

**PRO NCR MEMORANDUM**

No. *2025-093y*

**TO : ALL CONCERNED END-USERS**

**FROM :  BERNADETTE C. LICO, M.D.**  
Vice-President, PRO NCR

**SUBJECT : CY2025 ANNUAL PROCUREMENT PLAN (APP) OF  
PHILHEALTH REGIONAL OFFICE NATIONAL  
CAPITAL REGION (PRO NCR)**

The Annual Procurement Plan (APP) for CY2025 is hereby prepared under the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act of 2003", in accordance with the following guidelines:

"Section 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.

"Section 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."

Upon approval of the Corporate Operating Budget (COB) for CY2025 and consistent with the provisions of Republic Act No. 9184 and its RIRR, the Secretariat for the Bids and Awards Committees (SBAC) consolidated the Project Procurement Management Plans (PPMPs) of all concerned End-users in the PRO NCR into the CY2025 Annual Procurement Plan (APP).

The Bids and Awards Committee deliberated on, determined and approved the appropriate methods of procurement covering the various Projects, Activities and



Programs (PAPs) included in the APP, in accordance with the parameters set forth by R.A. 9184 and its RIRR.

It is emphasized that all procurement based on the approved APP must be undertaken strictly in accordance with the terms, conditions and requirements provided in the law, 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-Use Supplies and Equipment (CSE), with Agency to Agency (PS-DBM) mode of procurement may be purchased through other means under existing rules and procedures such as but not limited to Public Bidding, Shopping, Small Value Procurement and other acceptable modes under the 2016 Revised IRR of R.A. 9184 upon presentation and submission of CNAS from the PS-DBM website.
- b.) For consumables and common office supplies and materials that are not carried by PS-DBM and/or not shown in PhilGEPS catalogue, the mode of procurement to be used may be via Public Bidding, Shopping, Small Value Procurement and other acceptable and applicable modes under the 2016 Revised IRR of R.A. 9184.
- c.) Procurement of goods whose mode of procurement determined to be through "Direct Contracting" must comply with the requirements of Section 50 of R.A. 9184 and its RIRR as well as COA Circular No. 2012-001. It shall likewise be supported by the appropriate certification from the exclusive dealer or manufacturer, duly authenticated by the Philippine Consulate / Embassy / Labor Office where the Head Office of the dealer or manufacturer is located, if foreign goods.
- d.) For Infrastructure Projects with mode of procurement as Public Bidding due to its lump sum amount may use Small Value Procurement depending on the nature of project subject to thresholds provided in the IRR of R.A. 9184.

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 (HoPE), the attached CY2025 APP is hereby approved and enjoin all concerned offices to facilitate procurement and the implementation of the PAPs thereat.

For information and guidance of all concerned.





