

Philippine Ports Authority,PMO-Bataan/AuroraAnnual Procurement Plan for FY 2023
Procurement of Goods and Services (Revised as of February 27, 2023)

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 IB/REI	Submission/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
MOOE	Supplies & Materials (Supply and Delivery)												
BP Form 304	Common-use office supplies available at DBM-Procurement Service	PMO	NO	AMP-Agency to Agency	1st to 4th quarter requirement				Corporate Budget	400,000.00	400,000.00		DBM-PS
BP Form 304	Common-use office supplies and materials not-available at DBM-PS	PMO	NO	AMP-Shopping (52.1b)	1st to 4th quarter requirement				Corporate Budget	700,000.00	700,000.00		
BP Form 304	Office supplies and materials not-available at DBM-PS	PMO	NO	AMP-SVP (53.9)	1st to 4th quarter requirement				Corporate Budget	200,000.00	200,000.00		
BP Form 305	Accountable Forms	PMO	NO	AMP-SVP (53.9)	1st to 4th quarter requirement				Corporate Budget	36,000.00	36,000.00		by Treas. Dept.
BP Form 307	Petroleum, Oil and Lubricant Products	PMO	NO	AMP-SVP (53.9)	1st to 4th quarter requirement				Corporate Budget	1,604,702.00	1,604,702.00		
BP Form 306	Medical, Dental and Laboratory Supplies	PMO	NO	AMP-Shopping (52.1b)	1st to 4th quarter requirement				Corporate Budget	120,000.00	120,000.00		
BP Form 311	Other Supplies & Materials	PMO	NO	AMP-Shopping (52.1b)	1st to 4th quarter requirement				Corporate Budget	67,150.00	67,150.00		
BP Form 314	Other Utility Expenses (Laundry services)	PMO	NO	AMP-SVP (53.9)	1st to 4th quarter requirement				Corporate Budget	15,000.00	15,000.00		
BP Form 341	Printing and Publication	PMO	NO	AMP-SVP (53.9)	1st to 4th quarter as need arises				Corporate Budget	10,000.00	10,000.00		
	Semi-Expendable (Supply and Delivery)												
BP Form 309	Machinery and Equipment	PMO	NO	AMP-Shopping (52.1b)	1st to 4th quarter requirement				Corporate Budget	200,000.00	200,000.00		
BP Form 310	Furniture, Fixtures and Books	PMO	NO	AMP-SVP (53.9)	1st to 4th quarter requirement				Corporate Budget	350,000.00	350,000.00		
	Utility Services												
BP Form 312	Water Services	PMO	NO	WETI	Monthly				Corporate Budget	150,300.00	150,300.00		
BP Form 313	Electricity Services	PMO	NO	WETI	Monthly				Corporate Budget	4,500,000.00	4,500,000.00		
	Postage and Courier Services												
BP Form 315	Postage of documents to diff. Gov't, Private and Non-Gov't Agencies	PMO	NO	AMP-Shopping (52.1b)	1st to 4th quarter as need arises				Corporate Budget	50,000.00	50,000.00		
	Communication/Telecommunication Services												
BP Form 315	Telephone expenses -Landline (PLDT)	PMO	NO	WETI	Monthly				Corporate Budget	150,000.00	150,000.00		
BP Form 316	Telephone expenses -Mobile	PMO	NO	AMP-Shopping (52.1b)	Quarterly				Corporate Budget	144,000.00	144,000.00		
BP Form 315	Internet subscription (PLDT & Converge)	PMO	NO	WETI	Monthly				Corporate Budget	500,000.00	500,000.00		
BP Form 340	Advertising, Promotional & Marketing	PMO	NO	AMP-SVP (53.9)	1st to 4th quarter as need arises				Corporate Budget	200,000.00	200,000.00		
	Subscription (Supply and Delivery)												
BP Form 315	Cable, Satellite, Telegraph & Radio Expenses	PMO	NO	NP-53.9 - Small Value Procurement	Monthly				Corporate Budget	60,000.00	60,000.00		
	General Services												
BP Form 325	Other Professional Services	PMO	NO	Competitive Bidding	yearly contract- for bid out as scheduled by H.O				Corporate Budget	8,563,011.00	8,563,011.00		
