

January 22, 2025

CORPORATE MEMORANDUM
No. PRO-CAR 2025 - *oef*

TO : All Division Chiefs
All Section Chiefs
All LHIO Heads
All Unit Heads
All Administrative Officer Designates

SUBJECT : Approval of the Annual Procurement Plan (APP) for CY 2025

Pursuant to the PhilHealth Board Resolution No. 731 s. 2004 granting authority to the Regional Vice President to act as Head of the Procuring Entity (HoPE), and with Corporate Order No. 2018-0026 Re: New Delegation and Signing Authority in the Head Office and Regional Offices, this Memorandum is hereby issued approving the attached Annual Procurement Plan (APP) for CY 2025, as recommended by the PRO-CAR Bids and Awards Committee (BAC).

This is in compliance with the requirement of Republic Act No. 9184 (R.A 9184) and its Revised Implementing Rules and Regulations (RIRR) which provides that "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."

The CY 2025 APP is a consolidation of various Project Procurement Management Plans (PPMPs) covering the various programs, activities and projects (PAPs) of PRO-CAR and anchored on the Corporate Operating Budget for CY 2025 using the parameters set forth by RA 9184 and its RIRR. It contains the Goods and Services, Information Technology Resources and Infrastructure Projects which are deemed crucial to the efficient discharge of our governmental functions as well in the pursuit of our mandate.

In carrying out the various PAPs, all procurement activities must be undertaken strictly in accordance with RA 9184, its RIRR as well as with other relevant statutory and corporate issuances, subject to usual auditing and accounting rules and regulations.

Moreover, the following specific requirements must be observed:

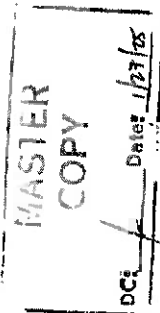
- a. Section 52.1 (b) of the 2016 Revised IRR of RA 9184 provides that Procuring Entities may resort to Shopping in case of unavailability of ordinary or regular office supplies and equipment in the Procurement Service involving an amount not exceeding thresholds prescribed in Annex "H" of the same IRR.
- b. As provided in GPPB Resolution No. 17-2020, Procuring Entities are allowed to procure the Common-use Supplies and Equipment (CSE) from other sources without the need of securing Certificate of Non-Availability of Stocks (CNAS), subject to the following:
 1. The item is not available from Procurement Service, as shown on its website, and
 2. Procuring Entities shall keep a record of the proof of unavailability of the CSE as shown in the PS website, such as printed form of the webpage or a screenshot of the same showing the date and time that it was accessed.
- c. Procurement of goods and services through any of the alternative modes of procurement shall strictly follow the requisites of RA 9184 and its 2016 RIRR, as well as other pertinent issuances from the Government Procurement Policy Board (GPPB) and the Commission on Audit.

Updating of the PPMPs and the corresponding amendment of the APP shall be undertaken as often as necessary subject to the approval of the HoPE.

For guidance and strict compliance of all.

