

PHILIPPINE PORTS AUTHORITY
Port Management Office - Bataan/Aurora
ANNUAL PROCUREMENT PLAN FOR FY 2026



☐ INDICATIVE ☒ FINAL ☐ UPDATED [Version No. ____]

PROCUREMENT PROJECT DETAILS						PROJECTED TIMELINE (MM/YYYY)		FUNDING DETAILS		PROCUREMENT STRATEGY OR TOOLS	REMARKS (Other relevant descriptions of the procurement project, if applicable)
Project Title	End-User or Implementing Unit	General Description of the Project	Mode of Procurement	To be covered by an Early Procurement Activity? (Yes/No)	Criteria for Bid Evaluation (Including Sustainability and Domestic Preference)	Start of Procurement Activity	End of Procurement Activity	Source of Fund	Estimated Budget / Approved Budget for the Contract (PhP)		
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
General Requirements											
<i>Supplies and Materials (Supply and Delivery)</i>											
(BP Form 304) Common-use office supplies not available at DBM-Procurement Service	Administrative Division	Goods - Supply and Delivery of Common-use office supplies not available at DBM-Procurement Service	Small Value Procurement	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 500,000.00	LCA / LCCA	for quarterly implementation
(BP Form 304) Other supplies and materials not available at DBM-Procurement Service	Administrative Division	Goods - Supply and Delivery of Common-use office supplies not available at DBM-Procurement Service	Direct Acquisition	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 200,000.00	LCA / LCCA	for quarterly implementation
(BP Form 305) Accountable Forms Expenses	Administrative Division	Goods - Supply and Delivery of Accountable Forms Expenses	Small Value Procurement	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 50,000.00	LCA / LCCA	for 1st to 4th quarter requirement (by Treasury Department)
(BP Form 306) Medical, Dental and Laboratory Supplies Expenses	Administrative Division	Goods - Supply and Delivery of Medical, Dental and Laboratory Supplies Expenses	Small Value Procurement	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 50,000.00	LCA / LCCA	for 1st to 4th quarter requirement
(BP Form 307) Fuel, Oil and Lubricants Expenses	Administrative Division	Goods - Procurement of Fuel, Oil and Lubricants Expenses	Negotiated Procurement-Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant Products, Electronic Charging Devices, and Online Subscriptions	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 1,500,000.00	Renewal of Regular and Recurring Services	for 1st to 4th quarter requirement
(BP Form 345) Printing and Publication Expenses	Administrative Division	Goods - Procurement of Printing and Publication Expenses	Small Value Procurement	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 10,000.00	LCA / LCCA	for 1st to 4th quarter requirement
<i>Semi-Expendable (Supply and Delivery)</i>											
(BP Form 309) Machinery and Equipment Expenses	Administrative Division	Goods - Supply and Delivery of Machinery and Equipment Expenses	Small Value Procurement	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 100,000.00	LCA / LCCA	for 1st to 4th quarter requirement
(BP Form 310) Furniture, Fixtures and Books Expenses	Administrative Division	Goods - Supply and Delivery of Furniture, Fixtures and Books Expenses	Small Value Procurement	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 150,000.00	LCA / LCCA	for 1st to 4th quarter requirement
<i>Utility Services</i>											
(BP Form 312) Water Expenses	Administrative Division	Goods - Procurement of Water Expenses	Direct Contracting (WETI)	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 250,000.00	Renewal of Regular and Recurring Services	for monthly implementation
(BP Form 313) Electricity Expenses	Administrative Division	Goods - Procurement of Electricity Expenses	Direct Contracting (WETI)	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 4,500,000.00	Renewal of Regular and Recurring Services	for monthly implementation
<i>Communication/Telecommunication Services</i>											
(BP Form 315) Telephone Expenses-Landline	Administrative Division	Goods - Procurement of Telephone Expenses-Landline	Direct Contracting (WETI)	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 150,000.00	Renewal of Regular and Recurring Services	for monthly implementation
(BP Form 315) Internet Subscription Expenses	Administrative Division	Goods - Procurement of Internet Subscription Expenses	Direct Contracting (WETI)	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 400,000.00	Renewal of Regular and Recurring Services	for monthly implementation
(BP Form 344) Advertising Expenses	Administrative Division	Goods - Procurement of Advertising Expenses	Small Value Procurement	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 50,000.00	LCA / LCCA	for 1st to 4th quarter requirement
<i>Subscription Expenses</i>											
(BP Form 315) Cable, Satellite, Telegraph and Radio Expenses	Administrative Division	Goods - Procurement of Cable, Satellite, Telegraph and Radio Expenses	Direct Contracting (WETI)	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 5,000.00	Renewal of Regular and Recurring Services	for monthly implementation
<i>General Services</i>											
(BP Form 326) Other Professional Services	Administrative Division	Services - Procurement of Other Professional Services	Direct Contracting	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 6,774,297.00	LCA / LCCA	Per contract scheduled by H.O.
(BP Form 327) Environment/Sanitary Services	Administrative Division	Goods and Services - Procurement of Environment/Sanitary Services	Small Value Procurement	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 20,000.00	LCA / LCCA	for 1st to 4th quarter requirement
(BP Form 328) Janitorial Services	Administrative Division	Services - Procurement of Janitorial Services	Direct Contracting	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 2,667,549.00	Renewal of Regular and Recurring Services	Per contract scheduled by H.O.

