

Philippine Ports Authority
Port Management Office - Zamboanga del Norte



ANNUAL PROCUREMENT PLAN FOR FY 2026

☐ INDICATIVE ☐ FINAL ☒ UPDATED [Version No. 02]

PROCUREMENT PROJECT DETAILS						PROJECTED TIMELINE (MM/YYYY)		FUNDING DETAILS		PROCUREMENT STRATEGY OR TOOLS	REMARKS (Other relevant descriptions of the procurement project, if applicable)
Project Title	End-User or Implementing Unit	General Description of the Project	Mode of Procurement	To be covered by an Early Procurement Activity? (Yes/No)	Criteria for Bid Evaluation (Including Sustainability and Domestic Preference)	Start of Procurement Activity	End of Procurement Activity	Source of Fund	Estimated Budget / Approved Budget for the Contract (PhP)		
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
General Requirements											
(BP Form 305) Accountable Forms Expenses	Administrative Division	Goods-Supply and Delivery of Accountable Forms 1st Quarter CY 2026	Direct Contracting	No	N/A	02/2026	03/2026	Corporate Budget	₱250,000.00	Delivery from HO upon request of this PMO	For 1st Quarter CY 2026.
(BP Form 305) Accountable Forms Expenses	Administrative Division	Goods-Supply and Delivery of Accountable Forms 2nd Quarter CY 2026	Direct Contracting	No	N/A	02/2026	03/2026	Corporate Budget	₱250,000.00	Delivery from HO upon request of this PMO	For 2nd Quarter CY 2026.
(BP Form 305) Accountable Forms Expenses	Administrative Division	Goods-Supply and Delivery of Accountable Forms 3rd Quarter CY 2026	Direct Contracting	No	N/A	02/2026	03/2026	Corporate Budget	₱250,000.00	Delivery from HO upon request of this PMO	For 3rd Quarter CY 2026.
(BP Form 305) Accountable Forms Expenses	Administrative Division	Goods-Supply and Delivery of Accountable Forms 4th Quarter CY 2026	Direct Contracting	No	N/A	02/2026	03/2026	Corporate Budget	₱250,000.00	Delivery from HO upon request of this PMO	For 4th Quarter CY 2026.
(BP Form 307) Fuel, Oil and Lubricants Expenses	Administrative Division	Goods-Procurement of 1st Semester Fuel, Oil and Lubricants	Direct Contracting	No	N/A	01/2026	02/2026	Corporate Budget	₱600,000.00	Renewal of Regular and Recurring Expenses	For 1st Semester CY 2026
(BP Form 307) Fuel, Oil and Lubricants Expenses	Administrative Division	Goods-Procurement of 2nd Semester Fuel, Oil and Lubricants	Direct Contracting	No	N/A	05/2026	06/2026	Corporate Budget	₱600,000.00	Renewal of Regular and Recurring Expenses	For 2nd Semester CY 2026.
(BP Form 312) Water Expenses	Administrative Division	Goods-Procurement of Water Services/Expenses	Direct Contracting	No	N/A	01/2026	12/2026	Corporate Budget	₱500,000.00	Renewal of Regular and Recurring Expenses	For monthly implementation
(BP Form 313) Electrical Expenses	Administrative Division	Goods-Procurement of Electrical Services	Direct Contracting	No	N/A	01/2026	12/2026	Corporate Budget	₱4,000,000.00	Renewal of Regular and Recurring Expenses	For monthly implementation

