

Philippine Ports Authority
Port Management Office of Misamis Oriental/Cagayan de Oro
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01
OFFICE SUPPLIES EXPENSES
CY 2026

☐

INDICATIVE

☐

FINAL



Fiscal Year : CY 2026
 End-User or Implementing Unit: PPA PMO MOC and Terminal Ports
 Total Budget: 3,274,269.00

PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS		ATTACHED SUPPORTING DOCUMENTS	REMARKS
General Description and Objective of the Project to be Procured	Type of the Project to be Procured (whether Goods, Infrastructure and Consulting Services)	Quantity and Size of the Project to be Procured	Recommended Mode of Procurement	Pre-Procurement Conference, if applicable (Yes/No)	Start of Procurement Activity	End of Procurement Activity	Expected Delivery/ Implementation Period	Source of Funds	Estimated Budget / Authorized Budgetary Allocation (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
BASEPORT											
ADMINISTRATIVE DIVISION											
<i>Procurement of various office supplies for the Administrative Division for FY 2026 in support of daily office operations.</i>											
1	Procurement of Various Indigenous Materials for Christmas Decor to enhance the PMO MOC premises with festive, culturally inspired, and environmentally conscious decorations for the holiday season.	Goods	One (1) Lot of Indigenous Christmas Decors Christmas Tree Rattan (Big), Christmas Tree Rattan (Small), Soft Broom, Rattan Balls (Extra Small), Rattan Balls (Small), Red Ribbon (10 yards), Native Abaniko (Small Size), Burlap Fabric, Large Traditional Handwoven Mat (Banig), Natural Jute Burlap Ribbon Roll, Buri Mat, Rattan Balls (Medium), Twigs, Pine Cones, Rattan Twine, Bells Ornament (Made of Rattan), Native Angel Ornament, Glue Stick, Green Ribbon (10 yards)	Direct Acquisition	NO	12/2026	12/2026	12/2026	COB 2025 - Other Supplies and Materials	40,000.00	Purchase Request
2	Detergent Powder, Scented, 1 kilo/pack	Goods	One Hundred Fifteen (115) packs of Detergent Powder, Scented, 1kl per pack	Direct Acquisition	NO	12/2026	12/2026	12/2026	COB 2025 - Other Supplies and Materials	17,250.00	Terms of Reference
3	Tissue, Jumbo Roll, 200 meters, 2-ply, 200mm x 90mm, recycled material, mixed grade, 12rolls/box	Goods	Five (5) boxes of Jumbo rolls, 200 meters, 2-ply, 200mm x 90mm, recycled material, mixed grade, 12rolls/box	Direct Acquisition	NO	12/2026	12/2026	12/2026	COB 2025 - Other Supplies and Materials	3,300.00	Terms of Reference
4	Trash Bag, oxo-biodegradable, 37in. x 40in.(XXL)	Goods	Two Hundred (200) rolls of Trash Bag, oxo-biodegradable, 22in. x 24in.(Medium)	Direct Acquisition	NO	12/2026	12/2026	12/2026	COB 2025 - Other Supplies and Materials	6,000.00	Terms of Reference

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5 Trash Bag, oxo-biodegradable, 22in. x 24in.(Medium)	Goods	Two Hundred (200) rolls of Trash Bag, oxo-biodegradable, 22in. x 24in.(Medium)	Direct Acquisition	NO	12/2026	12/2026	12/2026	COB 2025 - Other Supplies and Materials	12,000.00	Terms of Reference	
6 Tissue, Hand Roll Towel, 180 meters, 1 ply, 7", 6 rolls/case	Goods	Five (5) Cases of Tissue, Hand Roll Towel, 180 meters, 1 ply, 7", 6 rolls/case	Direct Acquisition	NO	12/2026	12/2026	12/2026	COB 2025 - Other Supplies and Materials	4,050.00	Terms of Reference	
7 Mobile Trash Bin, at least 1100L	Goods	One (1) pc of Mobile Trash Bin, at least 1100L	Direct Acquisition	NO	12/2026	12/2026	12/2026	COB 2025 - Other Supplies and Materials	25,000.00	Terms of Reference	
8 Dirt Trap Mat, Black, Water Resistant and Absorbent, at least 50 x 70 cm	Goods	Ten (10) pcs of Dirt Trap Mat, Black, Water Resistant and Absorbent, at least 50 x 70 cm	Direct Acquisition	NO	12/2026	12/2026	12/2026	COB 2025 - Other Supplies and Materials	5,000.00	Terms of Reference	
9 Single Spin Mop w/ Bucket	Goods	One (1) set of Single Spin Mop w/ Bucket	Direct Acquisition	NO	12/2026	12/2026	12/2026	COB 2025 - Other Supplies and Materials	4,000.00	Terms of Reference	
10 Mop Bucket and Wringer, atleast 19L	Goods	Two (2) pcs of Mop Bucket and Wringer, atleast 19L	Direct Acquisition	NO	12/2026	12/2026	12/2026	COB 2025 - Other Supplies and Materials	6,000.00	Terms of Reference	
11 Token for retirees, 2 pcs of framed commemorative print with glass cover, measuring 1.5 feet (width) x 2 feet (height). Printed on high-quality glossy photo paper, with printing included. The frame is suitable for display and comes with gift wrapping and decorative ribbon.	Goods	Two (2) pcs of framed commemorative print with glass cover, measuring 1.5 feet (width) x 2 feet (height). Printed on high-quality glossy photo paper, with printing included. The frame is suitable for display and comes with gift wrapping and decorative ribbon	Direct Acquisition	NO	12/2026	12/2026	12/2026	COB 2025 - Other Supplies and Materials	₱5,700.00	Purchase Request	
12 Procurement of Customized Certificate Folder Holder For Retirees and Resource Persons	Goods	1. Fifty (50) pieces 2. A4 Size 3. Navy Blue Color 4. 4 Transparent Plastic Corner Pockets 5. Front PPA Logo Gold Stamp Logo 6 inches width / 5 inches height	Direct Acquisition	NO	02/2026	12/2026	Within 10 days after receipt of Approved Purchase Order	COB 2026 - Other Supplies and Materials	15,000.00	Purchase Request	

