

APO Production Unit, Inc. Annual Procurement Plan for FY 2023

Code (PAP)	Procurement Project	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
DM-Paper	Carbonless paper with fiber	PPC	NO	Competitive Bidding	annually	annually	annually	annually	Corporate Budget	22,240,000.00	22,240,000.00	0	Various Project; Year-Round Requirements
DM-Paper	Carbonless paper white, without fiber	PPC	NO	Competitive Bidding	annually	annually	annually	annually	Corporate Budget	34,982,887.00	34,982,887.00	0	Various Project; Year-Round Requirements
DM-Paper	Carbonless paper, colored, without fiber	PPC	NO	Competitive Bidding	annually	annually	annually	annually	Corporate Budget	20,667,348.00	20,667,348.00	0	Various Project; Year-Round Requirements
DM-Paper	Book Paper	PPC	NO	Competitive Bidding	as needed	as needed	as needed	as needed	Corporate Budget	389,511,027.00	389,511,027.00	0	DepED, PSA, and various project; Year-Round Requirements
DM-Paper	Bondpaper, white and colored	PPC	NO	Competitive Bidding	annually	annually	annually	annually	Corporate Budget	5,887,302.00	5,887,302.00	0	Various Project; Year-Round Requirements
DM-Paper	Paper boards, Security paper, Special Papers, and Stickers	PPC	NO	Competitive Bidding	as needed	as needed	as needed	as needed	Corporate Budget	148,187,525.50	148,187,525.50	0	Various Project; Year-Round Requirements
DM-Other Materials	Other Materials (Plates, Nylon Plate, Corrugated Box, Kraft Paper, Chipboard #120, Packaging Tape, Glue, Hotmelt Glue, Opaque White/Transparent White, Conductive Inks, Invisible Fluor Green, Erasable Lemon Yellow, and Red, Special Colors, Process Inks, Black Penetrating, Numbering Inks, RISO Com Color Inks, LDPE Plastic, and Stretch Film)	PPC	NO	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	11,909,000.00	11,909,000.00	0	Various Project; Year-Round Requirements
DM-Finishing Services	Finishing Services	PPC	NO	Competitive Bidding	as needed	as needed	as needed	as needed	Corporate Budget	4,000,000.00	4,000,000.00	0	Various Project
DM-Film Output Services	Film Output Services	PPC	NO	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	100,000.00	100,000.00	0	Various Project
DM-Sheeting and Slitting Services	Sheeting and Slitting Services	PPC	NO	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	85,000.00	85,000.00	0	Various Project
DM-Lease	Lease of Various Paper Printing Machine and Finishing Equipment with Technical and Operational Support System (NCR including Special Projects, Luzon, Visayas, Davao, and Mindanao Region)	PPC	NO	Competitive Bidding	as needed	as needed	as needed	as needed	Corporate Budget	703,465,005.84	703,465,005.84	0	Various Project; Year-Round Requirements
DM-Bindery Materials	Plastic Laminating Film, Sewing thread, and Plastic Laminating Film	Bindery	NO	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	288,900.00	288,900.00	0	Various Project
DM-MOH-OPS and GA-FOL	Fuel, Oil, and Lubricant	APO	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	as needed	as needed	as needed	as needed	Corporate Budget	2,669,095.00	2,669,095.00	0	-
DM-MOH and GA R&M	Preventive Maintenance and Services (PMS), Emergency Maintenance of APU's various Vehicle, and Repairs for Ford Eco Sport and ISUZU Flexi Truck	Logistics	NO	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	1,253,820.85	1,253,820.85	0	-
GA-General Services	Pest Control Services in APU's Leased Warehouse	Materials Control	NO	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	360,000.00	360,000.00	0	-
GA-Semi Expendable	Scrap Box - 3 Units	Materials Control	NO	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	41,597.70	41,597.70	0	-
GA-Repairs and Maintenance	Improvement of Mezzanine warehouse at APO-PIA Warehouse, Repairs and Maintenance of MCD's Comfort Room, Maintenance of Roll up Door and Electric Chain Hoist	Materials Control	NO	NP-53.9 - Small Value Procurement	March	N/A	March	as needed	Corporate Budget	200,000.00	200,000.00	0	-
GA-Repairs and Maintenance	Improvement of Leased warehouse	Materials Control	NO	NP-53.9 - Small Value Procurement	April	N/A	April	as needed	Corporate Budget	100,000.00	100,000.00	0	-
GA-Repairs and Maintenance	Repairs and Maintenance of Photocopier Machine	Materials Control	NO	Direct Contracting	as needed	N/A	as needed	as needed	Corporate Budget	90,000.00	90,000.00	0	-
GA-Repairs and Maintenance	Preventive Maintenance, Tire for Forklift, and Repair Services of Lifter and Calibration of Weighing Scale	Materials Control	NO	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	390,000.00	390,000.00	0	-

