

PHILIPPINE POSTAL CORPORATION  
ANNUAL PROCUREMENT PLAN (APP)  
CY 2021

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity			Source of Funds	Estimated Budget (P/Php)			Remarks
				Adsp/Post of IBREI	Sub / Open of Bids	Notice of Award	Contract Signing	Total	MOOE	CAPEX	

ANNUAL PROCUREMENT PLAN FOR COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE)

A. ADMINISTRATIVE AND OPERATIONAL SUPPLIES AND MATERIALS											
1.0	CENTRALLY- PROCURED SUPPLIES AND MATERIALS						CoB		219,188,917		
							CoB		164,238,528		
A	ACCOUNTABLE FORNISHMENTS						CoB		13,238,041		
1	Official Receipt (OR)	CO/Aras	Alternative-A-A		1st-4th Quarter				11,713,083		Please see tech specs/TOR
2	Billing Invoice	CO/Aras	Alternative-A-A		1st-4th Quarter				201,760		Please see tech specs/TOR
3	Acknowledgement Receipt	CO/Aras	Alternative-A-A		1st-4th Quarter				452,595		Please see tech specs/TOR
4	Sales Invoice	CO/Aras	Alternative-A-A		1st-4th Quarter				452,595		Please see tech specs/TOR
5	Easy Check Plus (PDIC checks)	CO	Alternative-A-A		1st-4th Quarter				292,904		Please see tech specs/TOR
6	Others	CO/Aras	Alternative		1st-4th Quarter				125,104		Please see tech specs/TOR
B	REVENUE- GENERATING FORNISHMENTS						CoB		84,979,806		
1	Philatelic Stamps								4,707,644		
	a. Commemorative Stamp Issues	BLD	Alternative / Framework Agreement		1st-4th Quarter				1,257,644		Please see tech specs/TOR
	b. Special Stamps	BLD	Alternative		1st-4th Quarter				3,000,000		Please see tech specs/TOR
	c. Christmas Issue	BLD	Alternative		3rd - 4th Quarter				200,000		Please see tech specs/TOR
	d. New Year Stamp	BLD	Alternative		3rd - 4th Quarter				250,000		Please see tech specs/TOR

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Code (PAP)	Procurement Program/Project	PMO/End User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks
				Adsis/Post of IBREI	Sub / Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CAPEX	
3	Other Philatelic Items	BLD	Alternative		1st - 4th Quarter					510,000		
	a. Presentation Frames, various sizes & specs									350,000		Please see tech specs/TOR
	b. Fiber Glass Frames with accessories, various sizes & specs									150,000		Please see tech specs/TOR
	c. Certificate holder (A4)									10,000		Please see tech specs/TOR
4	DEMS Consignment Notes	Operations	Alternative		1st - 4th Quarter					619,909		Please see tech specs/TOR
5	Digital Postal ID	Operations			1st - 4th Quarter					64,863,315		JV Agreement
6	Domestic MO blank checks	BLD	Alternative		1st - 4th Quarter					1,356,273		Please see tech specs/TOR
7	LBP Blank Checks	FMD	Alternative-Direct Contracting		1st - 4th Quarter					500,450		Please see tech specs/TOR
8	Domestic Parcel Consignment Notes	Operations	Alternative		1st - 4th Quarter					226,107		Please see tech specs/TOR
9	DEMS Consignment Notes	Operations	Public Bidding		1st - 4th Quarter					1,317,952		Please see tech specs/TOR
10	Serially-Numbered Gummed Tape	FMD	Public Bidding		1st - 4th Quarter					1,557,638		Please see tech specs/TOR
11	Philpost PakBox	Operations	Public Bidding		2nd Quarter - 3rd Quarter					3,617,471		Please see tech specs/TOR
a	No. 1 (17.5"x13"x13")									736,451		
b	No. 2 (12"x12"x12")									541,776		
c	No. 3 (15"x10"x7.5")									574,826		
d	No. 4 (13.5"x8.5"x4.5")									516,317		
e	No. 5 6"x6"x6")									274,948		
f	No. 6 (9"x6"x2")									224,248		
g	Balikbayan boxes (20"x20"x20")									748,906		
0	OPERATIONAL SUPPLIES/MATERIALS							GOB		30,656,766		
1	Bristol Board (various colors)											
2	Bondpaper, 17 x 22											
3	Bubble Wrap	ALL	Alternative		1st - 4th Quarter					201,290		Please see tech specs/TOR
4	Cling Wrap (plastic)	ALL	Alternative		1st - 4th Quarter					275,409		Please see tech specs/TOR
5	Colored Paper (Various colors) for POD printing	Area	Public Bidding		1st - 2nd Quarter					2,200,000		Please see tech specs/TOR

