

**CONTRACT AGREEMENT FOR MEALS**

**Conduct of Orientation among RDCC Members, Administrative and Security Personnel on Proper Handling of Unattended Suspicious Things and Packages Left inside the PRO IVA Offices**

This **CONTRACT** made on August 24, 2020 between **PHILIPPINE HEALTH INSURANCE CORPORATION**, a Government-Owned Controlled Corporation created and existing by virtue R.A. 7875, as amended, otherwise known as the "National Health Insurance Act", with office address at PhilHealth Regional Office IVA, Lucena City Grand Central Terminal, Brgy. Ilayang Dupay, Lucena City, represented herein by its **REGIONAL VICE-PRESIDENT, EDWIN M. ORIÑA, M.D.** (hereinafter called "PHILHEALTH").


**QUAY GOURMET CATERING SERVICES**, a duly registered establishment organized and existing under Philippine Laws with business address at 34 BONIFACIO ST., BARANGAY VIII, LUCENA CITY, represented herein by its **OWNER, EVANGELINE E. CHUA** hereinafter called "QUAY GOURMET".

**WHEREAS, PHILHEALTH** accepted the Bid of **THREE THOUSAND SIX HUNDRED PESOS ONLY (3,600.00)** for the Provision of Meals for the Conduct of Orientation among RDCC Members, Administrative and Security Personnel on Proper Handling of Unattended Suspicious Things and Packages Left inside the PRO IVA Offices subject to the following details:


1. Service Acquired by the Client:
  - a. Service Type : Packed Food
  - b. Date : August 28, 2020
  - c. Number of Participants : 18 pax
  - d. Place of Delivery : PRO IVA- Main Office
2. Meals  
Lunch: 1 rice, 2 viands, drinks  
Snack: Pasta/Noodles with sandwich/ burger and drinks
3. Total Contract Price : Php 3,600.00
4. Terms of Payment : On account-send bill

**PHILIPPINE HEALTH INSURANCE CORPORATION**

Recommending Approval:

  
**BENJIE A. CUVINAR**  
OIC, MSD

Approved by:

  
**EDWIN M. ORIÑA, MD**  
RVP, PRO IVA

**QUAY GOURMET CATERING SERVICES**

By:

  
**EVANGELINE E. CHUA**  
Registered Owner



## ABSTRACT OF QUOTATIONS

(as supporting document to PO and JO)

QTY	UNIT	ITEM DESCRIPTION	QUAY GOURMET CATERING SERVICES		JOLLIBEE LUCENA GRAND		FRESH N' FAMOUS FOODS INC.		GLOBAL VENTURES FOOD INDUSTRIES	
			UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	LOT	MEALS for 18pax -Lunch: 1 rice, 2 viands, drinks -Snack: Pasta/noodles with sandwich/burger and drinks	200.00	3,600.00	243.00	4,374.00	288.00	5,184.00	235.00	4,230.00
PR No./ Requesting Unit: <b>2020-01-076 / MSD ADMIN</b> Recommending award to: <b>QUAY GOURMET CATERING SERVICES</b> Reason for award: <b>LCRB</b> Delivery Period: <b>15 days</b> Warranty: <b>NOT STATED</b> Price Validity: <b>NOT STATED</b> Terms of Payment: <b>ON ACCOUNT</b> Other info: <b>none</b>										
Prepared by:			Recommended by:				Approved by:			
 <b>ALLAN JEFFREY F. DATINGUINOO</b> Clerk III			 <b>JOSEPH ADRIAN R. REJANO</b> OIC, Administrative Services Section				 <b>BENJIE A. CUVINAR</b> OIC, MSD			



## REQUEST FOR QUOTATION

OFFICE/DEPARTMENT: **MSD-Admin Section**

- All entries must be typewritten or written legibly in print
- Except for custom-made items, delivery period shall be within \_\_\_\_\_ calendar days from receipt of the approved Purchase Order.
- Standard warranty period: (from date of acceptance by PhilHealth)  
For Supplies & Materials: at least six (6) months  
For Equipment: at least one (1) year
- Price validity shall be for a period of 30 calendar days
- Valid & Current Mayor's Permit/Municipal License
- Income/Business Tax Return (for ABCs above ₱500K)
- Omnibus Sworn Statement (for ABCs above ₱50K)
- PhilHealth Certificate of Good Standing
- PhilGEPS Registration Number
- Others: \_\_\_\_\_ (eg. Swatches, sample materials, lay-out, etc.)

In accordance with the General Conditions, please quote your lowest price on the item/s listed in the matrix below & state the shortest time delivery. This has been posted in the G-EPG website from \_\_\_\_\_ to \_\_\_\_\_.

Kindly submit/fax your quotation duly signed by your representative together with the above-mentioned requirements from item nos. 5 to 8 before the close on \_\_\_\_\_.