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					Advertisement/P osting of IB/REI	Submission/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
GA-Delivery Expense	Hauling Services (From Old leased Warehouse to New Warehouse and Transfer of Stocks from Lessor's Warehouse to New Warehouse)	Materials Control	NO	Competitive Bidding	as needed	as needed	as needed	as needed	Corporate Budget	4,025,154.61	4,025,154.61	0	-
DM-Paper	Coated One Side (C1S) Paper	APO-Lima	NO	Competitive Bidding	February	March	March	March	Corporate Budget	27,314,761.00	27,314,761.00	0	BIR; Year-Round Requirements
DM-Inks	Various Pigment and Security Inks (Gold Medium, 160 Geranium - Magenta, 390 Blue, 230 Yellow, and 920 Black)	APO-Lima	NO	Competitive Bidding	February	March	March	March	Corporate Budget	8,389,552.00	8,389,552.00	0	BIR; Year-Round Requirements
DM-Solvent	Various Solvent (Toluene, EAC, and IPA)	APO-Lima	NO	Competitive Bidding	March	March	March	as needed	Corporate Budget	4,796,633.00	4,796,633.00	0	BIR; Year-Round Requirements
DM-Security Inks	Security Inks (Invisible Fluo Red)	APO-Lima	NO	Competitive Bidding	as needed	as needed	as needed	as needed	Corporate Budget	433,340.00	433,340.00	0	BIR; Year-Round Requirements
DM-Others	Sticker Labels	APO-Lima	NO	NP-53.9 - Small Value Procurement	February	N/A	February	February	Corporate Budget	39,039.00	39,039.00	0	-
DM-MOH and GA-UE and CE	Water, Electricity, Telecommunications, Internet Service Providers, Communication Expenses, and Other Utilities	APO QC and Lima	NO	Direct Contracting	as needed	as needed	as needed	as needed	Corporate Budget	17,183,693.61	17,183,693.61	0	Base on GPPB Resolution 03-2011
GA and MOH RT & SE	Research, Training, Seminar, and Strategic Planning Expenses	APO	NO	NP-53.9 - Small Value Procurement	as needed	as needed	as needed	as needed	Corporate Budget	10,950,000.00	10,950,000.00	0	-
GA-SME	Services for the Annual Physical/Medical Examinations, Drug Testing, and Medicines Supplies (including COVID-19 Response Materials, Kits, Device, and Equipment)	APO	NO	Competitive Bidding	as needed	as needed	as needed	as needed	Corporate Budget	4,581,206.91	4,581,206.91	0	-
MFG OH and GA-BC	Plaques for Long Service Award (27 awardees)	HRAD	NO	NP-53.9 - Small Value Procurement	October	N/A	November	as needed	Corporate Budget	76,000.00	76,000.00	0	-
MFG OH and GA-BC	Whole Grain Rice (APO Employees Subsidy)	HRAD	NO	Competitive Bidding	quarterly	quarterly	quarterly	quarterly	Corporate Budget	13,780,800.00	13,780,800.00	0	-
GA-PE	Consultancy Services for Security and Safety, Other Legal and/or Technical Services needed by HoPE, Customer Satisfaction Survey, Financial, Accounting System Retainers, Special Projects, Machineries Maintenance, Gender and Development (GAD) Program, and APU's Policy Manual	Executive, Corporate Planning, Finance-Accounting, Production (PPC), and HRAD	NO	NP-53.7 Highly Technical Consultants	N/A	N/A	as needed	as needed	Corporate Budget	11,379,300.00	11,379,300.00	0	-
GA-Other General Services	Safety and Security Services (SSD) - (Multi-Year Contract)	Security and Safety Department (SSD)	NO	Competitive Bidding	as needed	as needed	as needed	as needed	Corporate Budget	10,622,706.65	10,622,706.65	0	-
GA-Other General Services	Provision of Manpower Services - (Multi-Year Contract)	HRAD	NO	Competitive Bidding	as needed	as needed	as needed	as needed	Corporate Budget	8,418,449.19	8,418,449.19	0	-
GA-Other General Services	Pest Control Services (Quezon City Plant and Two (2) Leased Warehouse)	HRAD	NO	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	810,000.00	810,000.00	0	-
GA-Miscellaneous Expenses	Year-End Activity, Team Building, Sports Activity, Purchase of Hard Hats and Emergency Kits, and Women's Month Celebration (March 2023)	HRAD	NO	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	6,737,395.38	6,737,395.38	0	-
GA-Marketing Expense	Corporate Giveaways	Sales and Marketing	NO	Competitive Bidding	September	October	November	November	Corporate Budget	3,250,000.00	3,250,000.00	0	-
GA-Marketing Expense	Advertising, Promotional, and Marketing (Roadshows)	Executive	NO	NP-53.9 - Small Value Procurement	September	October	November	November	Corporate Budget	6,736,437.50	6,736,437.50	0	-
GA Travel Expenses and DM-MOH-OPS-TE	Travel and Transportation Expenses	APO	NO	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	15,132,000.00	15,132,000.00	0	-
CAPEX- Leased Assets Improvements- Building (Construction)	Construction/Renovation and Installation of GM's Office, Chairman's Office, and Board Room (Inclusion of Office Furniture and Equipment)	Executive	NO	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	500,000.00	-	500,000.00	-