FINANCE SERVICES DIVISION

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Procurement of various office supplies for the Finance Division for FY 2026 in support of daily office operations.											
1 Air Freshener, 500ml,	Goods	6 cans, 500ml per can	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	1,500.00		
2 Alcohol 500ml	Goods	200bottles of 500ml Alcohol	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	21,000.00		
3 Battery AA, Alkaline, Heavy Duty	Goods	100pcs of Heavy duty AA Alkaline Battery	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	4,000.00		
4 Battery AAA , Alkaline, Heavy-duty	Goods	100pcs of Heavy duty AAA Alkaline Battery	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	4,500.00		
5 Battery 23A 12V Alkaline	Goods	12 pieces 23A 12V Alkaline Battery	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	900.00		
6 Blade cutter, big	Goods	3 tubes of Big Blade Cutter	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	150.00		
7 Bondpaper A4 Substance 24	Goods	800 reams of A4 Substance 24 Bondpaper	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	216,000.00		
8 Bondpaper Long Substance 20/70gsm	Goods	800 reams of Long Substance 20 Bondpaper	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	192,000.00		
9 Bondpaper Long Substance 24	Goods	800 reams of Long Substance 24 Bondpaper	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	140,000.00		
10 Bondpaper Short Substance 24	Goods	800 reams of Short Substance 24 Bondpaper	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	96,000.00		
11 Bundy Card	Goods	30 packs of Bundy Card	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	3,000.00		
12 Bundy Clock Ribbon	Goods	12 packs of Bundy Clock Ribbon	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	2,400.00		
13 Calculator (Solar)	Goods	5 pieces of Calculator (Solar)	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	2,500.00		
14 Carbon Paper Blue, Legal Size, 100pcs per box	Goods	5 boxes of Carbon Paper Blue, Legal Size,	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	2,500.00		
15 Clip Backfold, 1", 25mm, 12pcs/box	Goods	30 boxes of Clip Backfold 1" 25mm, 12pcs/box	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	750.00		
16 Clip Backfold, 2", 50mm, 12pcs/box	Goods	30 boxes of Clip Backfold 2" 50mm, 12pcs/box	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	2,400.00		
17 Clip, double/binder, 1 1/4' ,32mm,12pcs/box	Goods	20 boxes of Clip double/binder 1 1/4 32mm 12pcs/box	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	800.00		
18 Computer Ink Epson 003 Black	Goods	125 bottles of Epson 003 black ink	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	36,875.00		
19 Computer Ink Epson 003 Cyan	Goods	125 bottles of Epson 003 Cyan ink	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	38,125.00		

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20 Computer Ink Epson 003 Magenta	Goods	125 bottles of Epson 003 Magenta ink	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	38,125.00		
21 Computer Ink Epson 003 Yellow	Goods	125 bottles of Epson 003 Yellow ink	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	38,125.00		
22 Computer Keyboard Wireless	Goods	10 pieces Computer Keyboard	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	5,000.00		
23 Computer Mouse Wireless	Goods	10 pieces Computer Mouse fast	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	5,000.00		
24 Computer Paper 11x9 1/2 , 3ply	Goods	120 boxes of Computer Paper 11x9 1/2 3 ply	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	90,000.00		
25 Computer Ribbon Epson LQ310 Cartridge	Goods	240 boxes Computer Ribbon Epson LQ310 Cartridge	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	48,000.00		
26 Computer Ribbon Refill	Goods	250 boxes Computer Ribbon Refill	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	7,500.00		
27 Computer Toner Cartridge HP CE285A	Goods	40 Boxes of Computer Toner Cartridge HP CE285A	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	72,000.00		
28 Computer Toner Cartridge OPT 12A	Goods	20 Boxes of Computer Toner Cartridge OPT 12A	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	7,000.00		
29 Computer Toner Cartridge OPT 35A	Goods	40 Boxes of Computer Toner Cartridge OPT 35A	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	14,000.00		
30 Correction Tape	Goods	300 pieces of Correction Tape	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	15,000.00		
31 Cutter	Goods	6 pieces Cutter	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	300.00		
32 Envelope Brown Long	Goods	100 pieces Long Brown Envelope	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	300.00		
33 Envelope Brown Short	Goods	50 pieces Short Brown Envelope	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	100.00		
34 Envelope Expandable	Goods	40 pieces Expandable Envelope	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	800.00		
35 Eraser for Pencil	Goods	15 pieces Pencil Eraser	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	75.00		
36 Fastener, Metal, Short	Goods	30 boxes Metal Fastener, Short	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	1,200.00		
37 Fastener, Metal, 8" Long	Goods	50 boxes Metal Fastener 8" Long	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	6,250.00		
38 Folder , Long	Goods	100 pieces Long Folder	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	500.00		
39 Folder , Short	Goods	50 pieces Short Folder	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	200.00		
40 Folder Green Tab Long	Goods	500 pieces Folder Green Tab Long	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	15,000.00		

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41 Glue	Goods	10 jars of Glue	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	850.00		
42 Highlighter (Stabilo)	Goods	50 pieces Highlighter	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	1,750.00		
43 Long File Box Folder Data Book Storage Box	Goods	24 pieces Long File Box Folder Data Book Storage Box	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	2,880.00		
44 Notepad 3x3	Goods	100 pieces Notepad 3x3	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	3,000.00		
45 Paper Clip Jumbo	Goods	30 pieces Paper Clip Jumbo	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	900.00		
46 Paper Clip Small	Goods	30 pieces Paper Clip Small	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	600.00		
47 Pen, Ballpoint Pen 0.7mm, Black	Goods	400 pieces Ballpoint Pen 0.7mm Black	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	6,400.00		
48 Pen, Ballpoint Pen 0.7mm, Blue	Goods	200 pieces Ballpoint Pen 0.7mm Blue	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	3,200.00		
49 Pen, Pentel pen Fine Black	Goods	10 pieces Pentel pen Fine Black	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	500.00		
50 Pen, Pentel pen Fine Blue	Goods	10 pieces Pentel pen Fine Blue	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	500.00		
51 Pen, Sign Pen .05 Black	Goods	90 pieces Sign Pen 0.5mm Black	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	1,350.00		
52 Pen, Sign Pen .05 Blue	Goods	90 pieces Sign Pen 0.5mm Blue	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	1,350.00		
53 Pencil Mongol 2	Goods	30 pieces Mongol 2 Pencil	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	300.00		
54 Puncher , Big, Heavy Duty	Goods	5 pieces Puncher Big Heavy Duty	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	1,400.00		
55 Record Book, 200pages	Goods	5 pieces 200 pages Record Book	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	250.00		
56 Rubber Bands, Big, 350g Heavy Duty	Goods	3 boxes Heavy Duty Rubber Band 350g	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	747.00		
57 Rubber Bands, Big, 250g 6 cm	Goods	3 boxes 6cm 250g Rubber Band	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	447.00		
58 Ruler 12", Plastic	Goods	20 pieces Plastic Ruler 12"	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	440.00		
59 Scissors Heavy Duty	Goods	12 pieces Heavy Duty Scissors	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	1,560.00		
60 Sharpener, Double Head Cutter	Goods	10 pieces Double Head Cutter Sharpener	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	800.00		
61 Stamp Felt Pad	Goods	10 pieces Stamp Felt Pad	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	500.00		
62 Stamp Pad Ink Violet 30ml	Goods	10 bottles Stamp pad Ink Violet	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	450.00		
63 Staple Remover	Goods	20 pieces Staple Remover	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	500.00		