  
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				Advs/Post of IBREI	Sub / Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CAPEX	
6	Continuous Forms , various sizes	ALL	Alternative		1st - 4th Quarter				159,224			Please see tech specs/TOR
7	Corrugated Boxes / Filing cartons, small	ALL	Alternative		1st - 4th Quarter				23,101			Please see tech specs/TOR
8	Double Adhesive Scotch Tape	Operations	Alternative		1st - 4th Quarter				117,700			Please see tech specs/TOR
9	DEMS Pouch (various sizes)	BLD/Operations	Alternative		1st - 4th Quarter				247,351			Please see tech specs/TOR
10	Flexi-Folders	ALL	Alternative		1st - 4th Quarter				51,357			Please see tech specs/TOR
11	Gummed Paper Tape (wrap material)	ALL	Alternative		1st - 4th Quarter				33,337			Please see tech specs/TOR
12	Label sticker, 3"x5" GK420T, 5,000 pcs per roll with free ribbon (Blank)	Operations	Alternative		1st - 3rd Quarter				882,932			Please see tech specs/TOR
13	Label sticker, 3"x5" SAM, 5,000 pcs per roll with free ribbon (Blank)	Operations	Alternative		1st - 3rd Quarter				817,635			Please see tech specs/TOR
14	Label sticker for barcode,(blank) white satin (2,500 sets per roll) with free wax resin ribbon	LPMD	Public Bidding		1st - 3rd Quarter				1,289,209			Please see tech specs/TOR
15	Label sticker for barcode,(blank) white satin (2,500 sets per roll) with free ribbon, 1 X 2 inch (POS proj.)	FMD	Alternative		1st - 4th Quarter				111,056			Please see tech specs/TOR
16	Letter Bill Envelope /F uelle D'Avis	Operations	Alternative		1st - 4th Quarter				321,000			Please see tech specs/TOR
17	Mail bag, various sizes, laminated polypropylene woven	LPMD	Alternative		1st - 4th Quarter				145,169			Please see tech specs/TOR
18	Mailing envelope with prints (official use)	LPMD	Alternative		1st - 4th Quarter				328,966			Please see tech specs/TOR
19	Nylon Mail bags, various sizes and specs	Operations	Public Bidding		1st - 4th Quarter				1,237,040			Please see tech specs/TOR
20	Transparent Packaging Tape w/ logo & various prints	Operations	Public Bidding		1st - 3rd Quarter				1,850,739			Please see tech specs/TOR
21	Plastic Bag Seals	Operations	Public Bidding		1st - 3rd Quarter				2,421,070			Please see tech specs/TOR
22	Plastic Twine/Torn tying plastic	Operations	Public Bidding		1st - 3rd Quarter				1,250,848			Please see tech specs/TOR
23	Synthetic Papers	BLD	Alternative		1st - 4th Quarter				67,400			Please see tech specs/TOR
24	Polyethylene Envelope, various sizes and prints	Operations	Public Bidding		1st - 3rd Quarter				4,300,000			Please see tech specs/TOR
25	Registered Plastic Envelope (RPE)	Operations	Public Bidding		1st - 4th Quarter				1,900,000			Please see tech specs/TOR
26	Raincoats	HRMD	Public Bidding		1st - 4th Quarter				2,003,575			Please see tech specs/TOR
27	Rainboots	HRMD	Public Bidding		1st - 4th Quarter				1,683,010			Please see tech specs/TOR
28	Rubber Stamps	ALL	Alternative		1st - 4th Quarter				304,364			Please see tech specs/TOR
29	Shipping / Bag Tags (various prints)	Operations	Public Bidding		1st - 3rd Quarter				4,202,311			Please see tech specs/TOR
30	Vehicle Van Seals	Operations	Alternative		1st - 4th Quarter				796,000			Please see tech specs/TOR
31	Violet Ink	LPMD	Alternative		1st - 4th Quarter				153,171			Please see tech specs/TOR
32	Window Envelope with prints for Hybrid mail machine, PID & PDIC	Operations/BLD	Alternative		1st - 4th Quarter				284,504			Please see tech specs/TOR
33	Other Operational Supplies / Materials	ALL	Alternative		1st - 4th Quarter				1,000,000			Please see tech specs/TOR
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Code (PAP)	Procurement Program/Project	PMO/End User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PHP)			Remarks
				Adsp/Post of IBREI	Sub / Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CAPEX	
<b>F</b>	<b>OTHER CENTRALLY- PROCURED SUPPLIES &amp; MATERIALS USED FOR OPERATIONS</b>	<b>Operations</b>	<b>Alternative</b>					<b>CoB</b>		<b>18,809,210</b>		
	<b>a. Chemicals for Cleaning and repair of postage metered machines</b>											
1	Multi-purpose cleaner (30lbs./jug)	FMD	Alternative		1st - 4th Quarter					<b>48,310</b>		Please see tech specTOR
2	Solvent degreaser (12 oz./can)	FMD	Alternative		1st - 4th Quarter					<b>32,879</b>		Please see tech specTOR
										<b>15,431</b>		Please see tech specTOR
	<b>b. Supplies &amp; Spare parts for Metered Machine, Hybrid Mail, Sorting Machine &amp; X-ray machine</b>											
<b>A.</b>	<b>Postage Meter Machine:</b>									<b>15,760,960</b>		
1	Ink Cartridge (Intellink PMM), counter DM300	FMD/PO	Alternative		1st - 4th Quarter					<b>8,125,691</b>		Please see tech specTOR
2	Ink Cartridge (Intellink PMM), bulk DM1000	FMD/PO	Alternative		1st - 4th Quarter					<b>215,028</b>		Please see tech specTOR
3	Print head assembly (Intellink PMM), counter (DM300)	FMD/PO	Alternative		1st - 4th Quarter					<b>2,732,868</b>		Please see tech specTOR
4	Print head assembly (Intellink PMM), bulk (DM1000)	FMD/PO	Alternative		1st - 4th Quarter					<b>181,061</b>		Please see tech specTOR
5	Knob release jam (knob lever)	FMD/PO	Alternative		1st - 4th Quarter					<b>22,819</b>		Please see tech specTOR
6	Main Board Kit	FMD/PO	Alternative		1st - 4th Quarter					<b>699,405</b>		Please see tech specTOR
7	Purge Assembly	FMD/PO	Alternative		1st - 4th Quarter					<b>180,380</b>		Please see tech specTOR
8	Control Panel	FMD/PO	Alternative		1st - 4th Quarter					<b>2,932,883</b>		Please see tech specTOR
9	Main Board	FMD/PO	Alternative		1st - 4th Quarter					<b>119,126</b>		Please see tech specTOR
10	Other Spare Parts	FMD/PO	Alternative		1st - 4th Quarter					<b>551,699</b>		Please see tech specTOR
	<b>c. Various Spare Parts &amp; Other Supplies for Hybrid Machine and Sorting Machine</b>	<b>Operations</b>	<b>Alternative</b>							<b>1,000,000</b>		
1	Ink for Hybrid				1st - 4th Quarter							Please see tech specTOR
2	Drum Cartridge				1st - 4th Quarter							Please see tech specTOR
3	Waste Toner Cartridge				1st - 4th Quarter							Please see tech specTOR
4	Cleaning Cartridge				1st - 4th Quarter							Please see tech specTOR
5	Flourecent Red Ink				1st - 4th Quarter							Please see tech specTOR
6	Flourecent Make up				1st - 4th Quarter							Please see tech specTOR