(BP Form 329) Security Services-Agency Fee	Administrative Division	Services - Procurement of Security Services-Agency Fee	Competitive Bidding	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 2,808,991.00	Renewal of Regular and Recurring Services	Three-Year contract-for-bid out by H.O. as scheduled
(BP Form 329) Security Services-Security Guard Salaries	Administrative Division	Services - Procurement of Security Services-Security Guard Salaries	Competitive Bidding	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 12,796,513.00	Renewal of Regular and Recurring Services	Three-Year contract-for-bid out by H.O. as scheduled
(BP Form 330) Other General Services	Administrative Division	Services - Procurement of Other General Services	Direct Contracting	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 2,544,491.00	Renewal of Regular and Recurring Services	Per contract scheduled by H.O.
Repair & Maintenance - Building and Other Structures											
Repair & Maintenance - Building and Other Structures	Engineering Services Division	Maintenance of Port Facilities	Small Value Procurement	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 26,867,000.00	LCA / LCCA	for 1st to 4th quarter requirement
Repair & Maintenance											
(BP Form 331-A) Office Equipment	Administrative Division	Goods and Services - Repair and Maintenance of Office Equipment	Small Value Procurement	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 20,000.00	LCA / LCCA	for 1st to 4th quarter requirement
(BP Form 331-A) Information and Communication Technology Equipment	Administrative Division	Goods and Services - Repair and Maintenance of Information and Communication Technology Equipment	Small Value Procurement	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 5,000.00	LCA / LCCA	for 1st to 4th quarter requirement
(BP Form 331-A) Military, Police and Security Equipment	Administrative Division	Goods and Services - Repair and Maintenance of Military, Police and Security Equipment	Small Value Procurement	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 5,000.00	LCA / LCCA	for 1st to 4th quarter requirement
(BP Form 331-A) Technical and Scientific Equipment	Administrative Division	Goods and Services - Repair and Maintenance of Technical and Scientific Equipment	Small Value Procurement	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 10,000.00	LCA / LCCA	for 1st to 4th quarter requirement
(BP Form 331-A) Other Machinery and Equipment	Administrative Division	Goods and Services - Repair and Maintenance of Other Machinery and Equipment	Small Value Procurement	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 30,000.00	LCA / LCCA	for 1st to 4th quarter requirement
(BP Form 332) Motor Vehicles	Administrative Division	Goods and Services - Repair and Maintenance of Motor Vehicles	Small Value Procurement	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 200,000.00	LCA / LCCA	for 1st to 4th quarter requirement
Registration, Insurance and Licenses											
(BP Form 338) Vehicle Registration	Administrative Division	Goods and Services - Vehicle Registration	Negotiated Procurement Agency-to-Agency	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 55,348.00	Centralized Procurement	for 1st to 4th quarter requirement (with LTO)
Other Taxes, Duties and Premiums	Administrative Division	Goods and Services - Other Taxes, Duties and Premiums	Negotiated Procurement Agency-to-Agency	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 5,000.00	LCA / LCCA	for 1st to 4th quarter requirement
(BP Form 340) Fidelity Bond Premium	Administrative Division	Goods and Services - Fidelity Bond Premium	Negotiated Procurement Agency-to-Agency	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 373,180.00	Centralized Procurement	for 1st to 4th quarter requirement (with Bureau of Treasury)
(BP Form 342) Insurance-Motor Vehicle	Administrative Division	Goods and Services - Insurance-Motor Vehicle	Negotiated Procurement Agency-to-Agency	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 111,826.00	Centralized Procurement	for 1st to 4th quarter requirement(with GSIS)
Rent/Lease Expenses											
(BP Form 344) Rent/Lease Expenses - Photocopier Machine Rental	Administrative Division	Goods - Rent/Lease Expenses for Photocopier Machine	Small Value Procurement	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 130,000.00	LCA / LCCA	for 1st to 4th quarter requirement
Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009											
Supplies and Materials (Supply and Delivery)											
(BP Form 304) Other supplies and materials expenses	Administrative Division	Goods - Supply and Delivery of Common-use office supplies and materials	Direct Acquisition	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 100,000.00	LCA / LCCA	for quarterly implementation
(BP Form 307) Other medical supplies identified as Miscellaneous Items	Administrative Division	Goods - Procurement of Other medical supplies identified as Miscellaneous Items	Direct Acquisition	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 20,000.00	LCA / LCCA	for 3rd to 4th quarter implementation
(BP Form 312) Other supplies and materials expenses identified as Miscellaneous Items	Administrative Division	Goods - Procurement of Other supplies and materials identified as Miscellaneous Items	Direct Acquisition	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 200,000.00	LCA / LCCA	for 3rd to 4th quarter implementation
(BP Form 314) Other Maintenance and Operating Expenses	Administrative Division	Goods - Procurement of Other Maintenance and Operating Expenses	Direct Acquisition	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 15,000.00	LCA / LCCA	for quarterly implementation
Semi-Expendable (Supply and Delivery)											
(BP Form 310) Other Machinery and Equipment Expenses identified as Miscellaneous Items	Administrative Division	Goods - Supply and Delivery of Other Machinery and Equipment Expenses identified as Miscellaneous Items	Direct Acquisition	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 50,000.00	LCA / LCCA	for 3rd to 4th quarter implementation
(BP Form 311) Other Furniture, Fixtures and Books Expenses identified as Miscellaneous Items	Administrative Division	Goods - Supply and Delivery of Furniture, Fixtures and Books Expenses identified as Miscellaneous Items	Direct Acquisition	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 100,000.00	LCA / LCCA	for 3rd to 4th quarter implementation