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64 Staple Wire #35	Goods	24 boxes of # 35 Staple wire	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	1,200.00		
65 Stapler Heavy Duty	Goods	15 pieces Heavy Duty Stapler	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	1,800.00		
66 Tape, Dispenser	Goods	4 pieces Tape Dispenser	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	480.00		
67 Tape, Double Adhesive, Heavy Duty	Goods	10 rolls of Heavy Duty Double Adhesive Tape	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	500.00		
68 Tape, Masking 24mm	Goods	10 rolls Masking Tape 24mm	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	450.00		
69 Tape, Packaging 48mm	Goods	10 rolls of 48mm Packaging Tape	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	450.00		
70 Tape, Transparent 24mm	Goods	30 rolls of 24mm Transparent Tape	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	600.00		
71 Thermal Paper	Goods	100 rolls Thermal Paper	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	5,000.00		
72 USB Flashdrive 64gb	Goods	Five (5) Cases of Tissue, Hand Roll Towel, 180 meters, 1 ply, 7", 6 rolls/case	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	3,000.00		

ENGINEERING SERVICES DIVISION

Procurement of various office supplies for the Engineering Services Division for FY 2026 in support of daily office operations.

1 Printer Ink Epson Black	Goods	10	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	10,000.00		
2 Printer Ink Epson Magenta	Goods	10	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	10,000.00		
3 Printer Ink Epson Cyan	Goods	10	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	10,000.00		
4 Printer Ink Epson Yellow	Goods	10	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	10,000.00		
5 Printer Ink Hp Black	Goods	10	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	10,000.00		
6 Printer Ink Hp Magenta	Goods	10	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	10,000.00		
7 Printer Ink Hp Cyan	Goods	10	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	10,000.00		
8 Printer Ink Hp Yellow	Goods	10	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	10,000.00		
9 Printer Ink Canon 790 Yellow	Goods	5	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	5,000.00		
10 Printer Ink Canon 790 Magenta	Goods	5	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	5,000.00		
11 Printer Ink Canon 790 Cyan	Goods	5	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	5,000.00		
12 Printer Ink Canon 790 Black	Goods	5	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	5,000.00		

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Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
13 A3 Size Bond Paper	Goods	50	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	35,000.00		
14 A4 Size Bond Paper	Goods	100	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	45,000.00		
15 Legal Size Bond Paper	Goods	100	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	45,000.00		
16 Sign Pen, Black	Goods	100	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	5,000.00		
17 Ballpen, Black	Goods	100	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	5,000.00		
18 Sign Pen, Blue	Goods	100	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	5,000.00		
19 Ballpen, Blue	Goods	100	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	5,000.00		
20 Pencil	Goods	10	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	500.00		
21 Battery AA - 4 pcs	Goods	30	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	6,000.00		
22 Battery AAA - 4 pcs	Goods	30	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	6,000.00		
23 Binder Clips	Goods	50	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	5,000.00		
24 Cutter	Goods	10	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	1,000.00		
25 Scissors	Goods	10	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	800.00		
26 Carbon Paper	Goods	220	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	440.00		
27 Expandable Folder	Goods	30	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	1,500.00		
28 White Folder with Cover	Goods	50	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	4,000.00		
29 Expandable Envelope	Goods	20	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	1,000.00		
30 Correction Tape	Goods	50	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	2,500.00		
31 Data File Box	Goods	50	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	7,500.00		
32 Data File Box with Cover	Goods	50	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	15,000.00		
33 Cutter Blade	Goods	42	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	84.00		
34 Engineers' Field Book	Goods	10	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	5,000.00		
35 Long Brown Envelope	Goods	150	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	750.00		

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36 A4 Brown Envelope	Goods	150	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	750.00		
37 Metal Fastener	Goods	15	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	750.00		
38 Glue	Goods	15	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	750.00		
39 Highlighter, Assorted Colors	Goods	25	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	2,500.00		
40 64GB USB 2.0 Flash Drive	Goods	15	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	30,000.00		
41 1TB Hard Drive	Goods	5	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	25,000.00		
42 Permanent Marker, Black	Goods	12	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	1,800.00		
43 Permanent Marker, Black	Goods	12	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	1,800.00		
44 Permanent Marker, Blue	Goods	12	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	1,800.00		
45 White Board Marker, Red	Goods	10	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	1,500.00		
46 White Board Marker, Blue	Goods	10	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	1,500.00		
47 White Board Marker, Red	Goods	10	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	1,500.00		
48 Paper Clips	Goods	25	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	250.00		
49 2-hole Puncher	Goods	400	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	2,000.00		
50 3-hole Puncher	Goods	400	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	2,000.00		
51 Record Book - 500 pages	Goods	15	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	7,500.00		
52 Record Book - 150 pages	Goods	15	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	7,500.00		
53 Rubber Bands	Goods	160	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	800.00		
54 Stapler	Goods	10	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	4,500.00		
55 Staple Wire	Goods	30	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	2,250.00		
56 Scotch Tape 24mm	Goods	50	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	5,000.00		
57 Scotch Tape 48mm	Goods	50	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	5,000.00		
58 Tape Dispenser, Table Top	Goods	5	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	750.00		