Postage and Courier Services	Administrative Division	Goods-Procurement of 1st Semester Postage and Courier Services	Direct Contracting	No	N/A	01/2026	02/2026	Corporate Budget	₱12,500.00	Renewal of Regular and Recurring Expenses	For 1st Semester CY 2026
Postage and Courier Services	Administrative Division	Goods-Procurement of 2nd Semester Postage and Courier Services	Direct Contracting	No	N/A	05/2026	06/2026	Corporate Budget	₱12,500.00	Renewal of Regular and Recurring Expenses	For 2nd Semester CY 2026
(BP Form 315) Telephone Expenses - Landline	Administrative Division	Goods-Procurement of Telephone Expenses - Landline	Direct Contracting	No	N/A	01/2026	12/2026	Corporate Budget	₱20,000.00	Renewal of Regular and Recurring Expenses	For monthly implementation
(BP Form 315) Internet Subscription Expenses	Administrative Division	Goods-Procurement of Internet Subscription Services	Direct Contracting	No	N/A	01/2026	12/2026	Corporate Budget	₱200,000.00	Renewal of Regular and Recurring Expenses	For monthly implementation
(BP Form 315) Cable, Satellite, Telegraph and Radio Expenses	Administrative Division	Goods-Procurement of Cable, Satellite, Telegraph and Radio Services	Direct Contracting	No	N/A	01/2026	12/2026	Corporate Budget	₱22,000.00	Renewal of Regular and Recurring Expenses	For monthly implementation
(BP Form 326) Other Professional Expenses	Administrative Division	Services - Procurement of Other Professional Services	Direct Contracting	No	N/A	01/2026	12/2026	Corporate Budget	₱19,745,371.00	Renewal of Regular and Recurring Expenses	Per Contract Scheduled
(BP Form 327) Environment/Sanitary Services	Administrative Division	Goods and Services - Procurement of Environment/Sanitary Services	Small Value Procurement	No	LCRB	01/2026	12/2026	Corporate Budget	₱50,000.00	Market Scoping	1st to 4th quarter requirement
(BP Form 328) Janitorial Services	Administrative Division	Services - Procurement of Janitorial Services	Competitive Bidding	No	LCRB	01/2026	12/2026	Corporate Budget	₱4,768,726.00	Renewal of Regular and Recurring Expenses	Per Contract Scheduled
(BP Form 329) Security Services - Agency Fee	Administrative Division	Services - Procurement of Security Services	Competitive Bidding	No	LCRB	01/2026	12/2026	Corporate Budget	₱3,814,024.00	Renewal of Regular and Recurring Expenses	Per Contract Scheduled
(BP Form 329) Security Services - Security Guard Salaries	Administrative Division	Services - Procurement of Security Services	Competitive Bidding	No	LCRB	01/2026	12/2026	Corporate Budget	₱15,474,376.00	Renewal of Regular and Recurring Expenses	Per Contract Scheduled
(BP Form 330) Other General Services	Administrative Division	Services - Procurement of Other General Services	Direct Contracting	No	N/A	01/2026	12/2026	Corporate Budget	₱4,306,920.00	Renewal of Regular and Recurring Expenses	Per Contract Scheduled
(BP Form 331-A) Repairs and Maintenance - Office Equipment	Administrative Division	Goods and Services - Repair and Maintenance of Office Equipment	Small Value Procurement / Direct Acquisition	No	LCRB	01/2026	12/2026	Corporate Budget	₱250,000.00	Market Scoping	Per Scheduled Annual Maintenance Program
(BP Form 331-A) Repairs and Maintenance - Information and Communication Technology Equipment	Administrative Division	Goods and Services - Repairs and Maintenance - Information and Communication Technology Equipment	Small Value Procurement / Direct Acquisition	No	LCRB	01/2026	12/2026	Corporate Budget	₱50,000.00	Market Scoping	As Needed by this PMO