BP Form 327	Janitorial Services	PMO	NO	Competitive Bidding	yearly contract- for bid out as scheduled by H.O				Corporate Budget	3,111,120.00	3,111,120.00		
BP Form 328	Security Services - Agency Fee	PMO	NO	Competitive Bidding	yearly contract- for bid out as scheduled by H.O				Corporate Budget	1,600,000.00	1,600,000.00		
BP Form 328	Security Services - Security Guard Salaries	PMO	NO	Competitive Bidding	yearly contract- for bid out as scheduled by H.O				Corporate Budget	6,400,000.00	6,400,000.00		
BP Form 329	Other General Services	PMO	NO	Competitive Bidding	yearly contract- for bid out as scheduled by H.O				Corporate Budget	1,734,172.00	1,734,172.00		
	Repair & Maintenance												
BP Form 332	Repair & Maint.- Office equipment (including replacement of parts)	PMO	NO	AMP-SVP (53.9)	1st to 4th quarter requirement				Corporate Budget	116,000.00	116,000.00		
BP Form 332	Repair & Maint.-Information & Communication Equipment (including replacement of parts)	PMO	NO	AMP-SVP (53.9)	1st to 4th quarter requirement				Corporate Budget	30,000.00	30,000.00		
BP Form 332	Repair & Maint.-Military, Police & Traffic Equipment (including replacement of parts)	PMO	NO	AMP-SVP (53.9)	1st to 4th quarter requirement				Corporate Budget	50,000.00	50,000.00		
BP Form 332	Repair & Maint.- Other Machinery & Equipment (including replacement of parts)	PMO	NO	AMP-SVP (53.9)	1st to 4th quarter requirement				Corporate Budget	350,000.00	350,000.00		
BP Form 333	Repair & Maint. -Motor Vehicles (including replacement of tires & batteries)	PMO	NO	AMP-SVP (53.9)	1st to 4th quarter requirement				Corporate Budget	500,000.00	500,000.00		
BP Form 335	Repair & Maint. -Furniture & Fixtures	PMO	NO	AMP-SVP (53.9)	1st to 4th quarter requirement				Corporate Budget	25,000.00	25,000.00		
	Registration, Insurance and Licenses												
BP Form 307	Motor Vehicle-Registration	PMO	NO	AMP-Agency to Agency	1st to 4th quarter requirement				Corporate Budget	30,000.00	30,000.00		with LTO
BP Form 338	Fidelity Bond Premium	PMO	NO	AMP-Agency to Agency	1st to 4th quarter requirement				Corporate Budget	450,000.00	450,000.00		with Bureau of Treasury
BP Form 307	Motor Vehicle-Insurance	PMO	NO	AMP-Agency to Agency	1st to 4th quarter requirement				Corporate Budget	103,046.00	103,046.00		with GSIS
	Representation												
BP Form 342	Conduct of meetings & conferences	PMO	NO	AMP-Shopping (52.1b)	1st to 4th quarter requirement				Corporate Budget	694,781.00	694,781.00		

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	Rent/Lease Expenses (Supply & Delivery)												
BP Form 344	Rental - Copier machine	PMO	NO	AMP-SVP (53.9)		3rd quarter requirement			Corporate Budget	120,000.00	120,000.00		
	Subscription (Supply and Delivery)												
BP Form 346	Subscription expenses (newspaper)	PMO	NO	AMP-SVP (53.9)		1st to 4th quarter requirement			Corporate Budget	10,000.00	10,000.00		
	Cultural and Athletics												
BP Form 349	Cultural and Athletic Expenses-Regular	PMO	NO	Shopping		2nd to 4th quarter requirement			Corporate Budget	284,984.00	284,984.00		
BP Form 349	Cultural and Athletic Expenses-Regular-GAD	PMO	NO	Shopping		1st to 4th quarter requirement			Corporate Budget	61,200.00	61,200.00		

Prepared by:


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Approved:


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Revised as of February 27, 2023