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Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks
				Adspost of IBREI	Sub / Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CAPEX	
7	Cleaning Solution				1st - 4th Quarter							Please see tech specs/TOR
8	Ink filter				1st - 4th Quarter							Please see tech specs/TOR
9	Other Spare Parts and Supplies				1st - 4th Quarter							Please see tech specs/TOR
	d. Other Centrally-Procured Items (unforeseen supplies/materials)	ALL	Alternative		1st - 4th Quarter					2,000,000		Please see tech specs/TOR
2.0. LOCALLY-PROCURED SUPPLIES & MATERIALS												
								CoB		54,950,389		
A. Commonly Used Supplies & Materials												
	a. Toner/ Inks/ Ribbons for various Printers and Photocopying Machines, Duplicating Machine/ Duplo and other Supplies & Materials	ALL	Alternative		1st - 4th Quarter			CoB		16,357,693		Please see tech specs/TOR
	b. Spare Parts for Other Printers, Duplicating Machines and Photocopying Machines including Duplo machine	ALL	Alternative		1st - 4th Quarter			CoB		496,735		Please see tech specs/TOR
	c. Motor Vehicle Supplies & Materials				1st - 4th Quarter			CoB		7,886,485		
	c.1 Tires	Operations/NTD	Alternative		1st - 4th Quarter					3,239,361		Please see tech specs/TOR
	CO	Area	Alternative		1st - 4th Quarter					2,000,000		
	AREAS				1st - 4th Quarter					1,239,361		
	c.2 Batteries	Operations/NTD	Alternative		1st - 4th Quarter					1,200,000		Please see tech specs/TOR
	CO	Area	Alternative		1st - 4th Quarter					900,000		
	AREAS				1st - 4th Quarter					300,000		

