the Preparation and Approval of the Annual Procurement Plan (APP) and consistent with Section 7.1 of Republic Act No. 9184 and its Revised Implementing Rules and Regulations, 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 **2025 Annual Procurement Plan** as recommended by the PRO-VII Bids and Awards Committee.


The APP is a consolidation of various Project Procurement Management Plans (PPMPs), and anchored on the approved Corporate Operating Budget for FY **2025**. The PRO-VII Bids and Awards Committee deliberated on, determined and recommended the appropriate method of procurement covering the various projects / programs / activities under Goods and Services, Information Technology Resources portion of the APP, in accordance with parameters set forth by RA 9184 and its Revised Implementing Rules and Regulations (RIRR).

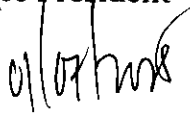
All procurement must be undertaken strictly in accordance with the terms, conditions and requirements provided in RA 9184, its RIRR as well as relevant government and corporate procurement policies, rules and regulations, subject to usual government auditing and accounting rules and regulations. Moreover, the following specific requirements should also be met:

- a. Procurement of Common-Used Supplies Office 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 carried 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 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 Philippine Consulate / Embassy where the Head Office is located, if foreign goods.

Updating of the PPMPs and the consolidated APP shall be undertaken when there is change in projects, programs and activities contained in the **2025 APP** following procedures defined in RA 9184, its RIRR and relevant and appropriate internal issuances.


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Regional Vice President
PRO VII





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PhilHealth Regional Office VII - ANNUAL PROCUREMENT PLAN for FY 2025

Code (PAP)	Procurement Project	OBJECT CODE	PMO/ End-User	Is This an Early Procurement Activity ?	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Project)
						Advertisem ent/Posting of IB/REI	Submission /Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
50203020	Accountable Forms	50203020	PRO VII	No	Direct Contracting (National Printing Office)	February	March	March	March	COB 2025	23,297.00	23,297.00	-	for office use
50301040	Bank Charges	50301040	PRO VII	No	NP-53.9 - Small Value Procurement	February	March	March	March	COB 2025	3,000.00	3,000.00	-	for office use
50204020	Electricity Expenses	50204020	PRO VII	No	Direct Contracting	January	February	March	March	COB 2025	16,408,820.58	16,408,820.58	-	for office use
50210030	Extraordinary and Miscellaneous Expenses	50210030	PRO VII	No	NP-53.9 - Small Value Procurement	January	February	March	March	COB 2025	109,200.00	109,200.00	-	for office use
50215020	Fidelity Bond Premiums	50215020	PRO VII	No	NP-53.9 - Small Value Procurement	January	February	March	March	COB 2025	173,016.75	173,016.75	-	for office use
50203090	Fuel, Oil and Lubricants Expenses	50203090	PRO VII	No	NP-53.9 - Small Value Procurement	January	February	March	March	COB 2025	2,650,500.00	2,650,500.00	-	for office use
50212020	Janitorial Services	50212020	PRO VII	Yes	Competitive Bidding	January	February	March	March	COB 2025	4,369,005.36	4,369,005.36	-	for office use
5029999006	Medical Expenses	5029999006	PRO VII	No	Competitive Bidding / NP-53.9 - Small Value Procurement	April	May	June	July	COB 2025	4,021,500.00	4,021,500.00	-	for office use
50299060	Membership Dues and Contributions to Organizations	50299060	PRO VII	No	NP-53.9 - Small Value Procurement	January	February	March	March	COB 2025	16,000.00	16,000.00	-	for office use
50301990	Other Financial Charges	50301990	PRO VII	No	NP-53.9 - Small Value Procurement	January	February	March	March	COB 2025	45,554.00	45,554.00	-	for office use
5021199004	Project based Hiring	5021199004	PRO VII	No	NP-53.9 - Small Value Procurement	January	February	March	March	COB 2025	52,402,687.92	52,402,687.92	-	for office use
5021199004-A	Project based Hiring(Overtime)	5021199004-A	PRO VII	No	NP-53.9 - Small Value Procurement	January	February	March	March	COB 2025	2,541,245.52	2,541,245.52	-	for office use

