



Republic of the Philippines
APO PRODUCTION UNIT, INC.
 2/F PIA Building, Visayas Avenue, Brgy. VASRA, Quezon City,
 Metro Manila, Philippines 1128



APO Production Unit, Inc. Annual Procurement Plan for CY 2021

Code (PAP)	Procurement Program/Project	PMO/ User	End	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Activity/Project)
					Advertisement /Posting of IB/REI	Submission/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
DM-Paper	Carbonless paper with fiber	PPC		Competitive Bidding	annually	annually	annually	annually	Corporate Budget	87,461,119.04	87,461,119.04	-	Whole Year Consumption
DM-Paper	Carbonless paper, white, without fiber	PPC		Competitive Bidding	annually	annually	annually	annually	Corporate Budget	8,514,904.73	8,514,904.73	-	Whole Year Consumption
DM-Paper	Carbonless paper, colored, without fiber	PPC		Competitive Bidding	Semi-Annual	Semi-Annual	Semi-Annual	Semi-Annual	Corporate Budget	9,867,642.86	9,867,642.86	-	Whole Year Consumption
DM-Paper	Newsprint	PPC		Competitive Bidding	as needed	as needed	as needed	as needed	Corporate Budget	47,877,674.70	47,877,674.70	-	For DEPED Project
DM-Paper	Bookpaper 70 GSM	PPC		Competitive Bidding	as needed	as needed	as needed	as needed	Corporate Budget	60,424,066.56	60,424,066.56	-	For DEPED Project
DM-Paper	Bondpaper, white and colored	PPC		Competitive Bidding	annually	annually	annually	annually	Corporate Budget	2,294,360.00	2,294,360.00	-	Whole Year Consumption
DM-Paper	Paper Boards, Security Paper and Stickers	PPC		NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	24,017,103.13	24,017,103.13	-	Whole Year Consumption
DM-Paper	Bookpaper 70 GSM	PPC		Competitive Bidding	annually	annually	annually	annually	Corporate Budget	6,791,227.73	6,791,227.73	-	For LGU's and PSA-OCRG Project
DM-Paper	Other Special Papers and Stickers	PPC		NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	123,099,906.56	123,099,906.56	-	Whole Year Consumption
DM-Services	Platemaking, Film Output, Post Press Services such as, but not limited to lamination, die-cutting, foil stamping, etc.)	PPC		NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	1,500,000.00	1,500,000.00	-	Year-Round Requirements
DM-Services	Procurement of Finishing Services	PPC		NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	10,000,000.00	10,000,000.00	-	Year-Round Requirements
DM-VPM&S	Various Printing Materials and Supplies such as, but not limited to the following: chemicals, boxes, kraft paper, plastic, stretch films, packaging tapes, special tapes, etc.)	PPC		NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	3,000,000.00	3,000,000.00	-	Whole Year Consumption
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		Competitive Bidding	as needed	as needed	as needed	as needed	Corporate Budget	179,710,196.51	179,710,196.51	-	Year-Round Requirements
DM-PP	Consumable Supplies of CTP Machines (such as: Plate Developer, Plate Gum and Processor Cleaner)	Pre-Press		Direct Contracting	N/A	N/A	as needed	as needed	Corporate Budget	253,200.00	253,200.00	-	Whole Year Consumption
DM-PP	Consumable Supplies of digital printers (Color)	Pre-Press		Direct Contracting	N/A	N/A	as needed	as needed	Corporate Budget	500,004.00	500,004.00	-	Whole Year Consumption
DM-Paper	C15 (Coated 1-Side) OBA-Free 80 GSM	APO-LIMA		Competitive Bidding	April	April	April	April	Corporate Budget	70,233,618.00	70,233,618.00	-	Whole Year Consumption