(BP Form 331-A) Repairs and Maintenance - Technical and Scientific Equipment	Administrative Division	Goods and Services - Repairs and Maintenance - Technical and Scientific Equipment	Small Value Procurement / Direct Acquisition	No	LCRB	01/2026	12/2026	Corporate Budget	₱80,000.00	Market Scoping	As Needed by this PMO
(BP Form 331-A) Repairs and Maintenance - Other Machinery and Equipment	Administrative Division	Goods and Services - Repairs and Maintenance - Other Machinery and Equipment	Small Value Procurement / Direct Acquisition	No	LCRB	01/2026	12/2026	Corporate Budget	₱100,000.00	Market Scoping	Per Scheduled Annual Maintenance Program
(BP Form 332) Repairs and Maintenance - Motor Vehicles	Administrative Division	Goods and Services - Repairs and Maintenance - Motor Vehicles	Small Value Procurement / Direct Acquisition	No	LCRB	01/2026	12/2026	Corporate Budget	₱500,000.00	Market Scoping	Per Scheduled Annual Maintenance Program
Repairs and Maintenance - Furniture and Fixtures	Administrative Division	Goods and Services - Repairs and Maintenance - Furnitures and Fixtures	Small Value Procurement / Direct Acquisition	No	LCRB	01/2026	12/2026	Corporate Budget	₱10,000.00	Market Scoping	Per Scheduled Annual Maintenance Program
(BP Form 338) Vehicle Registration	Administrative Division	Services - Vehicle Registration	Negotiated Procurement - Agency to Agency	No	LCRB	01/2026	12/2026	Corporate Budget	₱38,066.00	Renewal of Regular and Recurring Expenses	CY 2026 Requirement by LTO
Other Taxes, Duties and Premiums	Administrative Division	Services - Other Taxes, Duties and Premiums	Negotiated Procurement - Agency to Agency	No	LCRB	01/2026	12/2026	Corporate Budget	₱10,000.00	Renewal of Regular and Recurring Expenses	CY 2026 Requirement by BIR, etc.
(BP Form 340) Fidelity Bond Premiums	Administrative Division	Services - Fidelity Bond Premiums	Negotiated Procurement - Agency to Agency	No	LCRB	01/2026	12/2026	Corporate Budget	₱436,507.00	Renewal of Regular and Recurring Expenses	CY 2026 Requirement by Bureau of the Treasury
(BP Form 342) Insurance - Motor Vehicles	Administrative Division	Services - Insurance - Motor Vehicles	Negotiated Procurement - Agency to Agency	No	LCRB	01/2026	12/2026	Corporate Budget	₱96,639.00	Renewal of Regular and Recurring Expenses	CY 2026 Requirement by GSIS
(BP Form 346) Representation Expenses	Administrative Division	Goods and Services - Representation Expenses	Small Value Procurement / Direct Acquisition	No	LCRB	01/2026	12/2026	Corporate Budget	₱500,000.00	Market Scoping	As Needed by this PMO
(BP Form 331) Preventive Maintenance of Port Facilities, Port of Dapitan, Dapitan City, Zamboanga del Norte	Engineering Services Division	Goods	To be taken by administration	No	LCRB	N/A	N/A	Corporate Budget	₱995,900.00	Program of Works	To be undertaken by Administration c/o Engineering Services Division Maintenance Personnel
(BP Form 331) Preventive Maintenance of Port Facilities, Ports of Lamao, Lioy, and Port of Sindangan, Zamboanga del Norte	Engineering Services Division	Goods	To be taken by administration	No	LCRB	N/A	N/A	Corporate Budget	₱997,800.00	Program of Works	To be undertaken by Administration c/o Engineering Services Division Maintenance Personnel
(BP Form 331) Maintenance of Water Supply at TMO - Lioy, Zamboanga del Norte	Engineering Services Division	Infrastructure	Small Value Procurement	No	LCRB	06/2026	09/2026	Corporate Budget	₱998,265.45	Program of Works	To be undertaken by Contract
(BP Form 331) Maintenance of PSD Office, Port of Dapitan, Zamboanga del Norte	Engineering Services Division	Infrastructure	Small Value Procurement	No	LCRB	06/2026	09/2026	Corporate Budget	₱999,900.76	Program of Works	To be undertaken by Contract