5029999003	Registration of Motor Vehicle	5029999003	PRO VII	No	NP-53.5 Agency-to-Agency	May	June	June	June	COB 2025	24,102.00	24,102.00	-	for office use
50299050	Rent/Lease Expenses	50299050	PRO VII	No	NP-53.10 Lease of Real Property and Venue	January	January	February	February	COB 2025	51,876,017.64	51,876,017.64	-	for office use
5029903001	Representation Expenses - IME	5029903001	PRO VII	No	NP-53.9 - Small Value Procurement / NP-53.10 Lease of Real Property and Venue	January	February	March	March	COB 2025	2,616,000.00	2,616,000.00	-	for office use
50212030	Security Services	50212030	PRO VII	No	Competitive Bidding	January	February	March	March	COB 2025	18,066,662.28	18,066,662.28	-	for office use
50204010	Water Expenses	50204010	PRO VII	No	Direct Contracting / NP-53.9 - Small Value Procurement	January	February	March	March	COB 2025	893,784.00	893,784.00	-	for office use
5029901001	Advertising Expenses	5029901001	PRO VII	No	NP-53.9 - Small Value Procurement /	January	February	March	March	COB 2025	5,642,948.00	5,642,948.00	-	for office use
50205040	Cable, Satellite, Telegraph and Radio Expenses	50205040	PRO VII	No	NP-53.6 - Small Value Procurement / NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	January	February	March	March	COB 2025	12,936.00	12,936.00	-	for office use
50205030	Internet Subscription Expenses	50205030	PRO VII	No	Direct Contracting	January	February	March	March	COB 2025	1,271,508.00	1,271,508.00	-	for office use
50205010	Postage and Courier Services	50205010	PRO VII	No	NP-53.5 Agency-to-Agency / Direct Contracting / NP-53.9 - Small Value Procurement	January	February	March	March	COB 2025	2,548,020.00	2,548,020.00	-	for office use
5020502002	Telephone Expenses - Landline	5020502002	PRO VII	No	Direct Contracting	January	February	March	March	COB 2025	625,028.16	625,028.16	-	for office use
5020502001	Telephone Expenses - Mobile	5020502001	PRO VII	No	Direct Contracting	January	February	March	March	COB 2025	1,185,600.00	1,185,600.00	-	for office use
5029999005	Other Maint. & Operating Expenses - Others - Corporate Forum (Face-To	5029999005	PRO VII	No	NP-53.9 - Small Value Procurement / NP-53.10 Lease of Real Property and	January	February	March	March	COB 2025	4,501,300.00	4,501,300.00	-	for office use
5021199003	Honorarium	5021199003	PRO VII	No	NP-53.9 - Small Value Procurement	January	February	March	March	COB 2025	696,000.00	696,000.00	-	for office use