**JOSE ANTONIO DE BELEN**

Official Convasser

Tel No: (042) \_\_\_\_\_

TeleFax: (042) \_\_\_\_\_

e-mail add: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

TO:

**PhilHealth Regional Office IV-A**

**Lucena Grand Central Terminal**

**Brgy. Ilayang Dupay, Lucena City**

ATTENTION: \_\_\_\_\_

After having carefully read and accepted your General Conditions, please refer to the price quotation we have indicated on the space provided for:

QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	LOT	MEALS for 18pax - Lunch: 1 rice, 2 viands, drinks - Snack: Pasta/ noodles with sandwich/ burger and drinks	200-	3,600-
		***nothing follows***		

Delivery Period: \_\_\_\_\_

Warranty: \_\_\_\_\_

Items available until: \_\_\_\_\_

I/We bind ourselves that the prices quoted above are the lowest we can offer and are applicable from \_\_\_\_\_ to \_\_\_\_\_.

Business Address: \_\_\_\_\_

Tel. nos./Fax no.: \_\_\_\_\_

Email Address: \_\_\_\_\_

**QUAY GOURMET CATERING SERVICES**  
Corporate Name / PhilGEPS Registration Number

**EVANGELINE E. CHUA**  
Signature over Printed Name of Authorized Representative

**127-518-190-001**  
Tax Identification Number (VAT / N-VAT)





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Kindly submit/fax your quotation duly signed by your representative together with the above-mentioned requirements from item nos. 5 to 8 before the close on \_\_\_\_\_.

**ALLAN JEFFREY F. DATINGUINOO**

Official Convasser

Tel No: (042) 373 7782

TeleFax: (042) 373 7056

e-mail add: [procurement.pro4a@gmail.com](mailto:procurement.pro4a@gmail.com)

**JOSEPH ADRIAN R. REJANO**

AO III

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

TO:

PhilHealth Regional Office IV-A

Lucena Grand Central Terminal

Brgy. Ilayang Dupay, Lucena City

ATTENTION: \_\_\_\_\_

After having carefully read and accepted your General Conditions, please refer to the price quotation we have indicated on the space provided for:

QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	LOT	MEALS for 18 pax -LUNCH: 1 rice, 2 viands, drinks -SNACK: pasta/noodles with sandwich/burger and drinks	180 93	27 000 16 74
		***nothing follows***		43 74

Delivery Period: \_\_\_\_\_

Warranty: \_\_\_\_\_

Items available until: \_\_\_\_\_

I/We bind ourselves that the prices quoted above are the lowest we can offer and are applicable from \_\_\_\_\_ to \_\_\_\_\_.

Business Address: \_\_\_\_\_

Tel. nos./Fax no.: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Jollibee Lucena Grand**

Corporate Name / PhilGEPS Registration Number

**Amin D. Carlos**  
 Signature over Printed Name of Authorized Representative

Tax Identification Number (VAT / N-VAT) \_\_\_\_\_





Republic of the Philippines  
**PHILIPPINE HEALTH INSURANCE CORPORATION**

PhilHealth Regional Office IV-A  
Lucena Grand Central Terminal, Brgy. Ilayang Dupay, Lucena City  
Call Center (02) 8441-7442 | Contact Number (042) 373-7554  
[www.philhealth.gov.ph](http://www.philhealth.gov.ph) | [region4a@philhealth.gov.ph](mailto:region4a@philhealth.gov.ph)



## REQUEST FOR QUOTATION

OFFICE/DEPARTMENT: MSD-Admin Section

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- Omnibus Sworn Statement (for ABCs above ₱500K)
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- PhilGEPS Registration Number
- Others: \_\_\_\_\_ (eg. Swatches, sample materials, lay-out, etc.)

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Official Convasser

Tel No: (042) 373 7782

TeleFax: (042) 373 7056

e-mail add: [procurement.pro4a@gmail.com](mailto:procurement.pro4a@gmail.com)

**JOSEPH ADRIAN R. REJANO**

AO III

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

TO: \_\_\_\_\_

PhilHealth Regional Office IV-A

Lucena Grand Central Terminal

Brgy. Ilayang Dupay, Lucena City

ATTENTION: \_\_\_\_\_

After having carefully read and accepted your General Conditions, please refer to the price quotation we have indicated on the space provided for:

QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	LOT	MEALS for 18 pax <i>chicken rice + coke + chopray</i> -LUNCH: 1 rice, 2 viands, drinks -SNACK: pasta/noodles with sandwich/burger and drinks <i>Canton + siopao + drinks</i>	187 101	<del>2990</del> 3306 <del>1618</del> 1818
		***nothing follows***		

Delivery Period: \_\_\_\_\_

Warranty: \_\_\_\_\_

Items available until: \_\_\_\_\_

I/We bind ourselves that the prices quoted above are the lowest we can offer and are applicable from \_\_\_\_\_ to \_\_\_\_\_.