**PHILIPPINE HEALTH INSURANCE CORPORATION - NCR 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					Estimated Budget (PHP)			Remarks (Brief description of Project)		
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing	Source of Funds	Total	MOOE	CO			
50203020	Accountable Forms	OVP	NO	NP-53.5 Agency-to-Agency	N/A	N/A	March	March		COB 2025	151,635.00	151,635.00		Continuous Form Check	
5020901001	Advertising Expense	OVP	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	March	April	April	May		COB 2025	58,400,000.00	58,400,000.00		Billboard, Radio Broadcasts, Social Media Campaign	
5020999005-B	Corporate Forum (Face to Face)	OVP, NCR CENTRAL, NCR NORTH, AND NCR SOUTH	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	March	April		COB 2025	10,881,600.00	10,881,600.00		Forum, Summit, Planning, Assessments, IOA	
5020999005-B	Corporate Forum (Face to Face)	OVP, NCR CENTRAL, NCR NORTH, AND NCR SOUTH	NO	NP-53.9 - Small Value Procurement	March	N/A	April	April		COB 2025	2,361,600.00	2,361,600.00		Forum, Summit, Planning, Assessments	
5020918003	Cultural & Athletic - Major Events and Conventions	OVP	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	January	January		COB 2025	5,035,350.00	5,035,350.00		Anniversary, Employee Day and Meets	
5020918003	Cultural & Athletic - Major Events and Conventions	OVP	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	September	October		COB 2025	2,799,000.00	2,799,000.00		Christmas Activities	
5020918003	Cultural & Athletic - Major Events and Conventions	OVP	NO	NP-53.9 - Small Value Procurement	June	N/A	July	July		COB 2025	590,400.00	590,400.00		PhilHealth Movement Activities	
50209070	Drugs and Medicines	OVP	NO	NP-53.9 - Small Value Procurement	March	N/A	April	April		COB 2025	585,336.00	585,336.00		Various Medicines	
50209070	Drugs and Medicines	OVP	NO	Competitive Bidding	March	April	May	June		COB 2025	4,836,699.00	4,836,699.00		Multivitamins	
50204020	Electricity Expense	OVP, NCR Branches and LHIOs	NO	Direct Contracting	N/A	N/A	January	January		COB 2025	36,715,591.71	36,715,591.71		Electricity Expense for PRO NCR Branches and LHIOs	
50203090	Fuel, Oil and Lubricants	OVP, NCR Branches and LHIOs	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant Products and Athlete Tickets	N/A	N/A	January	February		COB 2025	3,814,800.00	3,814,800.00		for Service Vehicles for PRO NCR Branches and LHIOs	
50203090	Internet Subscription	OVP	NO	Competitive Bidding	January	February	March	April		COB 2025	2,117,797.92	2,117,797.92		Internet Subscription expense for PRO NCR Branches and LHIOs	
5020303002	IT Supplies	OVP	NO	Direct Contracting	N/A	N/A	March	April		COB 2025	25,849,595.55	25,849,595.55		Keynote Printer Toner and Maintenance Kit	
5020303002	IT Supplies	OVP	NO	NP-53.9 - Small Value Procurement	February	N/A	March	April		COB 2025	696,010.80	696,010.80		Cable, IT Tools, Printer Consumables	
50212020	Janitorial Services	OVP	NO	Competitive Bidding	January	February	March	April		COB 2025	24,136,799.28	24,136,799.28		Janitorial Service	
10609020	Leasehold Improvements	OVP	NO	NP-53.9 - Small Value Procurement	June	N/A	July	July		COB 2025	400,000.00		400,000.00		Signage
10609020	Leasehold Improvements	NCR NORTH	NO	Competitive Bidding	April	May	June	June		COB 2025	2,200,000.00		2,200,000.00		DMW-OPF Operations Leasehold Improvement
5020999002	Marketing and Promotional Expense	OVP	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	March	April		COB 2025	20,966,800.00	20,966,800.00		Meets and Venue Various Activity	

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**PHILIPPINE HEALTH INSURANCE CORPORATION - NCR ANNUAL PROCUREMENT PLAN FOR FY 2025**

Code (FAP)	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	
502901002	Marketing and Promotional Expense	OVP	NO	NP-33.9 - Small Value Procurement	January	N/A	February	February		COB 2025	5,406,700.00	5,406,700.00		Meals for various activities, Printable Materials and other office supplies for Marketing and Promotion
502901002	Marketing and Promotional Expense	OVP	NO	Competitive Bidding	February	March	April	May		COB 2025	6,029,600.00	6,029,600.00		Various pharmaceuticals, consumer products and meals for activity
502999006	Medical Expense	OVP	NO	NP-33.9 - Small Value Procurement	April	N/A	May	May		COB 2025	556,000.00	556,000.00		Drug Testing for PRO NCR Employees
502999006	Medical Expense	OVP	NO	Competitive Bidding	April	May	June	July		COB 2025	11,120,000.00	11,120,000.00		Annual Test for PRO NCR Employees
502999006	Medical, Dental & Laboratory Supplies	OVP	NO	NP-33.9 - Small Value Procurement	February	N/A	March	April		COB 2025	732,309.45	732,309.45		Various Medical Supplies
502999006	Medical, Dental & Laboratory Supplies	OVP	NO	Competitive Bidding	March	April	May	June		COB 2025	1,692,338.40	1,692,338.40		Alcohol
10605020	Office Equipment	OVP	NO	Direct Contracting	N/A	N/A	March	April		COB 2025	412,500.00		412,500.00	Printing Machine
10605020	Office Equipment	OVP	NO	NP-33.9 - Small Value Procurement	March	N/A	April	April		COB 2025	966,643.34		966,643.34	Printing Machine, Paper Shredder
10605020	Office Equipment	OVP	NO	Competitive Bidding	June	July	August	August		COB 2025	1,658,514.00		1,658,514.00	Aircon
502999006	Office Supplies - Inventory Custodian Supplies	OVP	NO	NP-33.9 - Small Value Procurement	February	N/A	March	April		COB 2025	830,301.39	830,301.39		Various Hardware Supplies and other office supplies
10605990	Other Equipment	OVP	NO	Competitive Bidding	March	April	May	June		COB 2025	1,103,281.30		1,103,281.30	Camera for PRO NCR
502999003	Other Motor & Operating Equip. - Transportation of Motor Vehicle	OVP	NO	NP-33.9 - Small Value Procurement	N/A	N/A	February	March		COB 2025	330,000.00	330,000.00		Registration of Service Vehicles of PRO NCR
50203990	Other Supplies and Materials	OVP	NO	NP-33.9 - Small Value Procurement	February	N/A	March	April		COB 2025	1,359,763.38	1,359,763.38		Various Auto Supplies, Hardware Supplies and other office supplies
50205010	Postage and Delivery Expense	OVP, NCR CENTRAL, NCR NORTH, AND NCR SOUTH	NO	NP-33.5 - Agency-to-Agency	N/A	N/A	February	February		COB 2025	3,734,504.00	3,734,504.00		Material, Registered Postage and Courier
50299020	Printing and Binding	OVP	NO	Competitive Bidding	March	April	May	June		COB 2025	3,325,000.00	3,325,000.00		Member IDs and Clinicians
50299020	Printing and Binding	OVP	NO	NP-33.9 - Small Value Procurement	June	N/A	July	July		COB 2025	55,000.00	55,000.00		Others
502030101	Regular Office Supplies	OVP, NCR CENTRAL, NCR NORTH, AND NCR SOUTH	NO	Direct Contracting	N/A	N/A	March	April		COB 2025	978,663.94	978,663.94		Pinoy Bases and Duplo Ink
502030101	Regular Office Supplies	OVP, NCR CENTRAL, NCR NORTH, AND NCR SOUTH	NO	NP-33.5 - Agency-to-Agency	N/A	N/A	March	April		COB 2025	15,330,012.16	15,330,012.16		Various Office Supplies