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DM-Inks	Inks (Pigment and Security)	APO-LIMA	Direct Contracting	N/A	N/A	as needed	as needed	Corporate Budget	17,457,875.00	17,457,875.00	-	Whole Year Consumption
DM-Solvent	Solvent (such as, Isopropyl Alcohol, Ethyl Acetate and Toluene)	APO-LIMA	Competitive Bidding	quarterly	quarterly	quarterly	quarterly	Corporate Budget	3,042,644.00	3,042,644.00	-	Whole Year Consumption
DM-Inks	Security Inks (Fluo Red)	APO-LIMA	Direct Contracting	N/A	N/A	as needed	as needed	Corporate Budget	11,065,855.00	11,065,855.00	-	Whole Year Consumption
DM-VPM&S	PE Plastic Bag	APO-LIMA	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	52,500.00	52,500.00	-	Whole Year Consumption
DM-VPM&S	Sticker Labels	APO-LIMA	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	56,056.00	56,056.00	-	Whole Year Consumption
DM-MOH-OPS	Procurement of Various Printing Supplies and Materials	Press	NP-53.9 - Small Value Procurement	year-round	N/A	year-round	year-round	Corporate Budget	1,937,400.00	1,937,400.00	-	Whole Year Consumption
DM-MOH-Delivery	Procurement of Delivery/Forwarding Services	Logistics	NP-53.9 - Small Value Procurement	year-round	N/A	year-round	year-round	Corporate Budget	100,000,000.00	100,000,000.00	-	Year-Round Requirements
GA Travel Expenses and DM-MOH-OPS	Travel and Transportation Expenses	APO	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	12,111,226.00	12,111,226.00	-	Year-Round Requirements
GA and MOH TTE	Airfare	APO	NP-53.14 Direct Purchase of POL and Airline Tickets	N/A	N/A	as needed	as needed	Corporate Budget	2,000,000.00	2,000,000.00	-	Included in the Government Fare Agreement with PhilGEPS
GA and MOH RT&SE	Research, Training and Seminar Expenses	APO	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	8,330,941.00	8,330,941.00	-	-
GA and MOH-Office Supplies Expenses	Procurement of Common-Use Supplies and Equipment / Stationery and Supplies not available in PS	APO	Shopping	as needed	N/A	as needed	as needed	Corporate Budget	2,567,491.85	2,567,491.85	-	-
GA-Office Supplies Expenses	Procurement of Supplies and Equipment/Stationery and Supplies available in PS	APO	NP-53.5 Agency-to-Agency	N/A	N/A	monthly	monthly	Corporate Budget	5,634,288.96	5,634,288.96	-	-
GA-SME	Procurement of Medical, Dental and Laboratory Supplies (including COVID-19 Response Materials and Equipment)	HR	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	22,752,308.94	22,752,309	-	-
DM-MOH-OPS and GA-FOL	Procurement of Fuel, Oil and Lubricant	Logistics and Sales	NP-53.14 Direct Purchase of POL and Airline Tickets	year-round	N/A	year-round	year-round	Corporate Budget	2,769,551.00	2,769,551.00	-	-
GA-SEME	Semi-Expendable Machinery and Equipment	APO	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	288,800.00	288,800	-	-
GA-SEFFB	Semi-Expendable Furniture, Fixtures and Books	APO	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	691,000.00	691,000	-	-
GA-OSM	Other Supplies and Materials	APO	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	1,933,874.94	1,933,875	-	-

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DM-MOH and GA-UE and CE	Procurement of Water, Electricity, Telecommunications, Internet Service Providers and Other Utility and Communication Expenses	APO QC and LiMA	Direct Contracting	N/A	N/A	year-round	year-round	Corporate Budget	18,070,860.00	18,070,860.00	-	based on GPPB Resolution 03-2011
GA-PE	Procurement of Professional Services	APO	NP-53.7 - Highly Technical Consultant	as needed	N/A	as needed	as needed	Corporate Budget	6,014,600.00	6,014,600.00	-	-
GA-Other General Services	Provision of Multi-Year Contract for Manpower Services for APO-QC and APO-LiMa Batangas (PB-22-19)	HRAD	Competitive Bidding	2020	2020	2020	2020	Corporate Budget	7,440,000.00	7,440,000.00	-	Included in the Indicative APP for CY 2020 (Batch1) - Multi-Year Contract
GA-Other General Services	Procurement of Safety and Security Services (PB-23-19)	Exec. Office/SSD	Competitive Bidding	2020	2020	2020	2020	Corporate Budget	7,726,654.14	7,726,654.14	-	Included in the Indicative APP for CY 2020 (Batch1) - Multi-Year Contract
GA-Other General Services	General Services (such as Disinfection, Pest Control and Other Services)	HR, Executive, LiMA	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	8,049,900.00	8,049,900.00	-	-
DM-MOH and GA R&M	Procurement of Maintenance Services (for various machineries, equipment, vehicles, ACU and building maintenance)	APO	Competitive Bidding	year-round	N/A	year-round	year-round	Corporate Budget	11,724,579.00	11,724,579.00	-	-
GA-Licenses Expenses	Software and Operating System Licenses and Fidelity Bond and Other Licenses and Permits	MIS, APO-LiMA and OSC	Direct Contracting	N/A	N/A	as needed	as needed	Corporate Budget	3,344,343.00	3,344,343.00	-	-
GA-Insurance Expenses	Fire and Other Insurances	Admin, Exec. Office, MCD and Logistics	NP-53.5 Agency-to-Agency	N/A	N/A	yearly	yearly	Corporate Budget	4,880,894.00	4,880,894	-	-
GA-Other MOE	Advertising, Promotional and Marketing Expenses	Sales, HRAD, Audit and Exec. Office	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	8,845,000.00	8,845,000.00	-	-
GA-Printing an Publication Expenses	Newspaper Publication and Advertisement	Exec. Office, Audit and BAC	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	475,000.00	475,000.00	-	-
GA-Delivery Expense	Delivery Expenses	MCD and Sales	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	1,620,000.00	1,620,000.00	-	-
GA-Rent/Lease	Lease of Warehouse and Office Space	Logistics and Sales	NP-53.10 - Lease of Real Property and Venue	year-round	N/A	year-round	year-round	Corporate Budget	12,780,000.00	12,780,000.00	-	-
GA-OOE	Other Miscellaneous Expenses, Subscription Expenses, Documentary Stamps Expenses and Other MOE	APO	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	539,290.00	539,290.00	-	-
MFG OH and GA-BC	Procurement of Whole Grain Rice	HR	Competitive Bidding	quarterly	quarterly	quarterly	quarterly	Corporate Budget	11,380,000.00	11,380,000.00	-	-