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59 Packaging Tape 48mm	Goods	50	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	2,500.00		
60 Masking Tape 24mm	Goods	50	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	5,000.00		
61 Masking Tape 48mm	Goods	50	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	5,000.00		
62 Label Maker/Tape Writer with Tapes	Goods	5	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	4,250.00		
63 A3 Size Clipboard	Goods	25	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	5,000.00		
64 A4 Size Clipboard	Goods	25	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	5,000.00		
65 Whiteboard (36x24 Inch)	Goods	5	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	1,750.00		
66 Whiteboard Eraser	Goods	10	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	1,000.00		
67 Document Frame (21 x 29.7 cm)	Goods	15	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	3,750.00		
68 Wall Sign Acrylic Display Frame	Goods	15	Direct Acquisition	NO	02/2026	09/2026	02/2026	PPA Corporate Operating Budget	4,500.00		

PORT POLICE DIVISION

Common Supplies

1 Laminating Film (250 microns) (9in x 50m)	Goods	36 rolls	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	27,000.00		
2 Retractable ID Sling	Goods	1200 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	48,000.00		
3 Alcohol 500 ml	Goods	36 btls	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	3,780.00		
4 Bond Paper A4 substance 20	Goods	24 reams	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	4,320.00		
5 Bondpaper Long Substance 20	Goods	24 reams	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	4,800.00		
6 Bondpaper Short Substance 20	Goods	36 reams	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	6,768.00		
7 Folder, Long	Goods	100 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	500.00		
8 Envelope Brown Long	Goods	80 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	240.00		
9 Envelope Brown Short	Goods	32 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	64.00		
10 Envelope Expandable	Goods	60 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	1,200.00		
11 Binder - legal	Goods	12 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	960.00		
12 Fastener metal	Goods	12 boxs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	480.00		

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13 Correction Tape	Goods	24 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	960.00		
14 Glue	Goods	4 bots	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	200.00		
15 Carbon Paper Blue, Legal Size, 100pcs per box	Goods	2 boxs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	1,000.00		
16 Highlighter (Stabilo)	Goods	16 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	560.00		
17 File Box	Goods	12 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	480.00		
18 Insecticide Aerosol 420 grms	Goods	6 cans	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	2,100.00		
19 Pen, Pentel pen Fine Black	Goods	6 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	240.00		
20 Pen, Pentel pen Fine Blue	Goods	6 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	240.00		
21 Pen, Ballpen Black, Push & Click, Water Gel	Goods	48 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	336.00		
22 Pen, Ballpen Blue, Push & Click, Water Gel	Goods	48 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	336.00		
23 Pen, Sign Pen .05 Black	Goods	12 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	420.00		
24 Pen, Sign Pen .05 Blue	Goods	12 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	420.00		
25 Whiteboard Marker black	Goods	6 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	270.00		
26 Whiteboard Marker blue	Goods	6 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	270.00		
27 Record Book 200 pages	Goods	4 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	280.00		
28 Record Book 500 pages	Goods	4 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	360.00		
29 Rubber Bands Big	Goods	1 boxs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	160.00		
30 Steel Tape (Heavy Duty, 5m)	Goods	2 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	698.00		
31 Scissors, heavy-duty	Goods	2 prs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	90.00		
32 Sharpener, single head cutter	Goods	2 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	400.00		
33 Stamp pad Felt Pad	Goods	4 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	200.00		
34 Stamp pad Ink Violet	Goods	6 bots	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	180.00		
35 Staple Remover	Goods	2 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	50.00		

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36 Staple Wire # 35	Goods	12 boxes	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	420.00		
37 Stapler, Heavy Duty	Goods	3 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	900.00		
38 File Tray, 2-layer, Metal	Goods	4 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	1,260.00		
39 Packaging Tape (3 inches x 90m, brown)	Goods	60 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	4,500.00		
40 Paper bag (brown, #12)	Goods	36 packs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	1,800.00		
41 Printer Ink (Epson 003 Bk)	Goods	12 bots	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	2,688.00		
42 Printer Ink (Epson 003 M)	Goods	12 bots	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	2,904.00		
43 Printer Ink (Epson 003 C)	Goods	12 bots	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	2,904.00		
44 Printer Ink (Epson 003 M)	Goods	12 bots	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	2,616.00		
45 Printer Ink (Brother BT 5000 Y)	Goods	12 bots	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	2,724.00		
46 Printer Ink (Brother BT 5000 M)	Goods	12 bots	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	2,724.00		
47 Printer Ink (Brother BT D60 BK)	Goods	12 bots	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	3,108.00		
48 Battery (Heavy Duty D, 2s)	Goods	20 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	1,555.00		
TMO-BALINGOAN											
1 Banner with Tassel, DOTr Logo, Back-to-Back, Sublimation, Size: 48 in x 36 in	Goods	One (1) banner, 48 inches x 36 inches, Back-to-Back, with Tassel, DOTr Logo, Sublimation, good for 1 year	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	3,000.00		
2 Banner with Tassel, PPA Logo, Back-to Back, Sublimation, Size: 48 in x 36 in	Goods	One (1) banner, 48 inches x 36 inches, Back-to-Back, with Tassel, PPA Logo, Sublimation, good for 1 year	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	3,000.00		
3 Battery AA, Alkaline, Heavy Duty (2/pack)	Goods	Thirty (30) pack, pieces per pack, AA, Alkaline, Heavy Duty	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	5,400.00		
4 Battery AAA , Alkaline, Heavy-duty (2/pack)	Goods	One (30) pack, Battery AAA, Alkaline, Heavy-duty	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	2,640.00		

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Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
5 Blade cutter, big	Goods	Six (6) pieces of Blade Cutter, big	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	90.00		
6 Battery, 9V (for manual metal detectors)	Goods	Thirty (30) pieces of Battery, 9V (for manual metal detectors)	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	57,600.00		
7 Binder Clips (big)	Goods	Ten (10) boxes of Binder Clips, big	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	700.00		
8 Binder Clips (small)	Goods	Ten (10) boxes of Binder Clips, small	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	700.00		
9 Bond Paper (long) 8.5 x 13" 70 GSM	Goods	One hundred (100) reams of Bond Paper, long, 8.5 x 13 inches, 70 GSM	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	16,380.00		
10 Bond Paper (short) 216 x 279 mm 70 GSM	Goods	Seventy-five (75) reams of Bond Paper, short, 216 x 279 mm, 70 GSM	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	43,680.00		
11 Bond Paper (A4) 210 x 297 mm 70 GSM	Goods	Thirty (30) reams of Bond Paper, A4, 210 x 297 mm, 70 GSM	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	1,040.00		
12 Caution/Danger Tape	Goods	Twelve (12) rolls of Caution / Danger Tape	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	43,200.00		
13 Computer Ink Epson 003 Black	Goods	Twelve (12) bottles of Epson 003 Ink, Black	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	16,800.00		
14 Computer Ink Epson 003 Cyan	Goods	One (1) bottle of Epson 003 Ink, Cyan	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	16,800.00		
15 Computer Ink Epson 003 Magenta	Goods	Twenty-four (24) bottles of Epson 003 Ink, Magenta	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	16,800.00		
16 Computer Ink Epson 003 Yellow	Goods	Twelve (12) bottles of Epson 003 Ink, Yellow	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	3,900.00		
17 Computer Ink Epson 664, Black	Goods	Twelve (12) bottles of Epson 664 Ink, Black	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	4,500.00		
18 Computer Ink Epson 664, Cyan	Goods	Twelve (12) bottles of Epson 664 Ink, Cyan	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	4,500.00		
19 Computer Ink Epson 664, Magenta	Goods	Six (6) bottles of Epson 664 Ink, Magenta	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	4,500.00		