DOMINGA A. GADGAD, MD, MPA
Regional Vice President/ Head of the Procuring Entity

Date signed: 01/24/2025



BAC Goods and Services

Procurement of Medical, Dental and Laboratory Supplies

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BAC Goods and Services

SCHEDULE FOR EACH PROCUREMENT ACTIVITY																	Estimated Budget		Remarks
Procurement Program/Project PWD / End-User Procurement	Pre-Proc Conference	Advisory Committee	Pre-Bid Conference	Eligibility Check	Sub/Opening of Bids	Post Qual Evaluation	Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover	Fund Source	Total	MOOE	CO				
4th Quarter																			
PhilHealth Regional Office CAR - Negotiated Procurement - Small Value Procurement	OCT	OCT						OCT		NOV	DEC	COB	370,066.98	370,066.98	0.00				
Procurement of Gasoline, Oil and Lubricants																			
PhilHealth Regional Office CAR - Negotiated Procurement - Petroleum Oil and Lubricant	JAN	JAN	JAN	JAN	JAN		FEB	FEB	MAR	MAR	APR	COB	2,365,200.00	2,365,200.00	0.00				
Procurement of Semi-Expendable Office Equipment Expenses																			
PhilHealth Regional Office CAR - Negotiated Procurement - Small Value Procurement	OCT	OCT						OCT		NOV	DEC	COB	180,881.01	180,881.01	0.00				
Procurement of Semi-Expendable Communication Expenses																			
PhilHealth Regional Office CAR - Negotiated Procurement - Small Value Procurement	OCT	OCT						OCT		NOV	DEC	COB	85,351.75	85,351.75	0.00				
Procurement of Semi-Expendable Medical Equipment Expenses																			
PhilHealth Regional Office CAR - Negotiated Procurement - Small Value Procurement	OCT	OCT						OCT		NOV	DEC	COB	18,132.00	18,132.00	0.00				
Procurement of Semi-Expendable Other Machinery and Equipment																			
PhilHealth Regional Office CAR - Negotiated Procurement - Small Value Procurement	OCT	OCT						OCT		NOV	DEC	COB	42,024.18	42,024.18	0.00				
Procurement of Semi-Expendable Furniture and Fixtures																			
PhilHealth Regional Office CAR - Public Bidding	SEP	SEP	OCT	OCT	OCT	OCT	OCT	OCT	NOV	NOV	DEC	COB	2,253,823.76	2,253,823.76	0.00				
Procurement of Other Supplies																			
PhilHealth Regional Office CAR - Negotiated Procurement - Small Value Procurement	OCT	OCT						OCT		NOV	DEC	COB	261,263.25	261,263.25	0.00				
Procurement of Water Services																			
PhilHealth Regional Office CAR - Negotiated Procurement - Small Value Procurement	OCT	OCT						OCT		NOV	DEC	COB	192,072.00	192,072.00	0.00				
Procurement of Electricity																			
PhilHealth Regional Office CAR - Direct Contracting	OCT	OCT					OCT	OCT	NOV	NOV	DEC	COB	192,072.00	192,072.00	0.00				

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SCHEDULE FOR EACH PROCUREMENT ACTIVITY																						
BAC Goods and Services	Procurement Program/Project	PMO / End-User	Mode of Procurement	Pre-Proc Conference	Add/Post of ITB	Pre-Bid Conference	Eligibility Check	Sale/Open of Bids	Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover	Fund Source	Total	MOOE	CO	Remarks		
PhilHealth Regional Office CAR	Procurement of Printing and Binding Services	PhilHealth Regional Office CAR	Negotiated Procurement - Lease of Real Property and Venue/Negotiated Procurement - Small Value Procurement	FEB	FEB						MAR	MAR	MAR	MAR	APR	C08	16,742,350.00	16,742,350.00	0.00			
PhilHealth Regional Office CAR	Procurement of Printing and Binding Services	PhilHealth Regional Office CAR	Negotiated Procurement - Small Value Procurement	FEB	FEB						MAR	MAR	MAR	MAR	APR	C08	520,000.00	520,000.00	0.00			
PhilHealth Regional Office CAR	Procurement of Catering Service	PhilHealth Regional Office CAR	Negotiated Procurement - Small Value Procurement	JAN	JAN						JAN	JAN	FEB	FEB	APR	C08	18,295.00	18,295.00	0.00			
PhilHealth Regional Office CAR	Procurement of Transportation and Delivery Services	PhilHealth Regional Office CAR	Negotiated Procurement - Small Value Procurement	MAR	MAR						APR	APR	APR	APR	MAY	C08	360,000.00	360,000.00	0.00			
PhilHealth Regional Office CAR	Procurement of Rental Services	PhilHealth Regional Office CAR	Negotiated Procurement - Lease of Real Property and Venue	OCT	OCT						OCT	OCT	NOV	NOV	DEC	C08	30,747,451.76	30,747,451.76	0.00			
PhilHealth Regional Office CAR	Major Events and Conventions	PhilHealth Regional Office CAR	Negotiated Procurement - Small Value	FEB	FEB						MAR	MAR	MAR	MAR	APR	C08	1,025,750.00	1,025,750.00	0.00			
PhilHealth Regional Office CAR	Major Events and Conventions	PhilHealth Regional Office CAR	Negotiated Procurement - Lease of Real Property and Venue	OCT	OCT						OCT	OCT	NOV	NOV	DEC	C08	477,000.00	477,000.00	0.00			
PhilHealth Regional Office CAR	Major Events and Conventions	PhilHealth Regional Office CAR	Negotiated Procurement - Small Value Procurement	OCT	OCT						NOV	NOV	NOV	NOV	DEC	C08	86,400.00	86,400.00	0.00			
PhilHealth Regional Office CAR	Registration of Motor Vehicle	PhilHealth Regional Office CAR	Negotiated Procurement to Agency	OCT	OCT						OCT	OCT	NOV	NOV	DEC	C08	40,300.00	40,300.00	0.00			

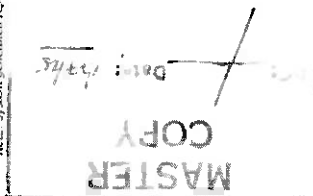
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BAC Goods and Services