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CAPEX-Aircon	Airconditioning Units	Accounting, Executive and MIS	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	165,500.00	-	165,500.00	-
CAPEX-Battery	Brand New Battery Operated Forklift	MCD	Competitive Bidding	January	February	February	February	Corporate Budget	2,000,000.00	-	2,000,000.00	-
CAPEX-Bldg	Bldg. Improvements and Maintenance	ADR, BAC, HRAD and LIMA	Competitive Bidding	January	February	February	February	Corporate Budget	18,984,869.00	-	18,984,869.00	-
CAPEX-Cabinets	Filing Cabinets	Accounting, Billing, Bindery, Executive, LIMA, MCD, Purchasing, SCD, Treasury	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	596,150.00	-	596,150.00	-
CAPEX-Camera	Two Units of DSLR	Executive	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	84,000.00	-	84,000.00	-
CAPEX-Computer	Desktop Computers	APO	Shopping	as needed	N/A	as needed	as needed	Corporate Budget	2,925,000.00	-	2,925,000.00	-
CAPEX-DVR	16-Channel DVR, 2 Sata	Executive	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	15,960.00	-	15,960.00	-
CAPEX-Fan	Exhaust Fan - Big 16" Industrial Fan	MCD	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	60,000.00	-	60,000.00	-
CAPEX-GenSet	Portable Generator Set (SSD)	Executive	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	15,876.00	-	15,876.00	-
CAPEX-Laptop	Laptop Computers	APO	Shopping	as needed	N/A	as needed	as needed	Corporate Budget	2,030,000.00	-	2,030,000.00	-
CAPEX-Microwave	Microwave Oven	Executive	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	15,750.00	-	15,750.00	-
CAPEX-Others	1/2" EMT Elbows and Fittings	Executive	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	11,340.00	-	11,340.00	-
CAPEX-Others	RG59 Coaxial Cable	Executive	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	23,100.00	-	23,100.00	-
CAPEX-Others	Installations Labor for	Executive	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	89,149.00	-	89,149.00	-
CAPEX-Others	Ladder (A Type) Light Weight, aluminum material	APO-LIMA	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	20,000.00	-	20,000.00	-
CAPEX-Others	New Warehouse Office Enclosure (Gypsum Board, Electrical , Telephone, Internet Connection, AVR Power Supply, AC)	APO-LIMA	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	250,000.00	-	250,000.00	-

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CAPEX-Others	Transfer Production Finishing area to Vault Room (Electrical Connection, Telephone Connection, Internet cable connection, AVR Power Supply	APO-LIMA	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	50,000.00	-	50,000.00	-
CAPEX-Others	Transfer of Production Defect Validation area (Electrical, Telephone, Internet Cable Connection, AVR Power Supply)	APO-LiMA	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	50,000.00	-	50,000.00	-
CAPEX-PABX	PABX extension another (100 slots)	MIS	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	750,000.00	-	750,000.00	-
CAPEX-Printer	Various Printer	Auditing, Billing, Executive, Lima, Logistics and Purchasing	Shopping	as needed	N/A	as needed	as needed	Corporate Budget	559,500.00	-	559,500.00	-
CAPEX-Purifier	Air Purifier	Accounting and Budget	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	80,000.00	-	80,000.00	-
CAPEX-Ref	Refrigerator	Accounting, MIS and Purchasing	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	61,000.00	-	61,000.00	-
CAPEX-Sofa	Office Couch	Executive and BAC	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	51,500.00	-	51,500.00	-
CAPEX-Tables and Chairs	Office Tables and Chairs	Accounting, Budget, Executive, Logistics, SWA and Auditing	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	315,500.00	-	315,500.00	-
CAPEX-TV	32" TV Monitor LED	Executive	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	16,800.00	-	16,800.00	-
CAPEX-Typewriter	Various Electronic Typewriter	Billing, HRAD, Logistic and Treasury	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	125,750.00	-	125,750.00	-
CAPEX-UPS	Uninterruptable Power Supply (SSD)	Executive	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	220,500.00	-	220,500.00	-
CAPEX-Utility Cart	2 layer utility cart	Executive	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	18,900.00	-	18,900.00	-
CAPEX-Vault	Racking System (Vault)	APO-LIMA	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	160,000.00	-	160,000.00	-
CAPEX-Vehicle	Service Vehicle (Chairman)	Executive	Competitive Bidding	February	March	March	March	Corporate Budget	2,100,000.00	-	2,100,000.00	-
CAPEX-Vehicle	Service Vehicle (GM)	Executive	Competitive Bidding	February	March	March	March	Corporate Budget	2,100,000.00	-	2,100,000.00	-
CAPEX-Vehicle	Service Motorcycle	Logistics	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	150,000.00	-	150,000.00	-