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FINAL



Fiscal Year : CY 2026
End-User or Implementing Unit: PPA PMO MOC and Terminal Ports
Total Budget: 3,274,269.00

PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS		ATTACHED SUPPORTING DOCUMENTS	REMARKS
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20 Computer Ink Epson 664, Yellow	Goods	Six (6) bottles of Epson 664 Ink, Yellow	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	1,500.00		
21 Computer Keyboard, Wireless	Goods	Six (6) pieces of Wireless Computer Keyboard	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	4,500.00		
22 Computer Mouse, Wireless	Goods	Six (6) pieces of Wireless Computer Mouse	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	202,500.00		
23 Computer Paper 11 X 9 1/2, 3 ply, carbonized	Goods	Two (2) boxes of Computer Paper, 11 x 9 1/2 inches, 3-ply, carbonized	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	50,000.00		
24 Computer Ribbon Cartridge (HP LaserJet CE285AC)	Goods	Two (2) pieces of Computer Ribbon Cartridge (HP LaserJet CE285AC)	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	45,000.00		
25 Computer Ribbon refill	Goods	One hundred (100) rolls of Computer Ribbon Refill	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	48,000.00		
26 Computer Toner Cartridge OPT 12A	Goods	Twenty-five (25) pieces of Computer Toner Cartridge, OPT 12A	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	336.00		
27 Correction Fluid	Goods	Seven hundred fifty (750) pieces of Correction Fluid	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	360.00		
28 Correction Tape, 5m	Goods	Twenty-four (24) pieces of Correction Tape, 5 meters	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	840.00		
29 Cutter, 18mm Multi-Purpose, Heavy-Duty	Goods	Six (6) pieces of Cutter, 18 mm, multi-purpose, heavy-duty	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	1,750.00		
30 Data Folder, Long, Blue, 2 inches	Goods	Twelve (12) pieces of Data Folder, long, blue, 2 inches	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	140.00		
31 Date Stamp, self ink	Goods	Two (2) pieces of Date Stamp, self-inking	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	600.00		
32 Duct Tape (3")	Goods	Five (5) pieces of Duct Tape, 3 inches	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	840.00		
33 Envelope Brown Long	Goods	One (1) piece of Envelope, brown, long	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	600.00		
34 Envelope Brown Short	Goods	Two (2) pieces of Envelope, brown, short	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	3,600.00		

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35 Envelope Expandable (long)	Goods	One hundred twenty (120) pieces of Envelope, expandable, long	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	480.00		
36 Ergonomic mouse pad with wrist rest	Goods	One hundred twenty (120) pieces of Ergonomic Mouse Pad with Wrist Rest	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	560.00		
37 Fastener metal 8" Long	Goods	One hundred twenty (120) boxes of Metal Fastener, 8 inches long	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	2,800.00		
38 File Tray, 2-layer, Metal	Goods	Four (4) pieces of File Tray, 2-layer, metal	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	1,260.00		
39 Folder Expandable (Long)	Goods	Twenty (20) pieces of Folder, expandable, long	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	1,200.00		
40 Folder long	Goods	Zero (0) piece of Folder, long	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	350.00		
41 Folder short	Goods	Thirty (30) pieces of Folder, short	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	450.00		
42 Folder, A4	Goods	One hundred twenty (120) pieces of Folder, A4	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	255.00		
43 Glue gun	Goods	Fifty (50) units of Glue Gun	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	120.00		
44 Glue stick	Goods	Fifty (50) pieces of Glue Stick	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	336.00		
45 Glue, All purpose	Goods	One (1) jar of Glue, all-purpose	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	16,800.00		
46 HP 107A (W1107A) - (for HP Laser MFP 137 FWN Printer) Genuine	Goods	Ten (10) pieces of HP 107A (W1107A) Toner Cartridge, genuine	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	8,400.00		
47 Heavy Duty Stapler	Goods	Six (6) units of Heavy-Duty Stapler	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	540.00		
48 Highlighter (Stabilo)	Goods	Four (4) pieces of Highlighter (Stabilo)	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	8,120.00		
49 Kingston 64GB USB 2.0 Flash Drive	Goods	Four (4) units of Kingston 64GB USB 2.0 Flash Drive	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	2,750.00		

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50 Laminating film, 250 mic (for APUP/ID lamination)	Goods	Twelve (12) rolls of Laminating Film, 250 microns (for APUP/ID lamination)	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	65.00		
51 Map Pin	Goods	Four (4) packs of Map Pin	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	450.00		
52 MARKER, permanent, black, bullet type	Goods	Two (2) pieces of Permanent Marker, black, bullet type	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	450.00		
53 MARKER, permanent, blue, bullet type	Goods	One (1) piece of Permanent Marker, blue, bullet type	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	900.00		
54 MARKER, whiteboard, black	Goods	Six (6) pieces of Whiteboard Marker, black	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	900.00		
55 MARKER, whiteboard, blue	Goods	Six (6) pieces of Whiteboard Marker, blue	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	900.00		
56 MARKER, whiteboard, red	Goods	Twelve (12) pieces of Whiteboard Marker, red	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	660.00		
57 Masking Tape (big)	Goods	Twelve (12) pieces of Masking Tape, big	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	1,568.00		
58 multi-purpose scissor	Goods	Twelve (12) pieces of Multi-Purpose Scissor	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	660.00		
59 Packaging Tape (Big)	Goods	Twelve (12) pieces of Packaging Tape, big	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	150.00		
60 Paper Clip Jumbo (PVC/Plastic coated) 50mm	Goods	Four (4) boxes of Paper Clip, jumbo, 50 mm, PVC-coated	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	72.00		
61 Paper Clip Small (PVC/Plastic coated) 33mm	Goods	Twelve (12) boxes of Paper Clip, small, 33 mm, PVC-coated	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	960.00		
62 Paper Cutter Guillotine Trimmer Board, heavy duty, metal base, steel Blade for A4 A5 size	Goods	Six (6) units of Paper Cutter Guillotine Trimmer Board, heavy-duty, metal base	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	180.00		
63 Paper Fastener, PVC/Plastic, 50pcs./box	Goods	Six (6) boxes of Paper Fastener, PVC/Plastic, 50 pieces per box	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	1,320.00		
64 Pen, Ballpen Black, Push & Click, Water Gel	Goods	One (1) piece of Ballpen, black, push and click, water gel	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	660.00		