(BP Form 331) Maintenance of Canopies at TMO - Sindangan, Zamboanga del Norte, Zamboanga del Norte	Engineering Services Division	Infrastructure	Small Value Procurement	No	LCRB	06/2026	09/2026	Corporate Budget	₱998,506.85	Program of Works	To be undertaken by Contract
(BP Form 331) Maintenance of Passenger Terminal Office Building, Port of Dapitan, Zamboanga del Norte	Engineering Services Division	Infrastructure	Small Value Procurement	No	LCRB	06/2026	09/2026	Corporate Budget	₱999,593.79	Program of Works	To be undertaken by Contract
(BP Form 331) Maintenance/ Repainting of PICO Building, Port of Dapitan, Zamboanga del Norte	Engineering Services Division	Infrastructure	Small Value Procurement	No	LCRB	06/2026	08/2026	Corporate Budget	₱997,757.38	Program of Works	To be undertaken by Contract
(BP Form 331) Maintenance/ Repainting of PPD Building, Port of Dapitan, Zamboanga del Norte	Engineering Services Division	Infrastructure	Small Value Procurement	No	LCRB	06/2026	09/2026	Corporate Budget	₱998,284.69	Program of Works	To be undertaken by Contract
(BP Form 331) Maintenance of TMO Sindangan Waterline System, and Electrical Rewiring, Port of Sindangan, Zamboanga del Norte	Engineering Services Division	Infrastructure	Small Value Procurement	No	LCRB	06/2026	08/2026	Corporate Budget	₱994,606.80	Program of Works	To be undertaken by Contract
(BP Form 331) Maintenance of Port Lighting System, Rewiring, and Perimeter Fence, Port of Lamac, Lilo, Zamboanga Del Norte	Engineering Services Division	Infrastructure	Small Value Procurement	No	LCRB	06/2026	08/2026	Corporate Budget	₱998,435.50	Program of Works	To be undertaken by Contract
(BP Form 331) Maintenance of RC Deck, Port of Sindangan, Zamboanga Del Norte	Engineering Services Division	Infrastructure	Small Value Procurement	No	LCRB	06/2026	08/2026	Corporate Budget	₱948,949.20	Program of Works	To be undertaken by Contract
(BP Form 331) Maintenance of Water Supply at PTB2 and Old PM's Quarter, Zamboanga del Norte	Engineering Services Division	Infrastructure	Small Value Procurement	No	LCRB	06/2026	08/2026	Corporate Budget	₱994,703.46	Program of Works	To be undertaken by Contract
Maintenance of Cargo Shed, Port of Dapitan, Dapitan City	Engineering Services Division	Infrastructure	Small Value Procurement	No	LCRB	10/2026	12/2026	Corporate Budget	₱999,787.00	Program of Works	To be undertaken by Contract
Maintenance of Administrative Lobby, Port of Dapitan, Dapitan City	Engineering Services Division	Infrastructure	Small Value Procurement	No	LCRB	10/2026	12/2026	Corporate Budget	₱999,992.00	Program of Works	To be undertaken by Contract
Maintenance of CHB Perimeter Fence, Port of Dapitan	Engineering Services Division	Infrastructure	Small Value Procurement	No	LCRB	10/2026	12/2026	Corporate Budget	₱999,854.00	Program of Works	To be undertaken by Contract
Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009											
(BP Form 306) Medical, Dental and Laboratory Supplies Expenses	Administrative Division	Goods-Supply and Delivery of Medical, Dental and Supplies Expenses for 1st Quarter CY 2026	Direct Acquisition	No	N/A	02/2026	03/2026	Corporate Budget	₱17,500.00	Market Scoping	For 1st Quarter CY 2026