Business Address: \_\_\_\_\_

FRESH N' Famous Foods Inc. / NO: 2016-174602  
Corporate Name / PhilGEPS Registration Number

Tel. nos./Fax no.: \_\_\_\_\_

Email Address: \_\_\_\_\_

JANELYN ANN DE Ocampo  
Signature over Printed Name of Authorized Representative

000-333-173-549  
Tax Identification Number (VAT / N-VAT)





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[www.philhealth.gov.ph](http://www.philhealth.gov.ph) | [region4a@philhealth.gov.ph](mailto:region4a@philhealth.gov.ph)



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For Supplies & Materials: at least six (6) months  
For Equipment: at least one (1) year
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**ALLAN JEFFREY F. DATINGUINO**

Official Convoasser

Tel No: (042) 373 7782

TeleFax: (042) 373 7056

e-mail add: [procurement.pro4a@gmail.com](mailto:procurement.pro4a@gmail.com)

**JOSEPH ADRIAN R. REJANO**

AO III

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

TO: \_\_\_\_\_

PhilHealth Regional Office IV-A

Lucena Grand Central Terminal

Brgy. Ilayang Dupay, Lucena City

ATTENTION: \_\_\_\_\_

After having carefully read and accepted your General Conditions, please refer to the price quotation we have indicated on the space provided for:

QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	LOT	MEALS for 18 pax <i>chicken Medo w/ drinks</i> -LUNCH: 1 rice, 2 vlands, drinks <i>pepper steak</i> -SNACK: pasta/noodles with sandwich/burger and drinks <i>Spag w/ Burger &amp; drinks</i>	<i>92</i> <i>59</i> <i>94</i>	<i>151</i>
		***nothing follows***		

Delivery Period: \_\_\_\_\_

Warranty: \_\_\_\_\_

Items available until: \_\_\_\_\_

I/We bind ourselves that the prices quoted above are the lowest we can offer and are applicable from \_\_\_\_\_ to \_\_\_\_\_.

Business Address: \_\_\_\_\_

*Bray 4, Quezon Ave Lucena City*

Tel. nos./Fax no.: \_\_\_\_\_

Email Address: \_\_\_\_\_

*0929 318 8409*

Corporate Name / PhilGEPS Registration Number

*GLOBAL VENTURES FOOD INDUSTRIES*

*RONN ELY DANIEL P. PAHIS*

Signature over Printed Name of Authorized Representative

Tax Identification Number (VAT / N-VAT)



*6078-916-8409*



PURCHASE REQUEST (PR)		
PhilHealth Regional Office IVA		
Department / Office :	<u>PRO IV-A</u>	PR No. : <u>2020-01-076</u>
Division :	<u>MSD/ASS</u>	Date : <u>Aug. 14, 2020</u>

Item No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Total Cost
1	packs	Meals	18	277.78	5,000.00
		*** NOTHING FOLLOWS***			
		C.O.B. / Trust: <u>2020</u>			
		Expense Code: <u>5029999005</u>			
		Charge to: <u>MSD-Admin</u>			
		Budget Limit: <u>5,000.00</u>			
		Signature: <u></u>			
		<b>MA. PAMELA B. LEYNES</b>			
				<b>Grand Total</b>	<b>5,000.00</b>

We certify that the items and corresponding amount listed above are based on the CY 2020 COB and within the approved 2020 app. All items requested under this PR SHALL NOT, hereinafter, be available for realignment, unless cancelled within the prescribed period.

<b>PURPOSE:</b> <i>Conduct of Orientation among RDCC Members, Administrative and Security Personnel on proper handling of unattended suspicious things and packages left inside the PRO IVA offices</i>			
	Prepared By:	Recommended By:	Approved By:
Signature :	<u></u>	<u></u>	<u></u>
Printed Name :	<b>SHEENA JOY A. DE LUNA</b>	<b>JOSEPH ADRIAN R. REJANO</b>	<b>BENJIE A. CUVINAR</b>
Designation :	<b>FISCAL CLERK III</b>	<b>AO III</b>	<b>OIC, MSD</b>
Date :			



VERNALYN C. CUENENA  
Clerk  
Date: 8/14/2020



Republic of the Philippines  
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UNIVERSAL HEALTH CARE  
HEALTH CARE FOR ALL

***CONDUCT OF ORIENTATION AMONG RDCC MEMBERS, ADMINISTRATIVE  
AND SECURITY PERSONNEL ON PROPER HANDLING OF UNATTENDED  
SUSPICIOUS THINGS AND PACKAGES LEFT INSIDE THE PRO IVA OFFICES***

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## **RATIONALE**

Natural and human-induced disasters are becoming more frequent and climate change has further added to the unpredictability of these occurrences as well as their impact on our organization and community. PhilHealth through Regional Disaster Coordinating Committee (RDCC) is therefore faced with the challenge to heighten its vigilance in ensuring that the disaster risk are prevented or minimized and it is prepared to address the needs of affected PhilHealth personnel and clientele when disasters or emergencies occur.