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65 Pen, Ballpen Blue, Push & Click, Water Gel	Goods	Four (4) pieces of Ballpen, blue, push and click, water gel	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	300.00		
66 Pen, Sign Pen .05 Black	Goods	One hundred twenty (120) pieces of Sign Pen, 0.5, black	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	300.00		
67 Pen, Sign Pen .05 Blue	Goods	Sixty (60) pieces of Sign Pen, 0.5, blue	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	360.00		
68 Pencil Mongol # 2	Goods	Thirty (30) pieces of Pencil, Mongol No. 2	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	630.00		
69 Philippine Flag (4 x 8)	Goods	Thirty (30) pieces of Philippine Flag, size 4 x 8 feet	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	600.00		
70 Philippine Flaglets	Goods	Thirty (30) pieces of Philippine Flaglets	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	840.00		
71 Photo paper, A4	Goods	One (1) pack of Photo Paper, A4	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	700.00		
72 Police Line Tape	Goods	Fifty (50) pieces of Police Line Tape	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	1,120.00		
73 Puncher, paper heavy duty	Goods	Four (4) pieces of Paper Puncher, heavy-duty	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	1,100.00		
74 Record Book 200 leaves	Goods	One (1) piece of Record Book, 200 leaves	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	25.00		
75 Ring Binder Size 1/2	Goods	Four (4) pieces of Ring Binder, size 1/2 inch	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	115.00		
76 Ring Binder Size 2"	Goods	Ten (10) pieces of Ring Binder, size 1 inch	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	90.00		
77 Ring Binder Size 1,	Goods	One (1) piece of Ring Binder, size 2 inches	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	280.00		
78 Sharpener, single head cutter	Goods	One (1) piece of Sharpener, single head cutter	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	350.00		
79 Special / sticker paper	Goods	Two (2) packs of Special / Sticker Paper	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	440.00		

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80 Stamp pad	Goods	One (1) pad of Stamp Pad	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	550.00		
81 Stamp pad ink	Goods	Five (5) bottles of Stamp Pad Ink	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	140.00		
82 Staple remover, plier type	Goods	Four (4) pieces of Staple Remover, plier type	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	900.00		
83 Staple Wire # 35	Goods	Ten (10) boxes of Staple Wire No. 35	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	1,680.00		
84 Stapler, Heavy Duty	Goods	Four (4) pieces of Stapler, heavy-duty	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	3,000.00		
85 Sticky Notes	Goods	Twelve (12) packs of Sticky Notes	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	150.00		
86 Tape dispenser, table top	Goods	Four (4) pieces of Tape Dispenser, table top	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	675.00		
87 Tape, Double Adhesive, Heavy-duty	Goods	Twelve (12) rolls of Double-Adhesive Tape, heavy-duty	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	390.00		
88 Tape, Masking 24 mm	Goods	One (1) roll of Masking Tape, 24 mm	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	420.00		
89 Tape, Masking 48 mm	Goods	Five (5) rolls of Masking Tape, 48 mm	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	300.00		
90 Tape, Packaging 48 mm	Goods	Six (6) rolls of Packaging Tape, 48 mm	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	300.00		
91 Tape, Transparent 24 mm	Goods	Six (6) rolls of Transparent Tape, 24 mm	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	100.00		
92 Whiteboard Eraser Small	Goods	Six (6) pieces of Whiteboard Eraser, small	Direct Acquisition	NO	02/2026	03/2026	within 10 days after receipt of Approved Purchase Order	PPA Corporate Operating Budget	50.00		
TMO-OPOL & Sub-Office, Lugait											
1 Air Freshener 500 ml	Goods	12 cans	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	3,600.00		
2 Alcohol 500 ml	Goods	36 btls	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	3,780.00		
3 Bond Paper A4 substance 20	Goods	32 reams	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	8,000.00		

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4 Bondpaper Long Substance 20	Goods	24 reams	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	6,600.00		
5 Folder, Long	Goods	100 pcss	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	1,000.00		
6 Envelope Brown Long	Goods	60 pcss	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	300.00		
7 Envelope Brown Short	Goods	32 pcss	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	160.00		
8 Envelope Expandable	Goods	32 pcss	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	1,600.00		
9 EDP Binder - legal	Goods	12 pcss	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	1,200.00		
10 Eraser, Pencil	Goods	2 pcss	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	40.00		
11 Fastener metal	Goods	12 boxs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	1,200.00		
12 Correction Tape	Goods	2 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	120.00		
13 Glue	Goods	1 bots	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	150.00		
14 Calculator (Solar)	Goods	2 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	3,000.00		
15 Highlighter (Stabilo)	Goods	12 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	600.00		
16 Clip, Backfold, 2", 50mm, 12 pcs/box	Goods	2 boxs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	100.00		
17 Clip, Big Bulldog, 3"	Goods	12 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	420.00		
18 Fastener metal 8" Long	Goods	2 boxs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	300.00		
19 File Box	Goods	12 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	900.00		
20 Insecticide Aerosol 420 grms	Goods	6 cans	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	2,100.00		
21 Pen, Pentel pen Fine Black	Goods	6 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	360.00		
22 Pen, Pentel pen Fine Blue	Goods	2 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	120.00		
23 Pen, Ballpen Black, Push & Click, Water Gel	Goods	4 box(50pcs)s	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	1,600.00		
24 Pen, Ballpen Blue, Push & Click, Water Gel	Goods	1 box(50pcs)s	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	400.00		
25 Pen, Sign Pen .05 Black	Goods	2 box(50pcs)s	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	1,000.00		
26 Pen, Sign Pen .05 Blue	Goods	1 box(50pcs)s	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	500.00		