**PHILIPPINE HEALTH INSURANCE CORPORATION - NCR ANNUAL PROCUREMENT PLAN FOR FY 2025**

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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing			Total	MOOE	CO	
502031001	Regular Office Supplies	OVP, NCR CENTRAL, NCR NORTH, AND NCR SOUTH	NO	NP-53-9 - Small Value Procurement	February	N/A	March	April		COB 2025	2,934,771.12	2,934,771.12		Various Office Supplies
502030101	Regular Office Supplies	OVP, NCR CENTRAL, NCR NORTH, AND NCR SOUTH	NO	Competitive Bidding	March	April	May	June		COB 2025	1,839,771.60	1,839,771.60		Corrugated Box
502030101	Regular Office Supplies	OVP, NCR CENTRAL, NCR NORTH, AND NCR SOUTH	NO	Shopping	February	N/A	March	March		COB 2025	1,156,714.93	1,156,714.93		Various Office Supplies
50209050	Rent / Lease	OVP, NCR Branches and LHIOs	NO	NP-53-10 Lease of Real Property and Venue	N/A	N/A	January	February		COB 2025	249,658,547.91	249,658,547.91		Lease of Office Space
50209050	Rent / Lease	OVP	NO	Competitive Bidding	February	March	April	May		COB 2025	5,392,569.64	5,392,569.64		Photocopying Services
50209050	Rent / Lease	NCR Central	NO	NP-53-10 Lease of Real Property and Venue	N/A	N/A	January	February		COB 2025	5,835,060.00	5,835,060.00		Lease of Warehouse Space
502130902	Repair and Maintenance of Furniture and Fixtures	OVP	NO	NP-53-9 - Small Value Procurement	March	N/A	April	May		COB 2025	100,000.00	100,000.00		Repair and Maintenance of various furniture and fixtures
50213090	Repair and Maintenance of IT Equipment	OVP	NO	NP-53-9 - Small Value Procurement	March	N/A	April	May		COB 2025	400,000.00	400,000.00		Repair and Maintenance of IT Equipment
502130901	Repair and Maintenance of Office Equipment	OVP	NO	Direct Contracting	N/A	N/A	March	April		COB 2025	200,000.00	200,000.00		Preventive maintenance of Meeting Machine
502130901	Repair and Maintenance of Office Equipment	OVP	NO	NP-53-9 - Small Value Procurement	March	N/A	April	May		COB 2025	600,000.00	600,000.00		Repair and preventive maintenance of audio/visual units
5021310	Repair and Maintenance of Semi-Dependable Machinery and Equipment	OVP	NO	NP-53-9 - Small Value Procurement	March	N/A	April	May		COB 2025	50,000.00	50,000.00		Repair and maintenance of various machinery and equipment
50213060	Repair and Maintenance of Transportation Equipment	OVP	NO	NP-53-9 - Small Value Procurement	March	N/A	April	May		COB 2025	900,000.00	900,000.00		Repair and Maintenance of MV
502031003	Semi-Dependable Communication Expenses	OVP	NO	Competitive Bidding	February	March	April	May		COB 2025	69,101,667.00	69,101,667.00		Security Services for PMO and LHIOs
502031008	Semi-Dependable Disaster Response and Rescue Equipment	OVP	NO	NP-53-9 - Small Value Procurement	February	N/A	March	March		COB 2025	392,057.80	392,057.80		Sound System and microphones
502032001	Semi-Dependable Furniture and Fixtures	OVP	NO	NP-53-9 - Small Value Procurement	March	N/A	April	April		COB 2025	597,184.18	597,184.18		Disaster supplies
502032001	Semi-Dependable Furniture and Fixtures	OVP	NO	NP-53.5 Agency-to-Agency	N/A	N/A	February	March		COB 2025	22,764.60	22,764.60		Moonblock chairs
502032001	Semi-Dependable Furniture and Fixtures	OVP	NO	NP-53-9 - Small Value Procurement	March	N/A	April	April		COB 2025	942,618.75	942,618.75		Cabinets, tables, Roll-up screens and others
502032001	Semi-Dependable Furniture and Fixtures	OVP	NO	Competitive Bidding	March	April	May	June		COB 2025	11,017,292.76	11,017,292.76		Shelves, cabinets, table and chairs

