

Philippine Ports Authority  
PMO-Bataan/Aurora  
**Annual Procurement Plan 2021**  
Procurement of Goods and Consultancy Services  
as of February 8, 2021

Code (PAP)	Procurement Program/Project	PMO/End User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)		Remarks (brief description of Program/Project)
				Ads/Post of IAEB	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	
	<b>Supplies &amp; Materials (Supply and Delivery)</b>										
BP Form 305	Common-use supplies available at Procurement Service	PMO	Agency to Agency	1st to 4th quarter			COB	250,000.00	250,000.00	DBM-PS	
BP Form 305	Office supplies not-available at DBM-PS	PMO	Alternative Mode	1st to 4th quarter requirement			COB	500,000.00	500,000.00		
BP Form 305	Printer consumables (ink/cartridge)	PMO	Alternative Mode	1st to 4th quarter requirement			COB	375,000.00	375,000.00		
BP Form 305	Drinking Water	PMO	Alternative Mode	2nd quarter			COB	175,000.00	175,000.00		
BP Form 306	Accountable Forms	PMO	Alternative Mode	1st to 4th quarter requirement			COB	36,000.00	36,000.00	by Treas. Dept.	
BP Form 307	Medical Supplies & Materials	PMO	Alternative Mode	1st to 4th quarter requirement			COB	120,000.00	120,000.00		
BP Form 308	Fuel, Oil, Lubricants	PMO	Alternative Mode	1st to 4th quarter requirement			COB	900,000.00	900,000.00		
BP Form 315	Other utility expenses (Laundry services)	PMO	Alternative Mode	1st to 4th quarter as need arises			COB	16,600.00	16,600.00		
BP Form 315	Other Supplies and materials (Janitorial supplies)	PMO	Alternative Mode	1st to 4th quarter as need arises			COB	392,850.00	392,850.00	for request of fund	
BP Form 358	Printing materials	PMO	Alternative Mode	1st to 4th quarter as need arises			COB	60,000.00	60,000.00		
	<b>Utility Services</b>										
BP Form 313	Water Services	PMO	WETI	monthly			COB	200,000.00	200,000.00		
BP Form 314	Electricity Services	PMO	WETI	monthly			COB	2,900,000.00	2,900,000.00		
	<b>Communication/Telecommunication Services</b>										
BP Form 317	Telephone expenses -Landline (PLDT)	PMO	WETI	monthly			COB	215,200.00	215,200.00		
BP Form 317-A	Telephone expenses -Mobile	PMO	Alternative Mode	quarterly			COB	168,000.00	168,000.00		
BP Form 318	Internet expenses (PLDT & Convege)	PMO	WETI	monthly			COB	500,000.00	500,000.00		
BP Form 357	Advertising, Promotional & Marketing	PMO	Alternative Mode	1st to 4th quarter as need arises			COB	200,000.00	200,000.00		
	<b>Postage &amp; Courier Services</b>										
BP Form 316	Postage of documents to diff. Gov't, Private and Non-Gov't Agencies	PMO	Alternative Mode	1st to 4th quarter as need arises			COB	57,600.00	57,600.00		
	<b>Registration, Insurance and Licenses</b>										
BP Form 351	Motor Vehicle-Registration	PMO	Agency-Agency					41,294.00	41,294.00	with LTO	
BP Form 355	Motor Vehicle-Insurance	PMO	Agency-Agency					66,894.00	66,894.00	with GSIS	
BP Form 353	Fidelity Bond Premium	PMO	Agency-Agency	1st to 4th quarter			COB	508,875.00	508,875.00	with Bureau of Treasury	
BP Form 352	Duties and Licenses	PMO	Agency-Agency					200,000.00	200,000.00	FDA	
	<b>Subscription (Supply and Delivery)</b>										
BP Form 363	Subscription expenses (newspaper)	PMO	Alternative Mode	weekly			COB	30,600.00	30,600.00		
BP Form 319	Cable/Satellite & Radio Expenses	PMO	Alternative Mode	monthly			COB	120,000.00	120,000.00		
	<b>Representation</b>										
BP Form 359	Conduct of meetings & conferences	PMO	Alternative Mode	1st to 4th quarter as need arises			COB	550,000.00	550,000.00		
	<b>Rent/Lease Expenses (Supply &amp; Delivery)</b>										

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BP Form 361	Rental - Copier machine	PMO	Alternative Mode		3rd quarter requirement			COB	201,600.00	201,600.00	
	<b>Repair &amp; Maintenance (Service Provider)</b>										
BP Form 347	Motor vehicles (including replacement of tires & batteries)	PMO	Alternative Mode		1st to 4th quarter as need arises			COB	500,000.00	500,000.00	
BP Form 340	Communication Equipment	PMO	Alternative Mode		1st to 4th quarter as need arises			COB	25,000.00	25,000.00	
BP Form 338	Office equipment (including replacement of parts)	PMO	Alternative Mode		1st to 4th quarter as need arises			COB	50,000.00	50,000.00	
BP Form 349	Office furniture & fixture	PMO	Alternative Mode		1st to 4th quarter as need arises			COB	25,000.00	25,000.00	
BP Form 345	Technical, Scientific Machinery & Equipment	PMO	Alternative Mode		1st to 4th quarter as need arises			COB	300,000.00	300,000.00	
BP Form 342	Military, Police & Security Equipment	PMO	Alternative Mode		1st to 4th quarter as need arises			COB	300,000.00	300,000.00	
	<b>Information &amp; Communication Technology</b>										
BP Form 339	Equipment	PMO	Alternative Mode		1st to 4th quarter as need arises			COB	50,000.00	50,000.00	
BP Form 346	Other Machinery & Equipment	PMO	Alternative Mode		1st to 4th quarter as need arises			COB	500,000.00	500,000.00	
	<b>General Services</b>										
BP Form 334	Security Services	PMO	Public bidding						8,000,000.00	8,000,000.00	
BP Form 333	Janitorial Services	PMO	Public bidding						1,500,000.00	1,500,000.00	
BP Form 331	Other Prof. Services	PMO	Public bidding						2,814,690.00	2,814,690.00	Admin Support
BP Form 331	Other General Services	PMO	Public bidding						2,000,503.00	2,000,503.00	Eng'g Projects
	<b>Semi-Expendable (Supply and Delivery)</b>										
BP Form 310	Machinery and Equipment	PMO	Alternative Mode		1st to 4th quarter - upon released of budget			COB	531,070.00	531,070.00	
BP Form 311	Furniture, Fixture & Books	PMO	Alternative Mode		1st to 4th quarter			COB	492,500.00	492,500.00	
	<b>MOOE TOTAL</b>								<b>25,874,276.00</b>	<b>25,874,276.00</b>	
	<b>CAPITAL OUTLAY (AEPP)</b>										For approval of H.O
	<b>TOTAL CAPITAL OUTLAY (AEPP)</b>										
	<b>GRAND TOTAL</b>								<b>25,874,276.00</b>	<b>25,874,276.00</b>	

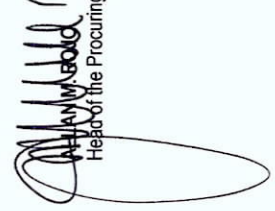
Prepared by:

  
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BAC-Secretariat

Recommending Approval:

  
**GUABERTO E. ANGELES**  
BAC Chairperson

Approved:

  
Head of the Procuring Entity