Philippine Ports Authority
Port Management Office of Misamis Oriental/Cagayan de Oro
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01
OFFICE SUPPLIES EXPENSES
CY 2026

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FINAL



Fiscal Year : CY 2026
End-User or Implementing Unit: PPA PMO MOC and Terminal Ports
Total Budget: 3,274,269.00

PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS		ATTACHED SUPPORTING DOCUMENTS	REMARKS
General Description and Objective of the Project to be Procured	Type of the Project to be Procured (whether Goods, Infrastructure and Consulting Services)	Quantity and Size of the Project to be Procured	Recommended Mode of Procurement	Pre-Procurement Conference, if applicable (Yes/No)	Start of Procurement Activity	End of Procurement Activity	Expected Delivery/ Implementation Period	Source of Funds	Estimated Budget / Authorized Budgetary Allocation (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
27 Whiteboard Marker black	Goods	6 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	360.00		
28 Whiteboard Marker blue	Goods	2 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	120.00		
29 Record Book 200 pages	Goods	8 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	1,200.00		
30 Rubber Bands Big	Goods	2 boxs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	320.00		
31 Ruler 12"	Goods	2 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	100.00		
32 Scissors, heavy-duty	Goods	2 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	400.00		
33 Sharpener, single head cutter	Goods	2 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	600.00		
34 Stampad Felt Pad	Goods	2 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	100.00		
35 Stampad Ink Violet	Goods	6 bots	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	180.00		
36 Staple Remover	Goods	2 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	150.00		
37 Staple Wire # 35	Goods	12 boxs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	600.00		
38 Stapler, Heavy Duty	Goods	3 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	900.00		
39 Puncher	Goods	2 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	600.00		
40 Computer Mouse fast (Tech)	Goods	3 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	3,000.00		
41 File Tray, 2-layer, Metal	Goods	2 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	800.00		
42 ID Sling	Goods	60 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	1,500.00		
43 Computer Toner Cartridge OPT 35A	Goods	12 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	24,000.00		
44 Computer Ribbon Cartridge #16532 LX 310	Goods	12 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	6,000.00		
45 USB, Flashdrive 16g	Goods	3 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	1,800.00		
46 USB, External Drive 1TB	Goods	1 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	4,000.00		
47 Dustpans	Goods	6 pcss	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	900.00		
48 Wood Brooms	Goods	12 pcss	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	1,800.00		
49 Sacks	Goods	96 pcss	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	1,152.00		

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OFFICE SUPPLIES EXPENSES

CY 2026

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Fiscal Year : CY 2026
End-User or Implementing Unit: PPA PMO MOC and Terminal Ports
Total Budget: 3,274,269.00

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Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
50 Detergent soap (powder 1kg)	Goods	24 pcss	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	1,920.00		
51 Liquid Toilet Cleaner (900ml/bottle)	Goods	24 bots	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	4,680.00		
52 Floor Cleaning Mop (micro-fiber)	Goods	8 pcss	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	960.00		
53 Cleaning Cloth (micro-fiber - 10pcs/pack)	Goods	4 packs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	1,200.00		
54 Glass Cleaner (500ml/bot)	Goods	12 bots	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	1,800.00		
55 Window Glass Cleaner	Goods	4 pcss	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	800.00		
TMO-CAMIGUIN											

Common Supplies

1 Acrylic Stand, L-Shape, A4, Portrait	Goods	1 pc	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	490.00		
2 ASEAN Banner (double-sided print), Sublimation, Size: 4ft x 8ft Blue: Pantone 286 or Process Colour 100C 60M 0Y 6K Red: Pantone Red 032 or Process Colour 0C 91M 87Y 0K Yellow: Pantone Process Yellow or Process Colour 0C 0M 100Y 0K	Goods	1 pc	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	8,000.00		
3 Banner with Tassle, DOTr Logo, Back-to Back, Sublimation, Size: 48 in x 36 in	Goods	1 pc	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	3,000.00		
4 Banner with Tassle, PPA Logo, Back-to Back, Sublimation, Size: 48 in x 36 in	Goods	1 pc	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	3,000.00		
5 Battery AA, Alkaline, Heavy Duty (2/pack)	Goods	20 packs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	1,800.00		
6 Battery AAA, Alkaline, Heavy-duty (2/pack)	Goods	20 packs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	2,200.00		
7 Battery button cell CR2032, 2V	Goods	20 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	700.00		
8 Blade cutter, big	Goods	6 tubes	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	90.00		
9 Battery, 9V (for manual metal detectors)	Goods	20 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	2,400.00		
10 Binder Clips (big)	Goods	10 boxs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	700.00		
11 Binder Clips (small)	Goods	10 boxs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	700.00		
12 Bondpaper Long 56 GSM	Goods	100 reams	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	17,500.00		
13 Bondpaper A4 70 GSM	Goods	80 reams	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	56,000.00		

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OFFICE SUPPLIES EXPENSES
CY 2026



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Fiscal Year : CY 2026
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Column 1		Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
14	Bond Paper - 8.5 x 11" Substance 20	Goods	12 reams	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	5,040.00		
15	Bond Paper 8.5 x 13" 70 GSM	Goods	12 reams	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	4,500.00		
16	Caution/Danger Tape	Goods	1 PCSs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	700.00		
17	Computer Ink Epson 003 Black	Goods	24 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	14,400.00		
18	Computer Ink Epson 003 Cyan	Goods	12 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	8,400.00		
19	Computer Ink Epson 003 Magenta	Goods	12 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	8,400.00		
20	Computer Ink Epson 003 Yellow	Goods	12 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	8,400.00		
21	Computer Ink Canon 790, Black	Goods	16 bottles	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	10,400.00		
22	Computer Ink Canon 790, Cyan	Goods	12 bottles	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	9,000.00		
23	Computer Ink Canon 790, Magenta	Goods	12 bottles	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	9,000.00		
24	Computer Ink Canon 790, Yellow	Goods	12 bottles	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	9,000.00		
25	Computer Keyboard, Wired	Goods	4 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	6,000.00		
26	Computer Mouse, Wired	Goods	4 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	3,600.00		
27	Continuous Paper 11 X 9 1/2, 3 ply, carbonized	Goods	200 boxes	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	270,000.00		
28	EPSON LQ- 310 CARTRIDGE	Goods	40 rolls	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	5,000.00		
29	Correction Fluid	Goods	6 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	336.00		
30	Correction Tape, 5m	Goods	12 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	360.00		
31	Cutter, 18mm Multi-Purpose, Heavy-Duty	Goods	2 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	840.00		
32	Data Folder, Long, Blue, 2 inches	Goods	5 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	1,750.00		
33	DATING STAMPING MACHINE	Goods	1 piece	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	90.00		
34	Double Sided Tape	Goods	5 pcs.s	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	1,050.00		
35	Duct Tape (3")	Goods	2 PCSs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	600.00		
36	Envelope Brown Long	Goods	120 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	840.00		

