



Republic of the Philippines

PHILIPPINE HEALTH INSURANCE CORPORATION
PhilHealth Regional Office I

📍 Akia Building, Old De Venecia Highway Dagupan City, Pangasinan

☎ (075) 515-1111; (075) 5230647 (fax) 🌐 www.philhealth.gov.ph

📠 PhilHealthIlocos I Region ✉ teamphilhealth

November 11, 2024

CORPORATE MEMORANDUM

PRO 1 No. 2024 0053

TO : **ALL CONCERNED END-USERS**
PhilHealth Regional Office 1

SUBJECT : **Approval of the FY 2025 Indicative Annual Procurement Plan (APP)**

The CY 2024 Indicative Annual Procurement Plan (APP) is hereby prepared under Section 7.3.1 of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184, otherwise known as the, "Government Procurement Reform Act of 2003", and is hereby quoted:

"Upon issuance of the budget call in the case of NGAs, GFIs, and LGUs, the Procuring Entity shall prepare its indicative APP for the succeeding calendar year to support its proposed budget taking into considerations the budget framework for that year in order to reflect its priorities and objectives".

As mandated, the PhilHealth Regional Office 1-Bids and Awards Committee, deliberated on, determined and recommended the appropriate method of procurement covering the various projects, activities and programs (PAPs) included in the Indicative APP in accordance with the parameters set forth by RA 9184 and its 2016 RIR.

By virtue of Government Procurement Policy Board (GPPB) issuance of Circular No. 06-2019 re: Guidelines of Implementation of Early Procurement Activities, (EPA), the following guidelines shall be observed:

1. EPA is applicable for Procurement Projects undertaken through Competitive Bidding and Alternative Methods of Procurement, except for the following:
 - a. Repeat Order (Sec 51)
 - b. Shopping (Sec 52);
 - c. Negotiated Procurement-Emergency Cases (Sec 53.2);
 - d. Negotiated Procurement-Take-Over of Contracts (Section 53.3); and
 - e. Negotiated Procurement-Small Value Procurement(53.9)
2. Procurement may be done even without the Certificate of Availability of Funds (CAF), provided that, no award shall be made until the approval of final APP. Provided further, notice that procurement is being done pursuant to EPA and estimated budget

MASTER
DOCUMENT

DC: ☒ Date: 11/12/24



shall be indicated in the opportunity, Invitation to Bid (IB), and/or Request for Expression of Interest (REI);

Hence, the attached FY 2025 Indicative APP is hereby approved and procurement must be undertaken strictly in accordance with the terms, conditions and requirements provided in the law and rules and regulations, subject to usual government auditing and accounting rules and regulations.

For information and strict compliance of all concerned.


DENNIS B. ADRE
Regional Vice President

Date signed: _____

MASTER DOCUMENT	DC: <u>dfv</u>	Date: <u>11/12/21</u>

MASTER DOCUMENT

DC: df Date: 11/12/24

PhilHealth Regional Office 1 Indicative Annual Procurement Plan for CY 2025

Code (PAP)	Procurement Project	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)
					Advertisement Posting of IB/RE	Submission of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
10605C20	Procurement of Office Equipment	PRO 1	NO	NP-53.5 Agency-to-Agency	Mar-25	Mar-25	Apr-25	Apr-25	Corporate Budget	5,706,360.00		5,706,360.00	Equipment not available in PS DBM will be procured under Public Bidding
10605C20	Procurement of Office Equipment	PRO 2	NO	NP-53.5 Agency-to-Agency	Mar-25	Mar-25	Apr-25	Apr-25	Corporate Budget	454,292.00		454,292.00	Various Trainings, 10 conduct procurement process for each training activity which amount does not exceed 1M
502020100101	Internal Training	PRO 1	NO	NP-53.10 Lease of Real Property and Venue	Feb-25	Feb-25	Mar-25	Mar-25	Corporate Budget	4,904,500.00	4,904,500.00		Supplies not available in PS DBM will be procured under 52 Shopping if ABC does not exceed 1M, Public Bidding if above 1M
5020301001	Procurement of Regular Office Supplies	PRO 1	NO	NP-53.5 Agency-to-Agency	Feb-25	Feb-25	Mar-25	Mar-25	Corporate Budget	4,333,244.00	4,333,244.00		
50203020	Procurement of Accountable Form	PRO 1	NO	NP-53.5 Agency-to-Agency	Feb-25	Feb-25	Mar-25	Mar-25	Corporate Budget	119,470.00	119,470.00		Supplies not available in PS DBM will be procured under 53.9 NP Small Value Procurement
50203070	Procurement of Drug and Medicines	PRO 1	NO	NP-53.9 - Small Value Procurement	Feb-25	Feb-25	Mar-25	Mar-25	Corporate Budget	1,268,353.00	1,268,353.00		Supplies not available in PS DBM will be procured under 53.9 NP Small Value Procurement
50203060	Procurement of Medical, Dental and Laboratory Supplies	PRO 1	NO	NP-53.5 Agency-to-Agency	Feb-25	Feb-25	Mar-25	Mar-25	Corporate Budget	508,402.00	508,402.00		Each LHQ Office will enter into contract which is located near their office, not exceeding the amount of 1M
50203090	Procurement of Gasoline, Oil and Lubricants	PRO 1	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (PDL)	Jan-25	Jan-25	Feb-25	Feb-25	Corporate Budget	2,259,900.00	2,259,900.00		Furniture not available in PS DBM will be procured under 53.9 NP Small Value Procurement
5020322001	Procurement of Office Supplies-Inventory Custodian Supplies	PRO 1	NO	NP-53.5 Agency-to-Agency	Mar-25	Mar-25	Apr-25	Apr-25	Corporate Budget	26,992.00	26,992.00		Supplies not available in PS DBM will be procured under 53.9 NP Small Value Procurement
50203960	Procurement of Other Supplies and Materials	PRO 1	NO	NP-53.5 Agency-to-Agency	Feb-25	Feb-25	Mar-25	Mar-25	Corporate Budget	91,243.00	91,243.00		
50204010	Procurement of Water Services	PRO 1	NO	Direct Contracting	Jan-25	Jan-25	Jan-25	Jan-25	Corporate Budget	361,158.00	361,158.00		
50204020	Procurement of Electricity	PRO 1	NO	Direct Contracting	Jan-25	Jan-25	Jan-25	Jan-25	Corporate Budget	7,655,196.00	7,655,196.00		Each Local Health Insurance Office will enter into contract with different courier services which amount does not exceed 1M through 53.9 NP Small Value Procurement
50205010	Procurement of Postage and Delivery Services	PRO 1	NO	NP-53.5 Agency-to-Agency	Jan-25	Jan-25	Jan-25	Jan-25	Corporate Budget	1,695,140.00	1,695,140.00		