PhilHealth has established a PhilHealth Disaster and Emergency Preparedness Management Plan (PDEPMP) to serve as a guide for personnel preparedness and response, and establish policies, procedures and organizational hierarchy for response to emergencies occurring in the PhilHealth Regional Office IVA. It describes the role and operation of the units and personnel of PHILHEALTH during an emergency or calamity.

The PDEPMP likewise fulfills PhilHealth's responsibilities in accordance with the objectives of the Republic Act (RA) 10121 otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010 that has laid the basis for a paradigm shift from just disaster preparedness and response to Disaster Risk Reduction and Management (DRRM).

PRO IVA should create guidelines and instructions on employee recognition of, response to, and reporting of unattended items. PhilHealth should conduct a review of their current policies and procedures and create guidelines and instructions that coincide with the security goals and management of potential threats identified by the office.

Also, coordination with transit security/police and/or local law enforcement officials will ensure a unified approach and facilitate collaborative efforts if warranted by the circumstances surrounding the discovered and reported unattended item. Guidelines on the recognition of, response to and reporting of unattended items should be properly directed.

Given this, to develop better appreciation and understanding on handling suspicious packages left inside the office, there is a need to conduct an orientation on the proper protocol on this matter for the safety of clients, personnel and properties of PhilHealth Offices.

## **OBJECTIVES:**

At the end of the orientation, the participants will be able to obtain the following:

1. Knowledge, skills and aptitude that is essential for handling suspicious packages.
2. Promote human induced disaster preparedness and respond to an emergency situation in a safe, effective and timely manner;





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UNIVERSAL HEALTH CARE  
PROTECTING THE FUTURE OF THE PHILIPPINES

**TECHNICAL SPECIFICATION**

**MEALS**


***CONDUCT OF ORIENTATION AMONG RDCC MEMBERS,  
ADMINISTRATIVE AND SECURITY PERSONNEL ON PROPER HANDLING  
OF UNATTENDED SUSPICIOUS THINGS AND PACKAGES LEFT INSIDE  
THE PRO IVA OFFICES***

QTY	UNIT	PARTICULARS	MINIMUM SPECIFICATION
1	Lot	Meals for 18 pax (includes speaker)	<b>Lunch</b> 18 packs of Lunch ( which include 1 rice, 2 viands, and drinks)  <b>Snacks</b> 18 packs of snacks( which includes: pasta/noodles with sandwich/burger, and drinks)

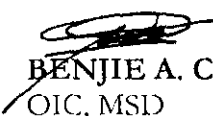
Schedule: August 12, 2020 ( to be delivered not later than 10:00 AM in the morning for the snacks and 11:45 AM for lunch meal)

Place of delivery: PhilHealth Regional Office IVA, Grand Central Terminal, Lucena City


Prepared by:

  
**JOSEPH ADRIAN R. REJANO**  
AO III

Recommended by:

  
**BENJIE A. CUVINAR**  
OIC, MSD

Approved by:

  
**EDWIN M. ORINA, M.D.**  
RVP, PRO IVA



Republic of the Philippines  
Philippine Health Insurance Corporation  
Details of Budget Proposal  
Calendar Year 2020

Philhealth Regional Office IVA  
Planning Unit

**Other Maint. & Operating Expenses - Others - Corporate Forum**

Particulars	Purpose	Q1	Q2	Q3	Q4	Days	Location	Accommodation	Cost/Pax	Freq	Others	Total
Planning and Budget Forum CY 2021	To ensure that the Plans and Budget are aligned with the Corporate Thrust		X			2	Others	In-House	750.00	1	0.00	37,500.00
Planning and Budget Deliberation	To evaluate Budget Proposals of each cost center and come up with the final plans and budget of the region			X		2	Others	In-House	750.00	1	0.00	37,500.00
Mid-Year Assessment	To assess the performance of the region and develop strategies to ensure accomplishment of targets			X		2	Others	In-House	750.00	1	0.00	37,500.00
3rd Qtr. Assessment	To monitor performance of the region in terms of accomplishment of targets				X	1	Others	In-House	750.00	1	0.00	37,500.00
Strategic Planning	To ensure that the target output will achieve	X				2	Others	In-House	750.00	1	0.00	37,500.00
<b>Grand Total</b>												<b>187,500.00</b>

Submitted by:

\_\_\_\_\_  
HEAD



# PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for  
Philippine Government  
Procurement Opportunities

## Bid Notice Abstract

### Notice for Negotiated Procurement

**Reference Number** 7183798  
**Procuring Entity** PHILIPPINE HEALTH INSURANCE CORPORATION - REGION - IV A  
**Title** 2020-NPSV-14 -- Meals for RDCC Orientation  
**Area of Delivery** Quezon