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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
CAPEX- Leased Assets Improvements- Building (Construction)	Construction/Renovation and Installation of Board Room (Inclusion of Office Furniture and Equipment)	Executive	NO	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	1,300,000.00	-	1,300,000.00	-
CAPEX-Machinery and Equipment - Office Equipment	11 Units of Laptop and 1 unit Desktop Computer for Accounting System	Executive, Finance, Billing, HRAD, PPC, Logistics, and Purchasing	NO	NP-53.5 Agency-to-Agency	as needed	N/A	as needed	as needed	Corporate Budget	900,000.00	-	900,000.00	-
CAPEX-Machinery and Equipment - Office Equipment	Uninterrupted Power Supply (UPS) 10,000VA	HRAD	NO	NP-53.9 - Small Value Procurement	February	N/A	February	as needed	Corporate Budget	150,000.00	-	150,000.00	-
CAPEX-Other Property, Plant, & Equipment	Aircondition Unit (with labor/service cost)	APO	NO	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	1,957,951.00	-	1,957,951.00	-
CAPEX-Machinery and Equipment - Office Equipment	Portable Speakerphone	Executive	NO	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	60,000.00	-	60,000.00	-
CAPEX-Machinery and Equipment - Office Equipment	3 Units Steel Rack (Filing Rack)	BAC	NO	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	150,000.00	-	150,000.00	-
CAPEX- Leased Assets Improvements- Building	Archive Area (Enclosure 20 sq.m)	BAC	NO	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	100,000.00	-	100,000.00	-
CAPEX- ICT	Central Correspondence System	MIS/IT	NO	Competitive Bidding	April	April	April	April	Corporate Budget	4,000,000.00	-	4,000,000.00	-
CAPEX- ICT	Core Switch (Redundancy)	MIS/IT	NO	NP-53.9 - Small Value Procurement	April	N/A	April	April	Corporate Budget	650,000.00	-	650,000.00	-
CAPEX- ICT	UPS for Server (8 KVA)	MIS/IT	NO	NP-53.9 - Small Value Procurement	April	N/A	April	April	Corporate Budget	630,000.00	-	630,000.00	-
CAPEX- Furniture, Fixtures and Books - File Cabinets	5 Units File Shelving Cabinet (5 Layers)	Accounting	NO	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	159,000.00	-	159,000.00	-
CAPEX- Software/System	Initial Deployment of Accounting System with Annual License Fee	Accounting	NO	Competitive Bidding	February	February	March	March	Corporate Budget	10,000,000.00	-	10,000,000.00	-
CAPEX- Leased Assets Improvements- Building (Construction)	New Building 500 sqm	APO Lima	NO	Competitive Bidding	as needed	as needed	as needed	as needed	Corporate Budget	12,000,000.00	-	12,000,000.00	-
CAPEX - Building & Other Structure	Installation of Exhaust Fan in Warehouse area (6 fans)	APO Lima	NO	NP-53.9 - Small Value Procurement	February	N/A	February	February	Corporate Budget	200,000.00	-	200,000.00	-
CAPEX-Machinery and Equipment - Office Equipment	Desktop Computer (Graphic artists' workstations) - High end	Pre-Press	NO	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	200,000.00	-	200,000.00	-
CAPEX-Other Property, Plant & Equipment	Heavy Duty UPS (10kva)	Pre-Press	NO	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	200,000.00	-	200,000.00	-
GA-Repairs and Maintenance	Heavy Duty Printer, Photocopier, 3-in-1 Printer, and Projector, and Repair of Typewriter and vault	Executive, BAC, Accounting, PPC, and Treasury	NO	NP-53.9 - Small Value Procurement	as needed	as needed	as needed	as needed	Corporate Budget	344,643.20	344,643.20	-	-
GA-Repairs and Maintenance	Reconstruction/Renovation of PIA Atrium	HRAD	NO	NP-53.9 - Small Value Procurement	February	N/A	February	as needed	Corporate Budget	300,000.00	300,000.00	-	-