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Republic of the Philippines  
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### PHILIPPINE HEALTH INSURANCE CORPORATION - NCR 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)			Remarks (Brief description of Project)
					Advertisement/Posting of TB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
502021006	Semi-Expendable IT Equipment	OVP	NO	NP-53.9 - Small Value Procurement	March	N/A	April	April	COB 2025	1,847,358.52	1,847,358.52		Scanner, Storage Device, Web Cam, Network Device and IT Tools
502021006	Semi-Expendable IT Equipment	OVP	NO	Competitive Bidding	March	April	May	June	COB 2025	3,866,933.54	3,866,933.54		Printers and UPS
502021004	Semi-Expendable Medical Equipment	OVP	NO	NP-53.9 - Small Value Procurement	March	N/A	April	April	COB 2025	165,110.00	165,110.00		Wheelchair and Sphygmomanometer and Stethoscope
502021002	Semi-Expendable Office Equipment	OVP	NO	NP-53.5 Agency-to-Agency	N/A	N/A	February	March	COB 2025	88,000.00	88,000.00		Digital Voice Recorder
502021002	Semi-Expendable Office Equipment	OVP	NO	NP-53.9 - Small Value Procurement	March	N/A	April	April	COB 2025	2,200,629.95	2,200,629.95		Barcode/ Bill Counter, Binding Machine, Bundry Rack, Electric Fan, Laminating Machine, Vaul, Document Camera and Typewriter
502021007	Semi-Expendable Other Machinery and Equipment	OVP	NO	NP-53.9 - Small Value Procurement	March	N/A	April	April	COB 2025	974,142.77	974,142.77		Various Mechanical and Electrical tools, Dashboard camera
502021009	Semi-Expendable Sports Equipment	OVP	NO	NP-53.9 - Small Value Procurement	March	N/A	April	April	COB 2025	65,973.49	65,973.49		Various sports and gym equipment
10009130	Sports Equipment	OVP	NO	Competitive Bidding	March	April	May	June	COB 2025	1,376,850.00		1,376,850.00	Gym Equipment
50209070	Subscription Expense	OVP	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	February	March	COB 2025	112,386.72	112,386.72		Newspaper
5020502002	Telephone Expense - Landline Services	OVP, NCR Branches and LHIOs	NO	Direct Contracting	N/A	N/A	January	February	COB 2025	1,830,916.80	1,830,916.80		Landline service
5020502001	Telephone Expense - Mobile Services	OVP	NO	Competitive Bidding	March	April	May	June	COB 2025	1,372,812.48	1,372,812.48		Mobile services - Text Blast
50209090	Training Expense - Local (Internal)	OVP	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	January	February	COB 2025	480,000.00	480,000.00		Various Trainings
5021305002	Training Expense - Local (Internal)	OVP	NO	NP-53.9 - Small Value Procurement	March	N/A	April	May	COB 2025	6,040,000.00	6,040,000.00		Various Meals for Trainings and Resource Speaker
50209040	Transportation and Delivery	NCR North, NCR South and OVP	NO	NP-53.9 - Small Value Procurement	March	N/A	April	April	COB 2025	1,750,000.00	1,750,000.00		Hauling services for LHIO and Branch office transfer
50204010	Water Expense	OVP	NO	NP-53.9 - Small Value Procurement	February	N/A	March	March	COB 2025	993,993.00	993,993.00		Drinking Water
50204010	Water Expense	OVP, NCR Branches and LHIOs	NO	Direct Contracting	N/A	N/A	January	February	COB 2025	2,688,945.36	2,688,945.36		Water Services
Total										634,444,339.54	626,356,550.90	8,117,788.64	

Prepared by:  
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