<b>Solicitation Number:</b>	2020-NPSV-14	<b>Status</b>	Pending
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Food Stuff	<b>Date Published</b>	19/08/2020
<b>Approved Budget for the Contract:</b>	PHP 4,410.00	<b>Last Updated / Time</b>	18/08/2020 07:40 AM
<b>Delivery Period:</b>	1 Day/s	<b>Closing Date / Time</b>	24/08/2020 13:30 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Algenia Nania Villanueva PRO BAC Secretariat Member Lucena Grand Central Terminal Brgy. Ilayang Dupay Lucena City Quezon Philippines 4301 63-42-3737782 cashier.pro4a@philhealth.gov.ph		
<b>Description</b>			
Please see attached			

**Created by** Algenia Nania Villanueva  
**Date Created** 18/08/2020

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

**MAYOR RODERICK "DONDON" A. ALC**

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Tuesday, July 21, 2020 10:10 AM

Allan Jeffrey Datinguino PRO-IVA

[» Log-out](#)

## Organization Profile

### QUAY GOURMET CATERING SERVICES

ABELLANOSA ST. BARANGAY 5 (POB), LUCENA CITY, QUEZON REGION 4-A  
Lucena City  
Quezon  
Region IV-A  
Philippines

<b>Organization Member Type:</b>	Supplier
<b>Organization Number:</b>	135497
<b>Registration Date:</b>	23-Jan-2015
<b>Registration Type:</b>	Red
<b>Form of Organization:</b>	Single Proprietorship
<b>Organization Type:</b>	Services
<b>Business Category:</b>	Catering Services
<b>Business Tax Identification Number:</b>	127518190001
<b>DTI Certificate Number:</b>	03220871
<b>DTI Registration Date:</b>	16-May-2014
<b>Capitalization:</b>	Php 250,000.00
<b>Agency Registration:</b>	No
<b>Blacklisted:</b>	No

#### Contact

[CHUA, EVANGELINE ESCRITOR](#)

63-042-7108749

Control Number: DC  
1120150800003  
Head Office  
HEAD OFFICE  
Bureau:  
K

ANOMALAL

**S DATE**

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**PHILIPPINE HEALTH INSURANCE CORPORATION**

**SUMMARY OF EMPLOYER SUBMITTED REPORTS**

FROM-A Lucena City

Lucena Grand Central Terminal, Brgy. Ilayang Dupay, Lucena City

Tel no.: (042) 373 6936 (042) 373 7056 (042) 373 6703 to 04 (042) 373 6704 (fax)

Run Date 09/07/2020

Run Time 1:08 PM

Printed By 30172809

PhilHealth Number : 008000009488 SSS NO : TIN : 127518190  
 Employer Name : QUAY GOURMET CATERING SERVICES  
 Address : PROLUGO CORABELL AND SA ST BGY 5 (POB) LUCENA CITY QUEZON 4301  
 Tel No. : Head Of Agency :  
 Report Coverage : ALL

Control no.	File no.	Reporting period	TOTAL COPIES OF				Employees Reported	Amount
			ME-5	RF-1	CR	PER		
C10302200803657	CONTRI080004032019	07/2019 - 07/2019	0	0	1	0	3	825.00
C10302200803658	CONTRI080004032019	08/2019 - 08/2019	0	0	1	0	3	825.00
C10302200803663	CONTRI080004032019	09/2019 - 09/2019	0	0	1	0	3	825.00
C10302200803488	CONTRI080004032019	10/2019 - 10/2019	0	0	1	0	3	825.00
C10309200804688	CONTRI080004102019	11/2019 - 11/2019	0	0	1	0	3	550.00
C10309200804628	CONTRI080004102019	12/2019 - 12/2019	0	0	1	0	2	550.00
C10309200804767	CONTRI08000842020	01/2020 - 01/2020 ✓	0	0	1	0	2	600.00
C10309200804580	CONTRI08000842020	02/2020 - 02/2020 ✓	0	0	1	0	2	600.00
C10806200801272	CONTRI080002122020	03/2020 - 03/2020 ✓	0	0	1	0	3	600.00
C10806200801554	CONTRI080002122020	07/2020 - 07/2020	0	0	1	0	2	600.00

**TOTAL REPORTS: 54**

Republic of the Philippines  
**PHILIPPINE HEALTH INSURANCE CORPORATION**  
**SUMMARY OF EMPLOYER SUBMITTED REPORTS**

FROM: A Lucena City

Lucena Grand Central Terminal, Brgy. Ilayang Dupay, Lucena City

Tel. no.: (042) 373 6966 (042) 373 7066 (042) 373 6703 to 04 (042) 373 6704 (fax)