Philippine Ports Authority
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PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01
OFFICE SUPPLIES EXPENSES
CY 2026



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FINAL



Fiscal Year : CY 2026
End-User or Implementing Unit: PPA PMO MOC and Terminal Ports
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Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
37 Envelope Brown Short	Goods	120 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	600.00		
38 Envelope Expandable (long)	Goods	120 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	3,600.00		
39 Ergonomic mouse pad with wrist rest	Goods	4 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	480.00		
40 Fastener metal 8" Long	Goods	4 boxs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	560.00		
41 File Box	Goods	20 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	2,800.00		
42 File Tray, 2-layer, Metal	Goods	10 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	7,000.00		
43 Folder Expandable (Long)	Goods	30 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	1,260.00		
44 Folder long	Goods	120 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	1,200.00		
45 Folder short	Goods	50 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	350.00		
46 Folder, A4	Goods	50 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	450.00		
47 Glue gun	Goods	1 unit	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	255.00		
48 Glue stick	Goods	10 pcs.s	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	120.00		
49 Glue, All purpose	Goods	6 jars	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	336.00		
50 HP 107A (W1107A) - (for HP Laser MFP 137 FNNW Printer) Genuine	Goods	15 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	63,000.00		
51 Heavy Duty Stapler	Goods	4 units	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	8,400.00		
52 Highlighter (Stabilo)	Goods	12 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	540.00		
53 Kingston 64GB USB 2.0 Flash Drive	Goods	4 units	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	8,120.00		
54 Laminating film, 250 mic (for APUP/ID lamination)	Goods	2 rolls	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	2,750.00		
55 Map Pin	Goods	1 pck	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	65.00		
56 MARKER, permanent, black, bullet type	Goods	6 pieces	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	450.00		
57 MARKER, permanent, blue, bullet type	Goods	6 pieces	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	450.00		
58 MARKER, whiteboard, black	Goods	12 pieces	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	900.00		
59 MARKER, whiteboard, blue	Goods	12 pieces	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	900.00		

Philippine Ports Authority
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Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
60 MARKER, whiteboard, red	Goods	6 pieces	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	450.00		
61 Masking Tape (big)	Goods	12 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	660.00		
62 multi-purpose scissor	Goods	4 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	1,568.00		
63 Packaging Tape (Big)	Goods	12 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	660.00		
64 Paper Clip Jumbo (PVC/Plastic coated) 50mm	Goods	6 boxes	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	150.00		
65 Paper Clip Small (PVC/Plastic coated) 33mm	Goods	6 boxes	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	72.00		
66 Paper Cutter Guillotine Trimmer Board, heavy duty, metal base, s	Goods	1 unit	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	960.00		
67 Paper Fastener, PVC/Plastic, 50pcs /box	Goods	4 boxes	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	180.00		
68 Pen, Ballpen Black, Push & Click, Water Gel	Goods	120 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	1,320.00		
69 Pen, Ballpen Blue, Push & Click, Water Gel	Goods	60 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	660.00		
70 Pen, Sign Pen .05 Black	Goods	5 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	25.00		
71 Pen, Sign Pen .05 Blue	Goods	5 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	25.00		
72 Pencil Mongol # 2	Goods	30 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	360.00		
73 Philippine Flag (4 x 8)	Goods	1 pc	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	630.00		
74 Philippine Flaglets	Goods	50 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	600.00		
75 Photo paper, A4	Goods	4 packs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	840.00		
76 Police Line Tape	Goods	1 PC	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	700.00		
77 Puncher, paper heavy duty	Goods	2 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	560.00		
78 Record Book 200 leaves	Goods	10 pcs.s	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	1,100.00		
79 Ring Binder Size 1/2	Goods	1 lgths	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	25.00		
80 Ring Binder Size 2"	Goods	1 lgths	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	115.00		
81 Ring Binder Size 1,	Goods	2 lgths	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	90.00		
82 Sharpener, single head cutter	Goods	1 pc	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	280.00		

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OFFICE SUPPLIES EXPENSES

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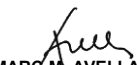
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Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
83 Special / sticker paper	Goods	5 pcks	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	350.00		
84 Stamp pad	Goods	4 pads	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	440.00		
85 Stamp pad ink	Goods	10 btls	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	550.00		
86 STAPLE REMOVER, plier type	Goods	4 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	140.00		
87 Staple Wire # 35	Goods	12 boxs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	900.00		
88 Stapler, Heavy Duty	Goods	4 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	1,680.00		
89 Sticky Notes	Goods	12 packs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	3,000.00		
90 TAPE DISPENSER, table top	Goods	2 pcs	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	300.00		
91 Tape, Double Adhesive, Heavy-duty	Goods	2 rolls	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	270.00		
92 Tape, Masking 24 mm	Goods	6 rolls	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	390.00		
93 TAPE, MASKING, 48mm	Goods	6 rolls	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	420.00		
94 Tape, Packaging 48 mm	Goods	6 rolls	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	300.00		
95 Tape, Transparent 24 mm	Goods	6 rolls	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	300.00		
96 Whiteboard Eraser Small	Goods	2 spools	Direct Acquisition	NO	01/2026	12/2026	02/2026	PPA Corporate Operating Budget	100.00		
TOTAL BUDGET									3,274,269.00		

Consolidated by:


MARC M. AVELLANA
Head, BAC Secretariat/Acting Principal Engineer A

Date: January 28, 2026

Submitted by:


MEDARDO I. SOSOBRAO, JR.
BAC Chairperson/Port Police Division Manager

Date: January 28, 2026

Approved by:

FERNANDO B. MAPALO, JR.
Port Manager, PMO MOC

Date: _____