50215030	Insurance/Reinsurance Expenses	50215030	PRO VII	No	NP-53.5 Agency-to-Agency / Direct Contracting / NP-53.9 - Small Value Procurement	January	February	March	March	COB 2025	885,298.26	885,298.26	-	for office use
5029918003	Cultural & Athletic Exp. - Christmas Activities	5029918003	PRO VII	No	NP-53.9 - Small Value Procurement / NP-53.10 Lease of Real Property and Venue	October	October	November	December	COB 2025	916,200.00	916,200.00	-	for office use
5029918009	Cultural & Athletic Exp. - Other Activities	5029918009	PRO VII	No	NP-53.9 - Small Value Procurement/ NP-53.10 Lease of Real Property and Venue	March	March	April	May	COB 2025	172,350.00	172,350.00	-	for office use
5029901002	Marketing and Promotional Expenses	5029901002	PRO VII	No	NP-53.9 - Small Value Procurement / NP-53.10 Lease of Real Property and Venue	March	March	April	May	COB 2025	32,004,700.00	32,004,700.00	-	for office use
5021199002	Notarial Fee	5021199002	PRO VII	No	NP-53.9 - Small Value Procurement / Direct Contracting	January	February	March	March	COB 2025	217,237.00	217,237.00	-	for office use
50299020	Printing and Publication Expenses	50299020	PRO VII	No	NP-53.9 - Small Value Procurement / NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	March	March	April	May	COB 2025	2,777,640.00	2,777,640.00	-	for office use
50213070	Repairs and Maintenance - Furniture and Fixtures	50213070	PRO VII	No	NP-53.9 - Small Value Procurement	March	March	April	May	COB 2025	40,000.00	40,000.00	-	for office use
5021305002	Repairs and Maintenance - IT Equipment	5021305002	PRO VII	No	NP-53.9 - Small Value Procurement	March	March	April	May	COB 2025	259,230.40	259,230.40	-	for office use
5021309002	Repairs and Maintenance - Leased Assets Improvements - Building	5021309002	PRO VII	No	NP-53.9 - Small Value Procurement	March	March	April	May	COB 2025	1,500,000.00	1,500,000.00	-	for office use
5021305001	Repairs and Maintenance - Other Property, Plant and Equipment - LHIO Signage	5021305001	PRO VII	No	NP-53.9 - Small Value Procurement	March	March	April	May	COB 2025	100,000.00	100,000.00	-	for office use

5021305001	Repairs and Maintenance - Office Equipment	5021305001	PRO VII	No	NP-53.9 - Small Value Procurement	March	March	April	May	COB 2025	600,000.00	600,000.00	-	for office use
50213060	Repairs and Maintenance - Transportation Equipment	50213060	PRO VII	No	NP-53.9 - Small Value Procurement	March	March	April	May	COB 2025	1,000,000.00	1,000,000.00	-	for office use
5029903002-A	Representation Expenses - Committee	5029903002-A	PRO VII	No	NP-53.9 - Small Value Procurement / NP-53.10 Lease of Real Property and Venue	January	February	March	March	COB 2025	2,619,750.00	2,619,750.00	-	for office use
5029903002-B	Representation Expenses - IME	5029903002-B	PRO VII	No	NP-53.9 - Small Value Procurement / NP-53.10 Lease of Real Property and Venue	January	February	March	March	COB 2025	2,520,000.00	2,520,000.00	-	for office use
50299070	Subscription Expenses	50299070	PRO VII	No	NP-53.9 - Small Value Procurement	January	February	March	March	COB 2025	41,796.00	41,796.00	-	for office use
50203070	Drugs & Medicines Expenses	50203070	PRO VII	No	NP-53.9 - Small Value Procurement	March	March	April	May	COB 2025	1,710,655.00	1,710,655.00	-	for office use
5020301002	IT Supplies	5020301002	PRO VII	No	NP-53.5 Agency-to-Agency / Direct Contracting / NP-53.9 - Small Value Procurement / Shopping	February	March	April	May	COB 2025	5,769,946.94	5,769,946.94	-	for office use
50203080	Medical, Dental & Laboratory Supplies Expenses	50203080	PRO VII	No	NP-53.9 - Small Value Procurement	February	March	April	May	COB 2025	831,584.49	831,584.49	-	for office use
50203990	Other Supplies and Materials Expenses	50203990	PRO VII	No	NP-53.9 - Small Value Procurement / Shopping	February	March	April	May	COB 2025	293,364.75	293,364.75	-	for office use
5020301001	Regular Office Supplies Expenses	5020301001	PRO VII	No	NP-53.5 Agency-to-Agency / Direct Contracting / NP-53.9 - Small Value Procurement / Shopping	February	March	April	May	COB 2025	4,145,755.75	4,145,755.75	-	for office use
5020321003	Semi-Expendable Communication Expenses	5020321003	PRO VII	No	NP-53.9 - Small Value Procurement	February	March	April	May	COB 2025	490,555.23	490,555.23	-	for office use


