

PHILIPPINE PORTS AUTHORITY
Port Management Office - Marinduque/Quezon
SUPPLEMENTAL ANNUAL PROCUREMENT PLAN FOR FY 2026

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

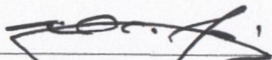
PROCUREMENT PROJECT DETAILS						PROJECTED TIMELINE (MM/YYYY)		FUNDING DETAILS		PROCUREMENT STRATEGY OR TOOLS	REMARKS (Other relevant descriptions of the procurement project, if applicable)
Project Title	End-User or Implementing Unit	General Description of the Project	Mode of Procurement	To be covered 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
SEMI-EXPENDABLE FURNITURE, FIXTURES AND EQUIPMENT											
Furniture, Fixture and Books											
Bulletin Board, Glass Sliding Door with lock, Aluminum frame, 3ft. X 5 ft. two (2) units	PMO-Marquez, Admin.	For used at Conference Room	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	22,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
Executive Table, with cabinets, Dimensions: 160x160x75 cm two (2) unit	PMO-Marquez, Finance and Admin.	For use of Finance Division and Admin. Division	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	40,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
Executive Chair,Ergonomic, color: black, one (1) unit	PMO-Marquez, OPM	For use of the Port Manager	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	15,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
Mobile Pedestal Cabinet 10 unit	PMO-Marquez	ToAdditional and replace unserviceable cabinets at PMO-Marquez	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	50,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
Visitors Chair mesh type, sled type, color black, four (4) units	PMO-Marquez, OPM, Finance	For use at the Office of the Port Manager, Finance and Engineering Division	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	16,800.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
Heavy Duty Folding Table (Portable), 6 feet long	PMO-Marquez	For use during seminars, Oplan and other important occasion	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	25,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
ACEL Rate, 26th Edition, two (2) books	PMO-Marquez, Engineering Division	For use of the Engineering Division	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	7,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
Hand Book, RA 12009	PMO-Marquez, BAC members	For reference of the BAC Members	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	9,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
SEMI EXPENDABLE MACHINERY AND EQUIPMENT											
Semi Expendable Office Equipment, Machinery and Information and Communication Technology Equipment											
Biometrics atleast 500 user, time/attendance recorder 2 units	PMO-Marquez, Baseport Lucena	For use of TMO-Balanacan, Port of Cawit, and TMO-Balanacan	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	12,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
Water Tank, 1500 liters, and other fittings	PMO-Marquez, Baseport Lucena	For use of Baseport Lucena	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	28,175.89	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
Portable HDD 1TR, 12 units	PMO-Marquez, Port Operations Bldg.	Additional back-up for files of all OPM, PSD, Finance and Administrative Division	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	48,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
Coffee Maker 1.5 liters, 1 units	PMO-Marquez, Port Operations Bldg.	For use of OPM	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	3,500.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
Printer, Colored, all-in-one ink tank, 2 units	PMO-Marquez, Port Operations Bldg.	Additional and replace defective units for use of Finance	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	32,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
Fire Extinguisher, Dry Chemical, 10 lbs. , 28 units	PMO-Marquez	For use at Port Operations Building	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	56,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A

PROCUREMENT PROJECT DETAILS						PROJECTED TIMELINE (MM/YYYY)		FUNDING DETAILS		PROCUREMENT STRATEGY OR TOOLS	REMARKS (Other relevant descriptions of the procurement project, if applicable)
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Supply and Install CCTV System at POB	PMO-Marquez	For use of Port Operations Building	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	65,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009											

Note: Insert additional rows as necessary

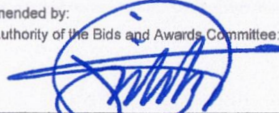
Total Amount of Estimated Budget for EPA Projects: 429,475.89
Total Amount of CSEs to be purchased from PS-DBM:
Total Amount of Estimated Budget: 429,475.89

Prepared by:


CYRIL C. TEJADA
Admin. Officer IV/Supervising Supply Officer
Bids and Awards Committee Secretariat

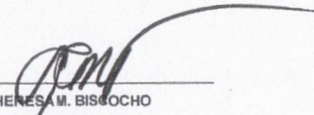
Date : _____

Recommended by:

Recommended by:
By the Authority of the Bids and Awards Committee:

JOSE D. GAMET
Division Manager A, PSD
Bids and Awards Committee Chairperson

Date : 9/24/26

Approved by:


ANNA THERESA M. BISCHOCHO
Port Manager
Head of the Procuring Entity

Date : _____

PHILIPPINE PORTS AUTHORITY
Port Management Office - Marinduque/Quezon
ANNUAL PROCUREMENT PLAN FOR FY 2026