Run Date: 09/07/2020

Run Time: 1:08 PM

Printed By: 30172809

PhilHealth Number : 008000009488 SSS NO : TN : 127518190  
 Employer Name : QUAY GOURMET CATERING SERVICES  
 Address : PRODUJO CORABELL AND SA STEBY 5 (POB) LUCENA CITY QUEZON 4301  
 Tel No. : Head Of Agency :  
 Report Coverage : ALL

Control no.	File no.	Reporting period	TOTAL COPIES OF				Employees Reported	Amount
			ME-S	RF-1	CR	FER		
C10508180802538	CONTRI08000642015	11/2015 - 11/2015	0	0	1	0	4	600.00
C10508180803700	CONTRI080006632015	12/2015 - 12/2015	0	0	1	0	4	400.00
C10508180802943	CONTRI080007662016	01/2016 - 01/2016	0	0	1	0	4	400.00
C10508180803231	CONTRI080007702016	02/2016 - 02/2016	0	0	1	0	4	400.00
C10508180803124	CONTRI080007662016	03/2016 - 03/2016	0	0	1	0	4	400.00
C10508180803578	CONTRI080007662016	04/2016 - 04/2016	0	0	1	0	4	400.00
C10508180803446	CONTRI080007662016	05/2016 - 05/2016	0	0	1	0	4	400.00
C10508180803495	CONTRI080007662016	06/2016 - 06/2016	0	0	1	0	4	400.00
C10508180803539	CONTRI080007662016	07/2016 - 07/2016	0	0	1	0	4	400.00
C10508180803275	CONTRI080007662016	08/2016 - 08/2016	0	0	1	0	4	400.00
C10508180803400	CONTRI080007662016	09/2016 - 09/2016	0	0	1	0	4	400.00
C10508180803600	CONTRI080007662016	10/2016 - 10/2016	0	0	1	0	4	400.00
C10508180803705	CONTRI080007662016	11/2016 - 11/2016	0	0	1	0	4	400.00
C10508180803125	CONTRI080007662016	12/2016 - 12/2016	0	0	1	0	4	400.00
C10508180803225	CONTRI080004352017	01/2017 - 01/2017	0	0	1	0	4	400.00
C10508180803626	CONTRI080004352017	02/2017 - 02/2017	0	0	1	0	4	400.00
C10508180803695	CONTRI080004352017	03/2017 - 03/2017	0	0	1	0	4	400.00
C10508180803760	CONTRI080004352017	04/2017 - 04/2017	0	0	1	0	4	400.00
C10508180802945	CONTRI080004352017	05/2017 - 05/2017	0	0	1	0	4	400.00
C10508180802939	CONTRI080004352017	06/2017 - 06/2017	0	0	1	0	4	400.00
C10508180803221	CONTRI080004352017	07/2017 - 07/2017	0	0	1	0	5	600.00
C11015180803521	CONTRI080006652017	08/2017 - 08/2017	0	0	1	0	5	600.00
C11016180800043	CONTRI080006652017	09/2017 - 09/2017	0	0	1	0	5	600.00
C11015180803965	CONTRI080006652017	10/2017 - 10/2017	0	0	1	0	5	400.00
C110161808000473	CONTRI080006652017	11/2017 - 11/2017	0	0	1	0	5	400.00
C110161808000508	CONTRI080006652017	12/2017 - 12/2017	0	0	1	0	5	400.00
C11016180800077	CONTRI080002802018	01/2018 - 01/2018	0	0	1	0	5	550.00
C11016180800110	CONTRI080002802018	02/2018 - 02/2018	0	0	1	0	5	550.00
C11016180800509	CONTRI080002802018	03/2018 - 03/2018	0	0	1	0	5	550.00
C11016180800291	CONTRI080002802018	04/2018 - 04/2018	0	0	1	0	5	550.00
C11020180801106	CONTRI080002842018	05/2018 - 05/2018	0	0	1	0	5	550.00
C11020180801053	CONTRI080002842018	06/2018 - 06/2018	0	0	1	0	5	550.00
C11020180800998	CONTRI080002842018	07/2018 - 07/2018	0	0	1	0	5	550.00
C11020180800984	CONTRI080002842018	08/2018 - 08/2018	0	0	1	0	5	550.00
C11020180801024	CONTRI080002842018	09/2018 - 09/2018	0	0	1	0	5	550.00
C11020180801122	CONTRI080002842018	10/2018 - 10/2018	0	0	1	0	5	550.00
C10212190805512	CONTRI080004012018	11/2018 - 11/2018	0	0	1	0	5	550.00
C10212190804058	CONTRI080004012018	12/2018 - 12/2018	0	0	1	0	5	550.00
C10212190804848	CONTRI080004012019	01/2019 - 01/2019	0	0	1	0	5	550.00
C10302200804137	CONTRI080004032019	02/2019 - 02/2019	0	0	1	0	5	550.00
C10302200803630	CONTRI080004032019	03/2019 - 03/2019	0	0	1	0	8	825.00
C10302200803683	CONTRI080004032019	04/2019 - 04/2019	0	0	1	0	3	825.00
C10302200803907	CONTRI080004032019	05/2019 - 05/2019	0	0	1	0	3	825.00
C10302200803936	CONTRI080004032019	06/2019 - 06/2019	0	0	1	0	3	825.00