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CAPEX-Vehicle	Service Vehicle (7 Seater AUV Production Service)	Logistics	Competitive Bidding	February	March	March	March	Corporate Budget	1,500,000.00	-	1,500,000.00	-
CAPEX-Vehicle	Three (3) units Aluminum Van	Logistics	Competitive Bidding	February	March	March	March	Corporate Budget	5,400,000.00	-	5,400,000.00	-
CAPEX-Vehicle	Two(2) units Service Vehicle (Sales QC)	Sales	Competitive Bidding	February	March	March	March	Corporate Budget	3,000,000.00	-	3,000,000.00	-
CAPEX-Scale	One (1) unit Digital Weighing Scale	Bindery	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	200,000.00	-	200,000.00	-
CAPEX-Scale	Heavy Duty Industrial Weighing Scale Digital	MCD	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	250,000.00	-	250,000.00	-
CAPEX-Scale	Mechanism GSM Scale Measuring Device	MCD	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	150,000.00	-	150,000.00	-
CAPEX-Shredder	Heavy Duty Shredder Machines	Auditing, Executive, Lima, PPC, Sales and Treasury	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	262,500.00	-	262,500.00	-
CAPEX-Shredder	Industrial Shredder with Bailer	MCD	Competitive Bidding	February	March	March	March	Corporate Budget	5,000,000.00	-	5,000,000.00	-
CAPEX-System	Network Rehabilitation	MIS	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	800,000.00	-	800,000.00	-
CAPEX-System	High Security Design Software	Pre-Press	Competitive Bidding	February	March	March	March	Corporate Budget	8,000,000.00	-	8,000,000.00	-
CAPEX-System	Payroll / Accounting System	Accounting	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	750,000.00	-	750,000.00	-
CAPEX-System	DMS	MIS	Competitive Bidding	February	March	March	March	Corporate Budget	8,000,000.00	-	8,000,000.00	-
CAPEX-Machine	Fully Automatic Strapping Machine	SPU	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	100,000.00	-	100,000.00	-
CAPEX-Machine	Numbering Boxes	SPU	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	400,000.00	-	400,000.00	-
CAPEX-Machine	Stitching Wire Gauge 21 2kgs./roll @247meters/roll	SPU	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	504,000.00	-	504,000.00	-
CAPEX-Machine	One (1) unit PUR Perfect Binding Machine	Bindery	Competitive Bidding	February	March	March	March	Corporate Budget	3,000,000.00	-	3,000,000.00	-
CAPEX-Machine	One (1) unit Straping Machine	Bindery	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	150,000.00	-	150,000.00	-
CAPEX-Machine	Compressor for Saddle Stitching Machine	Bindery	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	500,000.00	-	500,000.00	-
CAPEX-Machine	One (1) unit Laminating Machine (Plastic)	Bindery	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	300,000.00	-	300,000.00	-
CAPEX-Machine	One (1) unit 3-Knife Cutting Machine	Bindery	Competitive Bidding	February	March	March	March	Corporate Budget	2,000,000.00	-	2,000,000.00	-
CAPEX-Machine	Two (2) Units Production Press Rolled Machine	Press	Competitive Bidding	February	March	March	March	Corporate Budget	20,000,000.00	-	20,000,000.00	-
Grand Total									1,025,490,600.65	931,127,956.65	94,362,644.00	

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Prepared By:


MICHELLE B. MARTINEZ
BAC Secretariat

Checked By:


LEA ANN M. GAMBAN
Head, BAC Secretariat

Recommended for Approval:


PERCIVAL DE CASTRO
Member, BAC


FREDERICK S. TARUN
Vice-Chairperson BAC


AGAPITO BRAGAS JR.
Member, BAC


DOMINIC F. TAJON
Chairperson, BAC


DAISY M. GALVADORES
Alternate Member, BAC

Noted By:


EVANGELINE ZOLETA
Manager, Finance Division


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


ALVIN R. REYES
General Manager

Approved By:


MICHAEL J. DALUMPINES
HOPE

Date: 4 January 2021