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General Requirements											
Supplies and Materials Expenses											
Office Supplies and Materials requirements for Four (4) Quarters	PMO-Marquez and its TMOs	Common used office supplies and materials	Negotiated Procurement - Agency to Agency (Procurement Services), Small Value Procurement (if not available at PS-DBM)	No	Lowest Calculated Responsive Bid	Quarterly CY2026	Quarterly CY2026	PPA Corporate Funds	1,000,000.00	Warehousing and Inventory Activities	APP-Common Use Supplies PS-DBM Submitted via Visual Store
Other Supplies and Materials	PMO-Marquez and its TMOs	Janitorial Supplies and Consumable Electrical Supplies such as bulbs and wires.	Small Value Procurement	No	Lowest Calculated Responsive Bid	Quarterly CY2026	Quarterly CY2026	PPA Corporate Funds	400,000.00	Warehousing and Inventory Activities	N/A
Medical Supplies and Materials											
Medicine and First Aid Supplies and Materials	PMO-Marquez and its TMOs	First Aid and Over the counter Medicine for use of PMO and its TMOs	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	170,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
Other General Services											
Other Maintenance, Operating Expenses, Miscellaneous	PMO-Marquez and its TMOs	Supplies Materials for minor repair electrical, plumbing and other operating expenses	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	50,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
Repairs and Maintenance of FFE											
Office Equipment	PMO-Marquez and its TMOs	Repair and Maintenance expenses	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	300,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
Technical and Scientific Equipment	PMO-Marquez and its TMOs	Repair and Maintenance expenses	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	200,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
Information and Communication Technology Equipment	PMO-Marquez and its TMOs	Repair and Maintenance expenses	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	50,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
Other Machinery & Equipment	PMO-Marquez and its TMOs	Repair and Maintenance expenses	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	100,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
Furniture and Fixtures	PMO-Marquez and its TMOs	Repair and Maintenance expenses	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	10,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
Watercraft	PMO-Marquez and its TMOs	Repair and Maintenance expenses	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	30,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
Motor Vehicles/Motorcycles	PMO-Marquez and its TMOs	Repair and Maintenance expenses	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	500,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
Advertising, Promotional & Marketing Expenses											
Posters, Signages, Billboards, Bid Advertisement, Anniversary/Corporate Give-aways	PMO-Marquez and its TMOs	Promotional Give-aways, Advertising and related expenses	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	20,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
Printing Expenses											
Annual Reports, Operational Forms, Stationery Letterhead, Tarpaulin	PMO-Marquez and its TMOs	Printing of operational forms, Stationery Letter Head and Tarpaulin	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	150,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
Rental Expenses											
Copier Machines	PMO-Marquez (POB)	Two Copier Machine Rental Services	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	220,000.00	Renewal of Regular and Recurring Services	N/A
SEMI-EXPENDABLE FURNITURE, FIXTURES AND EQUIPMENT											
Furniture, Fixture and Books											
Bulletin Board, Glass Sliding Door with lock, Aluminum frame, 3ft X 5 ft. two (2) units	PMO-Marquez, Admin.	For used at Conference Room	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	22,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
Executive Table, with side return table with cabinets, Dimensions: 160x160x75 cm One (2) unit	PMO-Marquez, Finance	For use of Finance Division Managers	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	40,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
Executive Chair, Leatherette, color: black, one (1) unit	PMO-Marquez, OPM	For use at the Office of the Port Manager	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	15,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
Office Chair, mesh type ergonomic, 10 units	PMO-Marquez, OPM	To replace unserviceable chairs at PMO-Marquez	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	52,500.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
Visitors Chair mesh type, sled type, color black, six (6) units	PMO-Marquez, OPM, Finance, Engineering Division	For use at the Office of the Port Manager, Finance and Engineering Division	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	15,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
Heavy Duty Folding Table (Portable), 6 feet long	PMO-Marquez	For use during seminars, Oplan and other important occasion	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	25,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
ACEL Rate, 26th Edition, two (2) books	PMO-Marquez, Engineering Division	For use of the Engineering Division	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	7,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A

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Hand Book, RA 12009	PMO-Marquez, BAC members	For reference of the BAC Members	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	9,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
SEMI EXPENDABLE MACHINERY AND EQUIPMENT											
Semi Expendable Office Equipment, Machinery and Information and Communication Technology Equipment											
Lux Meter/Light Meter	PMO-Marquez, Baseport Lucena	For use of PMO-Marquez	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	6,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
Handheld Radio, 10 kilometers range, 3 pairs	PMO-Marquez, Baseport Lucena	For use of Baseport Lucena	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	6,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
Portable HDD 1TB, 2 units	PMO-Marquez, Port Operations Bldg.	Additional back-up file of Finance, Administrative Division	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	8,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
Microwave Oven, 3 units	PMO-Marquez, Port Operations Bldg.	For use of Engineering, Finance and Administrative Division	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	12,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
Printer, Colored, all-in-one ink tank, 3 units	PMO-Marquez, Port Operations Bldg.	Additional and replace aging units for use of PMO-Marquez	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	45,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
High Performance Scanner ADF, A4 and legal Size capable	PMO-Marquez, Port Services Division	For use of Port Services Division	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	48,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
Uninterruptible Power Supply (UPS), 650V, Thirty (20) pieces TMOs	PMO-Marquez, Port Operations Bldg. and its TMOs	For use of PMO-Marquez and its TMOs	Small Value Procurement	No	Lowest Calculated Responsive Bid	Within CY 2026	Within CY 2026	PPA Corporate Funds	60,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	N/A
Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009											
Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)											
Attached File CSE PS-DBM									555,569.70		

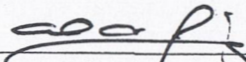
Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects: 3,570,500.00
Total Amount of CSEs to be purchased from PS-DBM: 555,569.70
Total Amount of Estimated Budget: 4,126,069.70

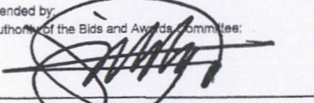
Prepared by:

Recommended by:
By the Authority of the Bids and Awards Committee:

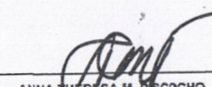
Approved by:


CYRIL C. TEJADA
Supervising Supply Officer
Bids and Awards Committee Secretariat

Date: _____


JUEL B. SAMET
Division Manager A, PSD
Bids and Awards Committee Chairperson

Date: _____


ANNA THERESA M. ESCOCO
Acting Port Manager
Head of the Procuring Entity

Date: _____

Office of the Port Manager
RECEIVED
Date: 6/20/2024
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