MASTER DOCUMENT

DC: AP Date: 4/12/24

PhilHealth Regional Office 1 Indicative Annual Procurement Plan for CY 2025

Code (PAP)	Procurement Project	PMO/End-User	Is this an Early Procurement Activity?	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PHP)		CO	Remarks (Brief description of Project)
					Advertisement/Posting of IB/RE	Submission of Bids	Notice of Award	Contract Signing		Total	MOOE		
5020502002	Procurement of Telephone Landline Services	PRO 1	NO	NP-53.9 - Small Value Procurement	Jan-25	Jan-25	Feb-25	Feb-25	Corporate Budget	182,899.00	182,899.00		
5020502001	Procurement of Telephone Expenses - Mobile	PRO 1	NO	Competitive Bidding	Jan-25	Jan-25	Feb-25	Feb-25	Corporate Budget	660,000.00	660,000.00		
50212020	Procurement of Janitorial Services	PRO 1	YES	Competitive Bidding	Nov-24	Nov-24	Dec-24	Dec-24	Corporate Budget	6,130,725.00	6,130,725.00		Under Multi-year Obligational Authority
50212030	Procurement of Security Services	PRO 1	YES	Competitive Bidding	Nov-24	Nov-24	Dec-24	Dec-24	Corporate Budget	7,536,000.00	7,536,000.00		Under Multi-year Obligational Authority
5021305001	Repair and Maintenance of Office Equipment	PRO 1	NO	NP-53.9 - Small Value Procurement	Feb-25	Feb-25	Mar-25	Mar-25	Corporate Budget	625,900.00	625,900.00		
5021305002	Repair and Maintenance of IT Equipment	PRO 1	NO	NP-53.9 - Small Value Procurement	Feb-25	Feb-25	Mar-25	Mar-25	Corporate Budget	343,000.00	343,000.00		
50213060	Repair and Maintenance of Transportation Equipment	PRO 1	NO	NP-53.9 - Small Value Procurement	Feb-25	Feb-25	Mar-25	Mar-25	Corporate Budget	614,839.00	614,839.00		Each Local Health Insurance Office will enter into contract for the R&M of their designated corporate vehicle amounting to 1M below
50213070	Repair and Maintenance of Furniture and Fixtures	PRO 1	NO	NP-53.9 - Small Value Procurement	Feb-25	Feb-25	Mar-25	Mar-25	Corporate Budget	41,200.00	41,200.00		
502901001	Procurement of Advertising Services	PRO 1	NO	NP-53.6 Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services	Feb-25	Feb-25	Mar-25	Mar-25	Corporate Budget	2,726,000.00	2,726,000.00		Various Advertising Services: Procurement will be conducted for each advertising service
502901002	Marketing and Promotional	PRO 1	NO	NP-53.9 - Small Value Procurement	Feb-25	Feb-25	Mar-25	Mar-25	Corporate Budget	24,135,600.00	24,135,600.00		Provisional 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
5029020	Printing and Publication Expenses	PRO 1	NO	NP-53.9 - Small Value Procurement	Feb-25	Feb-25	Mar-25	Mar-25	Corporate Budget	981,600.00	981,600.00		
5029040	Procurement of Transportation and Delivery Services	PRO 1	NO	NP-53.9 - Small Value Procurement	Feb-25	Feb-25	Mar-25	Mar-25	Corporate Budget	150,000.00	150,000.00		
5029050	Procurement of Rental Services	PRO 1	YES	NP-53.10 Lease of Real Property and Venue	Nov-24	Nov-24	Dec-24	Dec-24	Corporate Budget	16,217,780.00	16,217,780.00		Some rent of office space are procured thru EPA. For activities that will be held in PhilHealth office and rental of photocopying machine, the method of procurement is 53.9 NP Small Value Procurement.
502999003	Registration of Motor Vehicle	PRO 1	NO	NP-53.5 Agency-to-Agency	Jan-25	Jan-25	Jan-25	Jan-25	Corporate Budget	28,575.00	28,575.00		Various corporate activities
502999005	Other Main. & Operating Expense- Corporate Forum (face to face)	PRO 1	NO	NP-53.10 Lease of Real Property and Venue	Feb-25	Feb-25	Mar-25	Mar-25	Corporate Budget	3,674,450.00	3,674,450.00		
502999005	Other Main. & Operating Expense- GAD	PRO 2	NO	NP-53.10 Lease of Real Property and Venue	Mar-25	Mar-25	Apr-25	Apr-25	Corporate Budget	510,750.00	510,750.00		
5029918003	Cultural & Athletic Expense- Christmas Activities	PRO 1	NO	NP-53.10 Lease of Real Property and Venue	Oct-25	Oct-25	Nov-25	Nov-25	Corporate Budget	675,000.00	675,000.00		
5029918008	Cultural & Athletic Expense- Other Activities	PRO 1	NO	NP-53.10 Lease of Real Property and Venue	Feb-25	Feb-25	Mar-25	Mar-25	Corporate Budget	125,550.00	125,550.00		
5029918009	Cultural & Athletic Expense- Anniversary	PRO 1	NO	NP-53.10 Lease of Real Property and Venue	Jan-25	Jan-25	Feb-25	Feb-25	Corporate Budget	1,439,250.00	1,439,250.00		