5020321008	Semi-Expendable Disaster Response and Rescue Equipment	5020321008	PRO VII	No	NP-53.9 - Small Value Procurement	February	March	April	May	COB 2025	131,084.40	131,084.40	-	for office use
5020322001	Semi-Expendable Furniture and Fixtures	5020322001	PRO VII	No	Competitive Bidding / NP-53.9 - Small Value Procurement	February	March	April	May	COB 2025	4,650,958.10	4,650,958.10	-	for office use
5020321006	Semi-Expendable IT Equipment	5020321006	PRO VII	No	NP-53.9 - Small Value Procurement / Competitive Bidding	February	March	April	May	COB 2025	395,875.90	395,875.90	-	for office use
5020321004	Semi-Expendable Medical Equipment Expenses	5020321004	PRO VII	No	NP-53.9 - Small Value Procurement	February	March	April	May	COB 2025	18,268.40	18,268.40	-	for office use
5020321002	Semi-Expendable Office Equipment Expenses	5020321002	PRO VII	No	NP-53.9 - Small Value Procurement	February	March	April	May	COB 2025	314,637.28	314,637.28	-	for office use
5020321007	Semi-Expendable Other Machinery and Equipment	5020321007	PRO VII	No	NP-53.9 - Small Value Procurement	February	March	April	May	COB 2025	516,653.00	516,653.00	-	for office use
5020321009	Semi-Expendable Sports Equipment	5020321009	PRO VII	No	NP-53.9 - Small Value Procurement	February	March	April	May	COB 2025	1,978.90	1,978.90	-	for office use
50203110	Textbooks & Instructional Materials Expenses	50203110	PRO VII	No	NP-53.9 - Small Value Procurement	February	March	April	May	COB 2025	324.50	324.50	-	for office use
502020100102	Training Expenses - Local(External)	502020100102	PRO VII	No	NP-53.9 - Small Value Procurement / Lease of Venue / NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	January	February	March	March	COB 2025	1,560,000.00	1,560,000.00	-	for office use
502020100101	Training Expenses - Local(Internal)	502020100101	PRO VII	No	NP-53.9 - Small Value Procurement / Lease of Venue / NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	January	February	March	March	COB 2025	5,889,000.00	5,889,000.00	-	for office use
50299040	Transportation and Delivery Expenses	50299040	PRO VII	No	NP-53.9 - Small Value Procurement	January	February	March	March	COB 2025	161,603.00	161,603.00	-	for office use

50201010	Travelling Expenses - Local	50201010	PRO VII	No	NP-53.9 - Small Value Procurement	January	February	March	March	COB 2025	14,256,173.00	14,256,173.00	-	for office use
50201010A	Travelling Expenses - Air Fare	50201010A	PRO VII	No	NP-53.9 - Small Value Procurement	January	February	March	March	COB 2025	7,160,815.22	7,160,815.22	-	for office use
CAPEX Communication Equipment	Communication Equipment	CAPEX Communication Equipment	PRO VII	No	NP-53.9 - Small Value Procurement	February	February	March	March	COB 2025	229,953.52		229,953.52	for office use
CAPEX Furniture and Fixtures	Furniture and Fixtures	CAPEX Furniture and Fixtures	PRO VII	No	Competitive Bidding / NP-53.9 - Small Value Procurement	February	February	March	March	COB 2025	1,954,625.00		1,954,625.00	for office use
CAPEX Other Equipment	Other Equipment	CAPEX Other Equipment	PRO VII	No	Competitive Bidding / NP-53.9 - Small Value Procurement	March	March	April	May	COB 2025	584,090.10		584,090.10	for office use
CAPEX NON-INFRA IT	Information and Communication Technology Equipment	CAPEX NON-INFRA IT	PRO VII	No	Competitive Bidding / NP-53.9 - Small Value Procurement	February	February	March	March	COB 2025	8,928,276.49		8,928,276.49	for office use
CAPEX NON-INFRA OE	Office Equipment	CAPEX NON-INFRA OE	PRO VII	No	Competitive Bidding / NP-53.9 - Small Value Procurement	February	February	March	March	COB 2025	6,417,500.88		6,417,500.88	for office use

Prepared by:


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BAC Secretariat

Approved by:


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Regional Vice President
01/07/2024