ABC NO: 2020-081

Date 8/18/2020

**APPROVED BUDGET FOR THE CONTRACT (ABC)**

**Conduct of Orientation among RDCC Members, Administrative and Security Personnel on proper handling of unattended suspicious things and packages left inside the PRO IVA offices within PRO IVA**


Contract Duration: CY 2020

ITEM NO. (a)	DESCRIPTION (b)	QTY (c)	UNIT (d)	CURRENT MARKET PRICE (e)	No. Of Days/Nights (If Applicable) (f)	Sub-Total (g)=[(c) (e) (f)]	5% Contingency for Price Escalation (h)=[(g) (5%)]	TOTAL COST (i) =(g)+(h)
1	Meals	18	packs	245.00				4,410.00
2	Honorarium (Speaker)	1	pax	5,000.00				5,000.00
<b>TOTAL</b>								<b>9,410.00</b>

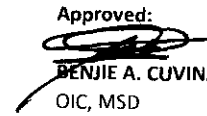
Prepared by:

  
JOSEPH ADRIAN R. REJANO  
AO III

Certified Funded in COB

  
ARON R. RIANO  
Head, FMS

Approved:

  
BENJIE A. CUVINAR  
OIC, MSD

Approved:

  
EDWIN M. ORIÑA, M.D.  
RVP, PRO IVA



**PHILIPPINE HEALTH INSURANCE CORPORATION REGION IVA**  
*Lucena Grand Central Terminal, Ilayang Dupay, Lucena City*

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

No. 2020- 023

END-USER/UNIT : ASS

**Charged to COB**

*Projects, Programs and Activities (PAPs)*

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES												
		Jan			Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec		
5 02 99 990 05	From: CORPORATE FORUM																
	CONDUCT OF PLANNING AND BUDGET DELIBERATION																
	MEALS	25.00	37,500.00	NPSV													
TOTAL BUDGET:			37,500.00														
5 02 99 990 05	To: CORPORATE FORUM																
	CONDUCT OF ORIENTATION AMONG RDCC MEMBERS,ADMINISTRATIVE AND SECURITY PERSONNEL ON PROPER HANDLING OF UNATTENDED SUSPICIOUS THINGS AND PACKAGES LEFT INSIDE THE PRO IVA OFFICES																
	MEALS	18	5,000.00	NPSV													
	note: P 5000.00 intended for Honorarium																

**TOTAL BUDGET:** 5,000.00

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

**JOSEPH ADRIAN R. REJANO**  
AO III

Submitted By:

**ELOISA B. TAGBO**  
HEAD COST CENTER

**RECEIVED**  
 AUG 07 2020  
 BY:



**REQUEST FOR REALIGNMENT OF FUNDS (ReRef)**  
**Within Sector**

**2020 - 0012 - M006**

**FROM: Cost Center/Office:** PRO IVA/PLANNING

**TO: Cost Center/Office:** MSD/ASS

It is understood that utilization of funds that is subject of re-alignment shall be governed by the existing budgeting, accounting and auditing rules and regulations.

Object of Expenditures (a)	FROM				TO			Adjusted Balance (i) (d-h)	Justification/Remarks
	COB (Net of modification/ realignment) (b)	Utilization (c)	Balance as of (d) (b-c)	Quantity (e)	Object of Expenditures (f)	Quantity (g)	Amount of Realignment (h)		
CORPORATE FORUM (PLANNING AND BUDGET DELIBERATION)	37,500.00		37,500.00	1	RDCC FORUM/ORIENTATION (Meals, Contingencies and Honorarium)	1	10,000.00	27,500.00	Conduct of orientation among RDCC members, Administrative Offices/designates and Security personnel on proper handling of unattended suspicious things/packages left inside the PRO IVA Offices
<b>TOTAL</b>	<b>37,500.00</b>	<b>-</b>	<b>37,500.00</b>				<b>10,000.00</b>	<b>27,500.00</b>	
<b>Prepared by:</b>  <b>JOSEPH ADRIAN R. REJANO</b> AO III				<b>Requested by:</b>  <b>BENJIE A. CUVINAR</b> OIC, Management Services Division RDCC Vice-Chairperson				<b>Certified as to Budget Availability:</b>  <b>ARON R. RIANO</b> Head, Fund Management Section	
				<p>This is to certify that the item/s herein sought to be re-aligned shall no longer be used for any purpose/s and that the plans and projects which were budgeted under the item/s to be re-aligned were already (please check)</p> <p><input checked="" type="checkbox"/> completed; <input type="checkbox"/> discontinued; <input type="checkbox"/> deferred for the next budget year, <input type="checkbox"/> others _____ (please specify)</p> <p><b>Certified Correct:</b>  <b>ELOISA B. TAGBO</b> Head of Cost Center</p>				<p><b>Recommendation Approval:</b>  <b>BENJIE A. CUVINAR</b> OIC, MSD</p> <p><b>Approved by:</b>  <b>EDWIN M. ORINA, M.D.</b> Regional Vice President</p>	