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GA-Repairs and Maintenance	Repairs and Maintenance of Generator Set and Airconditioning Units, and Preventive Maintenance Service (PMS) of Access Control System and Fire Detection and Suppression System	HRAD	NO	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	781,375.80	781,375.80	-	-
GA-Repairs and Maintenance	Preventive Maintenance and Repairs of Shuttle, Purchase of various Tools Set, Heavy Duty Car Battery Jump Starter, Crocodile Jack, and Floor Matting for Shuttle	APO Lima	NO	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	300,478.17	300,478.17	-	-
GA-Repairs and Maintenance	Server Parts, Laptop and Computer Parts (Upgrades), and PABX Repair	MIS/IT	NO	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	495,000.00	495,000.00	-	-
GA-Repairs and Maintenance	Preventive Maintenance Service (PMS) and Repairs for Machineries, and Sharpening Services for Blades	SPU	NO	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	1,230,000.00	1,230,000.00	-	-
GA-OSM	Various Office Equipment, Device, Appliances, Furniture, and Supplies (Such as Fire Extinguishers, Electrical Materials, Personal Protective Equipment (PPE) for Motorcycle, Supplies for Vehicles, For I.T - Network Switches for Redundancy, ID Printer Consumables, and IT Tools) and For Production - Indirect Materials for Finishing use Numbering boxes, Jack Lifter, and Pushcart	Executive, BAC, Accounting, Billing, Treasury, HRAD, Internal Audit, APO LIMA, MIS/IT, Sales, Logistics/SCM, MCD, Purchasing, and Production	NO	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	8,335,557.78	8,335,557.78	-	-
GA-Rent and Lease Expenses	Staff House (During the 1st quarter of Intensive Special Audit for APO-LIMA Office)	Internal Audit	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	as needed	as needed	Corporate Budget	150,000.00	150,000.00	-	-
GA-Licenses Expenses	Microsoft Office 365 Business Premium, Antivirus and Encryption, Microsoft 365 Project, and Microsoft Azure SQL	MIS/IT	NO	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	2,100,000.00	2,100,000.00	-	-
GA-Office Supplies Expenses	Procurement of Supplies and Equipment/Stationery and Supplies available in PS	APO	NO	NP-53.5 Agency-to-Agency	monthly	N/A	monthly	monthly	Corporate Budget	2,346,388.72	2,346,388.72	-	-
GA-Office Supplies Expenses	Procurement of Supplies and Equipment/Stationery and Supplies not available in PS	APO	NO	Shopping	monthly	N/A	monthly	monthly	Corporate Budget	1,104,182.92	1,104,182.92	-	-
CAPEX - Machinery and Equipment - ICT	CCTV Monitor (APUI QC and APUI's Leased Warehouse)	HRAD and MCD	NO	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	1,950,000.00	-	1,950,000.00	-
CAPEX - Machinery and Equipment - ICT	DVR Monitor	HRAD	NO	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	120,000.00	120,000.00	-	-
Grand Total										1,556,981,555.33	1,521,874,604.33	35,106,951.00	

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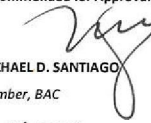
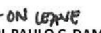
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KRISTINE GRACIA BALUYOT
Chief Accountant, OIC - Finance Division

CESAR T. HERRERA JR.
Manager, Corp. Plan.

Approved By:


JAIME H. ALDABA, JR.
HOPE
 Date: 18-January-2023



Republic of the Philippines
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
APO PRODUCTION UNIT, INC.



POSTING CERTIFICATION

This is to certify that the APO Production Unit, Inc. has posted its Annual Procurement Plan for CY 2023 on its agency website and can be accessible through this link www.apo.gov.ph.

This certification is being issued in compliance with GPPB Circular No. 02-2020, this 27th day of January 2023.

Lea Ann M. Gamban

Head, Bids and Awards Committee Secretariat



APO PRODUCTION UNIT, INC. is an ISO 9005:2015 registered company with certification no. PH1379.