SCHEDULE FOR EACH PROCUREMENT ACTIVITY															Estimated Budget		Remarks
Procurement Program/Project	PMO / End-User	Mode of Procurement	Pre-Proc. Conference	Adjudicat of ITB	Pre-Bid Conference	Eligibility Check	Sub/Opening of Bids	Bid Evaluation	Post Qual Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover	Fund Source	Total	CO	
PhilHealth Regional Office CAR		Negotiated Procurement of Lease Contract for Real Property and Vehicle(Negotiated Procurement - Small Value Procurement)	JAN	JAN					JAN	FEB	FEB	MAR	MAR	COR	4,195,050.00	4,195,050.00	0.00
Medical Expenses															4,195,050.00	4,195,050.00	0.00
PhilHealth Regional Office CAR		Public Bidding/Negotiated Procurement Agency to Agency	SEP	SEP	OCT	OCT	OCT	OCT	NOV	NOV	NOV	NOV	DEC	COR	2,016,000.00	2,016,000.00	0.00
															2,016,000.00	2,016,000.00	0.00
															96,499,694.06	89,255,362.78	7,244,331.28
Note: System generated report.																	

Note: System generated report.



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BAC Information and Technology Resources

Procurement Program/Project / PMO / End-Use: Procurement	Mode of Procurement	SCHEDULE FOR EACH PROCUREMENT ACTIVITY													CO	Remarks			
		Pre-Proc. Conference	Ad/Post of ITB	Pre-Bid Conference	Eligibility Check	Sub/Opn of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover	Fund Source			Total	Estimated Budget	
Procurement of IT Supplies																			
4th Quarter																			
Philhealth Regional Office CAR	Negotiated Procurement Value	OCT	OCT						OCT		NOV	DEC	COB	3,308,022.55	3,308,022.55				
	Small Procurement (Public)																		
Procurement of Semi-Disposable IT Equipment																			
4th Quarter																			
Philhealth Regional Office CAR	Negotiated Procurement Value	OCT	OCT						OCT		NOV	DEC	COB	848,331.37	848,331.37				
	Small Procurement																		
Procurement of Internet Services																			
Philhealth Regional Office CAR	Negotiated Procurement Value	MAR	MAR						MAR		APR	APR	COB	454,272.00	454,272.00				
	Small Procurement																		
															Total	454,272.00	454,272.00	0.00	
															Total	4,610,625.92	4,610,625.92	0.00	
Note: System generated report.																			

Actual System generated report

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BAC Infrastructure

Procurement Program/Project / PMO / End-User Procurement	Mode of Procurement	Pre-Proc Conference	Ad/Post of ITB	Pre-Bid Conference	Eligibility Check	Sub/Post of Bid	Post Qual	Notice of Award	Contract Signing	Release to Proceed	Delivery Completion	Acceptance Turnover	Fund Source	Total	Estimated Budget MOOE	CO	Remarks
Leasehold Improvements	PhilHealth Regional Office CAR - Public Bidding	SEP	SEP	SEP	OCT	OCT	OCT	OCT	OCT	NOV	NOV	DEC	COB	2,000,000.00	0.00	2,000,000.00	
Repair and Maintenance for Leased Assets Improvements - Building	PhilHealth Regional Office CAR - Negotiated Procurement - Single Value Procurement	JAN	JAN	JAN	FEB	FEB	MAR	MAR	MAR	MAR	MAR	MAR	COB	561,500.00	561,500.00	2,000,000.00	
Total														561,500.00	561,500.00	2,000,000.00	0.00

Note: System generated report.

Total Goods and Services P 96,499,694.036
Total Information and Technology Resources 4,610,625.92
Total Infrastructure 2,561,500.00
GRAND TOTAL P 103,671,819.98

Consolidated by

ATTY ABRIEL VALERIE B. GAYO
Member, BAC Secretariat

Member, BAC Secretariat

Recommending Approval

DR. GEMMY CORNELIO A. LAMIS
Chairperson, BAC

DR. GEMMY CORNELIO A. LAMIS

Chairperson, BAC

ATY ERIC T. MANDIIT
Vice-Chairperson, BAC

Vice-Chairperson, BAC

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Member, BAC

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Member, BAC

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Member, BAC

Member, BAC

ATTY. MARAN B. ALACON
Member, BAC

Member, BAC

OLIVER W. PABO
Member, BAC

Member, BAC

Approved by

DOMINGA A. GADGAD M.D. MPA
Regional Vice President
Head of the Procuring Entity