PhilHealth Regional Office 1 Indicative Annual Procurement Plan for CY 2025

Code (PAP)	Procurement Project	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)
					Advertising and Posting of IB/REI	Submission of Bids	Notice of Award	Contract Signing		Total	MOOE	
5029999006	Medical Expenses	PRO 1	NO	Competitive Bidding	Mar-25	23/2025	Apr-25	Apr-25	Corporate Budget	2,929,500.00	2,929,500.00	
5021309002	Procurement of IT Equipment and Software	PRO 1	NO	NP-53.5 Agency-to-Agency	Mar-25	Mar-25	Jun-25	Jun-25	Corporate Budget	11,465,819.00	11,465,819.00	Equipment not available in PS DBM will be procured under 53.9 NP Small Value Procurement if ABC is 1M and below. Public Bidding if ABC is above 1M.
5020301002	Procurement of IT Supplies	PRO 1	NO	NP-53.5 Agency-to-Agency	Jan-25	Jan-25	Feb-25	Feb-25	Corporate Budget	9,495,264.00	9,495,264.00	Supplies not available in PS DBM will be procured under Shopping if ABC does not exceed 1M. Public Bidding if above 1M.
5020321006	Procurement of Semi-Expandable IT Equipment	PRO 1	NO	NP-53.5 Agency-to-Agency	Mar-25	Mar-25	Jun-25	Jun-25	Corporate Budget	1,290,924.00	1,290,924.00	Equipment not available in PS DBM will be procured under 53.9 NP Small Value Procurement if ABC is 1M and below.
50205030	Procurement of Internet Services	PRO 1	NO	NP-53.9 - Small Value Procurement	Jan-25	Jan-25	Jan-25	Jan-25	Corporate Budget	823,468.00	823,468.00	
5021309002	Repair and Maintenance for Leased Assets Improvements: Building	PRO 1	NO	NP-53.9 - Small Value Procurement	Feb-25	Feb-25	Mar-25	Mar-25	Corporate Budget	301,850.00	301,850.00	
5021199002	Notarial Fee	PRO 1	NO	NP-53.9 - Small Value Procurement	Feb-25	Feb-25	Mar-25	Mar-25	Corporate Budget	82,900.00	82,900.00	

MASTER DOCUMENT
Date: 11/12/24
DC: [Signature]

Prepared by

JOANNE MORILLO
Head SBAC

Recommended by

CHESTER JOSEPH C. CANTO/ENGR. JOSELITO N. DELA CRUZ
Provisional Member/Alternate
Goods & Services & Infra

GABRIEL P. MORILLO/DANIEL T. CALMA
Provisional Member/Alternate
ITR & Software

SANTIAGO GOMEZ/CYNTHIA S. SANTOS
BAC Member/Alternate

DEXTER L. MEJIA
BAC Member-Alternate

MARLENE D. SOLIBA, M.D. / ABRAHAM A. BALLARES
BAC Member/Alternate

JOSEPHINE Q. QUITON
BAC Vice Chairperson

MARICARM ARZADON, M.D.
BAC Chairperson

Approved by
DENNIS B. ADRE
Regional Vice President