



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. Indicative 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	21,865,279.76	21,865,279.76	-	First Quarter Requirements
DM-Paper	Carbonless paper, white, without fiber	PPC		Competitive Bidding	annually	annually	annually	annually	Corporate Budget	2,128,726.18	2,128,726.18	-	First Quarter Requirements
DM-Paper	Carbonless paper, colored, without fiber	PPC		Competitive Bidding	Semi-Annual	Semi-Annual	Semi-Annual	Semi-Annual	Corporate Budget	2,466,910.72	2,466,910.72	-	First Quarter Requirements
DM-Paper	Newsprint	PPC		Competitive Bidding	as needed	as needed	as needed	as needed	Corporate Budget	11,969,418.68	11,969,418.68	-	For DEPED Project
DM-Paper	Bookpaper 70 GSM	PPC		Competitive Bidding	as needed	as needed	as needed	as needed	Corporate Budget	15,106,016.64	15,106,016.64	-	For DEPED Project
DM-Paper	Bondpaper, white and colored	PPC		NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	573,590.00	573,590.00	-	First Quarter Requirements
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	6,004,275.78	6,004,275.78	-	First Quarter Requirements
DM-Paper	Bookpaper 70 GSM	PPC		Competitive Bidding	annually	annually	annually	annually	Corporate Budget	1,697,806.93	1,697,806.93	-	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	30,774,976.64	30,774,976.64	-	First Quarter Requirements
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	375,000.00	375,000.00	-	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	2,500,000.00	2,500,000.00	-	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	750,000.00	750,000.00	-	First Quarter Requirements
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	44,927,549.13	44,927,549.13	-	Year-Round Requirements

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

Code (PAP)	Procurement Program/Project	PMO/ User	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-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	63,300.00	63,300.00	-	First Quarter Requirements
DM-PP	Consumable Supplies of digital printers (Color)	Pre-Press	Direct Contracting	N/A	N/A	as needed	as needed	Corporate Budget	125,001.00	125,001.00	-	First Quarter Requirements
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	484,350.00	484,350.00	-	First Quarter Requirements
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	25,000,000.00	25,000,000.00	-	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	3,027,806.50	3,027,806.50	-	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	2,082,735.25	2,082,735.25	-	-
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	1,698,302.14	1,698,302.14	-	-
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	1,408,572.24	1,408,572.24	-	-
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	5,688,077.24	5,688,077	-	-
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	483,468.74	483,469	-	-

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

Code (PAP)	Procurement Program/Project	PMO/ End- User	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-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	1,503,650.00	1,503,650.00	-	-
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	2,012,475.00	2,012,475.00	-	-
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	2,931,144.75	2,931,144.75	-	-
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	1,220,223.50	1,220,224	-	-
GA-Delivery Expense	Delivery Expenses	MCD and Sales	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	Corporate Budget	405,000.00	405,000.00	-	-
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	-	-
Grand Total									256,304,154.95	256,304,154.95	-	

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

Code (PAP)	Procurement Program/Project	PMO/ End- User	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	

Prepared By:


MICHELLE B. MARTINEZ
BAC Secretariat


Checked By:



LEA ANN M. GAMBAN
Head, BAC Secretariat

Recommended for Approval:


PERCIVAL DE CASTRO
Member, BAC


DOMINIC F. TAJON
Vice-Chairperson BAC


AGAPITO BRAGAIS JR.
Member, BAC


LEONARDO G. DE JESUS
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: 28 November 2020