Postage and Courier Services											
(BP Form 315) Government Agencies and Private Company	Administrative Division	Goods - Procurement of Poster and Courier Services of Government Agencies and Private Company	Direct Acquisition	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 20,000.00	LCA / LCCA	for quarterly implementation
Communication/Telecommunication Services											
(BP Form 315) Telephone Expenses-Mobile	Administrative Division	Goods - Procurement of Telephone Expenses-Mobile	Direct Acquisition	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 240,000.00	LCA / LCCA	for quarterly implementation
Repair & Maintenance											
(BP Form 332) Repair & Maintenance -Other Office Equipment identified as Miscellaneous Items	Administrative Division	Goods and Services - Repair and Maintenance of Office Equipment identified as Miscellaneous Items	Direct Acquisition	No	LCRB	January 2025	December 2025	Corporate Budget	₱ 80,000.00	LCA / LCCA	for 1st to 4th quarter requirement
(BP Form 332) Repair & Maintenance -Other Information and Communication Technology Equipment identified as Miscellaneous Items	Administrative Division	Goods and Services - Repair and Maintenance of Information and Communication Technology Equipment identified as Miscellaneous Items	Direct Acquisition	No	LCRB	July 2025	December 2025	Corporate Budget	₱ 5,000.00	LCA / LCCA	for 3rd to 4th quarter implementation
(BP Form 333) Repair & Maintenance -Other Motor Vehicles identified as Miscellaneous Items	Administrative Division	Goods and Services - Supply and Delivery of Other Motor Vehicles identified as Miscellaneous Items	Direct Acquisition	No	LCRB	July 2025	December 2025	Corporate Budget	₱ 300,000.00	LCA / LCCA	for 1st to 4th quarter requirement
(BP Form 332) Repair & Maintenance -Other Machinery and Equipment identified as Miscellaneous Items	Administrative Division	Goods and Services - Repair & Maintenance -Other Machinery and Equipment identified as Miscellaneous Items	Direct Acquisition	No	LCRB	July 2025	December 2025	Corporate Budget	₱ 20,000.00	LCA / LCCA	for 3rd to 4th quarter implementation
Representation Expenses											
(BP Form 346) Regular	Administrative Division	Goods - Representation Expenses (Regular)	Small Value Procurement	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 900,000.00	LCA / LCCA	for 1st to 4th quarter requirement
Subscription Expenses											
Newspaper-Supply and delivery	Administrative Division	Goods - Supply and Delivery of Newspaper	Direct Acquisition	No	LCRB	January 2026	December 2026	Corporate Budget	₱ 5,000.00	LCA / LCCA	for 1st to 4th quarter requirement
Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)											
(BP Form 305) Common-use office supplies available at DBM-Procurement Service	Administrative Division	Goods - Procurement of Common-use office supplies available at DBM-Procurement Service	Negotiated Procurement: Agency-to-Agency	No	LCRB	January 2025	December 2025	Corporate Budget	₱ 300,000.00	Centralized Procurement	for quarterly implementation with DBM-PS
									₱ 65,694,195.00		

Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects:

38,627,195.00

Total Amount of CSEs to be purchased from PS-DBM:

Total Amount of Estimated Budget:

Prepared by:

ROMA AMOR ALBACAY

Signature over Printed Name

Position/Designation

Bids and Awards Committee Secretariat

Date : January 21, 2026

Recommended by:

By the Authority of the Bids and Awards Committee:

CHARMINE B. SANCHEZ

Signature over Printed Name

Position/Designation

Bids and Awards Committee Chairperson

Date : 01/22/2026

Approved by:

NINO PAGLE M. GISCOCHO

Signature over Printed Name

Position/Designation

Head of the Procuring Entity

Date : 01-22-26