Note: Approval of this ReRef shall require the updating of API



**MATRIX OF CANVASS**  
for Approved Budget for the Contract (Updated ABC)

**Project Name:** Conduct of Orientation among RDCC Members, Administrative and Security Personnel on proper handling of unattended suspicious things and packages left inside the PRO IVA offices

**Original ABC/COB:**  
**End-user/Implementing** PRO IVA

Technical Specifications/Terms of Reference/Scope of Work	JOLLIBEE LUCENA		Fresh and Famous Food Inc.		Global Ventures Food Industries	
	Complied? (Y/N)	Amount	Complied? (Y/N)	Amount	Complied ? (Y/N)	Amount
Meals (for 18 pax)						
Packed Lunch ( 1 rice, 2 viands and drinks)	Y	150.00		187.00		151.00
Packed snack( pasta/noodles with sandwich/burger and drinks)	Y	93.00		101.00		94.00
Sub total		243.00		288.00		245.00
Total ( for 18 pax)		4,374.00		5,184.00		4,410.00
Passed/Failed	PASSED		PASSED		PASSED	
Prepared and Recommended by			Approved by:			
JOSEPH ADRIAN R. REJANO AO III/GSU			BENJIE A. CUVINAR OIC, MSD			

3. Equip the RDCC, Administrative and Security personnel to handle situations that may lead to terrorist activities.
4. Know the guidelines, proper protocol and approach in reporting unattended items to authorities.

### ACTIVITIES TO BE UNDERTAKEN/METHODOLOGIES

Interactive-lecture discussion (Online/MS Teams for LHIOs)  
Workshops Demonstration

### TARGET PARTICIPANTS:

RDCC Members and Secretariat	- 16 pax
Administrative Officers/Designates	- 12 pax
Head Security Personnel Representative	- <u>7 pax</u>
<b>Total</b>	<b>35 pax</b>

### Target Facilitator /Speaker

Lucena City Police Station Personnel ( Representative of LCPS Chief PLTCol. Romulo A. Albacea)

### TARGET DATE AND VENUE

Target Date : August 7, 2020  
Orientation Duration: 1 day  
Target Venue : PRO IVA Training Room

### Expected Expenditures:

Meals- Snacks and Lunch ( P 475.00)	P 16,625.00
Honorarium	5,200.00
Others: Contingency fund, Training Supplies and Tokens	<u>2,500.00</u>
<b>Total</b>	<b><u>P 24,325.00</u></b>

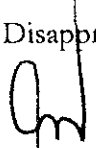
Prepared by :

  
**JOSEPH ADRIAN R. REJANO**  
*Secretariat, RDCC*

Recommended by:

  
**BENJIE A. CUVINAR**  
*Vice Chairperson-RDCC*

Approved/Disapproved

  
**EDWIN M. ORIÑA, M.D.**  
*RI/P - PRO IVA*

Republic of the Philippines  
Philippine Health Insurance Corporation  
Project Procurement Management Plan  
Calendar Year 2020

Philhealth Regional Office IVA

Procurement Program/Project	Approved Budget for Contract (ABC)	Mode of Procurement	SCHEDULE FOR EACH PROCUREMENT ACTIVITY												Remarks
			Pre-Proc Conference	Ads/Post of ITB	Pre-Bid Conference	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover	
Corporate Forum															
3rd Qtr. Assessment	37,500.00	Negotiated Procurement - Small Value Procurement	18-Sep	21-Sep							28-Sep		23-Oct	09-Nov	
Mid-Year Assessment	37,500.00	Negotiated Procurement - Small Value Procurement	11-Jun	15-Jun							22-Jun		17-Jul	03-Aug	
Planning and Budget Deliberation	37,500.00	Negotiated Procurement - Small Value Procurement	15-May	18-May							25-May		19-Jun	06-Jul	
Planning and Budget Forum CY 2021	37,500.00	Negotiated Procurement - Small Value Procurement	24-Apr	27-Apr							04-May		29-May	15-Jun	
Strategic Planning	37,500.00	Negotiated Procurement - Small Value Procurement	24-Jan	27-Jan							03-Feb		28-Feb	16-Mar	
<b>Grand Total</b>	<b>187,500.00</b>														

Note: System generated report.