(BP Form 306) Medical, Dental and Laboratory Supplies Expenses	Administrative Division	Goods-Supply and Delivery of Medical, Dental and Supplies Expenses for 2nd Quarter CY 2026.	Direct Acquisition	No	N/A	04/2026	05/2026	Corporate Budget	₱17,500.00	Market Scoping	For 2nd Quarter CY 2026.
(BP Form 306) Medical, Dental and Laboratory Supplies Expenses	Administrative Division	Goods-Supply and Delivery of Medical, Dental and Supplies Expenses for 3rd Quarter CY 2026.	Direct Acquisition	No	N/A	07/2026	08/2026	Corporate Budget	₱17,500.00	Market Scoping	For 3rd Quarter CY 2026.
(BP Form 306) Medical, Dental and Laboratory Supplies Expenses	Administrative Division	Goods-Supply and Delivery of Medical, Dental and Supplies Expenses for 4th Quarter CY 2026.	Direct Acquisition	No	N/A	10/2026	11/2026	Corporate Budget	₱17,500.00	Market Scoping	For 4th Quarter CY 2026.
(BP Form 304) Common-Use Supplies not Available at PS-DBM	Administrative Division	Goods-Procurement of 1st Quarter Office Supplies not available at PS-DBM	Direct Acquisition	No	N/A	02/2026	03/2026	Corporate Budget	₱175,000.00	Market Scoping	For 1st Quarter CY 2026.
(BP Form 304) Common-Use Supplies not Available at PS-DBM	Administrative Division	Goods-Procurement of 2nd Quarter Office Supplies not available at PS-DBM	Direct Acquisition	No	N/A	04/2026	05/2026	Corporate Budget	₱175,000.00	Market Scoping	For 2nd Quarter CY 2026.
(BP Form 304) Common-Use Supplies not Available at PS-DBM	Administrative Division	Goods-Procurement of 3rd Quarter Office Supplies not available at PS-DBM	Direct Acquisition	No	N/A	07/2026	08/2026	Corporate Budget	₱175,000.00	Market Scoping	For 3rd Quarter CY 2026.
(BP Form 304) Common-Use Supplies not Available at PS-DBM	Administrative Division	Goods-Procurement of 4th Quarter Office Supplies not available at PS-DBM	Direct Acquisition	No	N/A	10/2026	11/2026	Corporate Budget	₱175,000.00	Market Scoping	For 4th Quarter CY 2026.
(BP Form 309) Semi-Expendable Machinery and Equipment Expenses	Administrative Division	Goods-Procurement of Semi-Expendable Machinery and Equipment	Direct Acquisition	No	N/A	02/2026	03/2026	Corporate Budget	₱125,000.00	Market Scoping	For 1st Quarter CY 2026.
(BP Form 309) Semi-Expendable Machinery and Equipment Expenses	Administrative Division	Goods-Procurement of Semi-Expendable Machinery and Equipment	Direct Acquisition	No	N/A	04/2026	05/2026	Corporate Budget	₱125,000.00	Market Scoping	For 2nd Quarter CY 2026.
(BP Form 309) Semi-Expendable Machinery and Equipment Expenses	Administrative Division	Goods-Procurement of Semi-Expendable Machinery and Equipment	Direct Acquisition	No	N/A	07/2026	08/2026	Corporate Budget	₱125,000.00	Market Scoping	For 3rd Quarter CY 2026.
(BP Form 309) Semi-Expendable Machinery and Equipment Expenses	Administrative Division	Goods-Procurement of Semi-Expendable Machinery and Equipment	Direct Acquisition	No	N/A	10/2026	11/2026	Corporate Budget	₱125,000.00	Market Scoping	For 4th Quarter CY 2026.
(BP Form 310) Semi-Expendable Furniture, Fixtures and Books Expenses	Administrative Division	Goods-Procurement of Semi-Expendable Furniture, Fixtures and Books	Direct Acquisition	No	N/A	02/2026	03/2026	Corporate Budget	₱50,000.00	Market Scoping	For 1st Quarter CY 2026.
(BP Form 310) Semi-Expendable Furniture, Fixtures and Books Expenses	Administrative Division	Goods-Procurement of Semi-Expendable Furniture, Fixtures and Books	Direct Acquisition	No	N/A	04/2026	05/2026	Corporate Budget	₱50,000.00	Market Scoping	For 2nd Quarter CY 2026.

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Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)											
(BP Form 304) Common-Use Supplies not Available at PS-DBM	Administrative Division	Goods-Procurement of 1st Quarter Office Supplies not available at PS-DBM	Direct Contracting	No	N/A	02/2026	03/2026	Corporate Budget	₱175,000.00	LCA / LCCA	For 1st Quarter CY 2026
(BP Form 304) Common-Use Supplies not Available at PS-DBM	Administrative Division	Goods-Procurement of 2nd Quarter Office Supplies not available at PS-DBM	Direct Contracting	No	N/A	04/2026	05/2026	Corporate Budget	₱175,000.00	LCA / LCCA	For 2nd Quarter CY 2026
(BP Form 304) Common-Use Supplies not Available at PS-DBM	Administrative Division	Goods-Procurement of 3rd Quarter Office Supplies not available at PS-DBM	Direct Contracting	No	N/A	07/2026	08/2026	Corporate Budget	₱175,000.00	LCA / LCCA	For 3rd Quarter CY 2026
(BP Form 304) Common-Use Supplies not Available at PS-DBM	Administrative Division	Goods-Procurement of 4th Quarter Office Supplies not available at PS-DBM	Direct Contracting	No	N/A	10/2026	11/2026	Corporate Budget	₱175,000.00	LCA / LCCA	For 4th Quarter CY 2026

Note: Insert additional rows as necessary

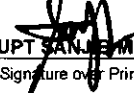
Total Amount of Estimated Budget for EPA Projects:
Total Amount of CSEs to be purchased from PS-DBM:
Total Amount of Estimated Budget:

₱700,000.00
₱83,255,225.13

Prepared by:


ENGR. ARXEL D. CANTILA
Signature over Printed Name
Position/Designation
Bids and Awards Committee Secretariat
Date : 10/21/2026

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


PPSUPT. SAN JEM M. JUMAANI
Signature over Printed Name
Position/Designation
Bids and Awards Committee Chairperson
Date : 10/21/2026

Approved by:


ENGR. SUBANRIO I. JIM
Signature over Printed Name
Position/Designation
Head of the Procuring Entity
Date : 10/21/2026