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				Adsp/Post of IBREI	Sub / Open of Bids	Notice of Award	Contract Signing		Total	MOOE		CAPEX
	c.3 Spare Parts and other Supplies for Vehicles											
	CO	Operations/NTD	Alternative		1st - 4th Quarter				3,447,124			Please see tech specs/TOR
	AREAS	Area	Alternative		1st - 4th Quarter				2,000,000			
									1,447,124			
	d. Various Commonly Used Supplies from Procurement Service (PS,DBM)	ALL	Alternative A-A		1st - 4th Quarter			CoB	11,000,000			Please see tech specs/TOR
	e. Supplies for PhilPost Medical & Dental clinic, incldg. Tools	HRMD	Alternative		1st - 4th Quarter			CoB	500,000			Please see tech specs/TOR
	f. Janitorial, Electrical, Mechanical and Construction Supplies	GSD/Area	Alternative		1st - 4th Quarter			CoB	1,960,731			Please see tech specs/TOR
	g. SEMI-EXPENDABLES, various kinds (PPE with unit cost below Php15,000.00)	ALL	Alternative		1st - 4th Quarter			CoB	14,248,745			Please see tech specs/TOR
	h. Other Locally-Procured items (unforeseen)	ALL	Alternative		1st - 4th Quarter			CoB	2,500,000			Please see tech specs/TOR

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				Adsp/Post of IBREI	Sub / Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CAPEX	
3	Oil and Lubricants											
	CO	NTD	Public Bidding		1st - 4th Quarter					3,552,013		Please see tech specs/TOR
	Area	Areas	Alternative		1st - 4th Quarter					2,000,000		
										1,552,013		
	<b>REPAIR &amp; MAINTENANCE SERVICES</b>							CoB		19,745,518		
1	<b>Buildings &amp; Structures (Minor Renovations/Facelift/Signage Installation)</b>							CoB		4,500,000		Please see scope of work/drawings/TOR
	Central Office	GSD	Alternative		1st - 4th Quarter					1,500,000		
	Postal Areas	Area	Alternative		1st - 4th Quarter					3,000,000		
2	<b>Equipment, IT Equipment &amp; Machineries (incl. spareparts)</b>									7,545,518		Please see scope of work/TOR
	X-Ray Machine Preventive Maintenance	Operations	Alternative- Direct Contracting		1st - 4th Quarter					2,000,000		Please see scope of work/TOR
	Annual Comprehensive Maintenance of Hybrid Mail Machine	Operations	Alternative- Direct Contracting		1st - 4th Quarter					2,000,000		Please see scope of work/TOR
	Annual Comprehensive Maintenance of Sorting Machine	Operations	Alternative- Direct Contracting		1st - 4th Quarter					2,000,000		Please see scope of work/TOR
	Repair of other equipment/ machineries	Operations	Alternative		1st - 4th Quarter					800,000		Please see scope of work/TOR
	ICT Software Maintenance				1st - 4th Quarter							
	Central Office	MISD	Alternative		1st - 4th Quarter					500,000		Please see scope of work/TOR
	Areas	Area	Alternative		1st - 4th Quarter					245,518		Please see scope of work/TOR
3	<b>Motor Vehicles</b>									6,500,000		
	Central Office	NTD	Alternative		1st - 4th Quarter					4,000,000		Please see scope of work/TOR
	Postal Areas	Area	Alternative		1st - 4th Quarter					2,500,000		Please see scope of work/TOR

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				Adsp/Post of IBREI	Sub / Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CAPEX	
4	Furniture & Fixtures	ALL	Alternative		1st - 4th Quarter					200,000		Please see scope of work/TOR
5	INSURANCE AND REGISTRATION									17,496,323		
	Building, Equipment & Machineries (incl. Documentary stamps)	LPMD	Alternative		1st - 4th Quarter					11,500,000		Please see scope of work/TOR
	DOL (incl. Documentary stamps)	HRMD	Alternative		1st - 4th Quarter					700,000		Please see scope of work/TOR
	Motor Vehicle Insurance and Registration	NTD	Alternative		1st - 4th Quarter					3,125,932		Please see scope of work/TOR
	TAXES, DUTIES & LICENCES	Area	Alternative		1st - 4th Quarter					496,098		Please see scope of work/TOR
	FIDELITY BOND PREMIUMS	Area	Alternative		1st - 4th Quarter					674,294		Please see scope of work/TOR
	Open Marine Insurance Policy	Operations	Alternative		1st - 4th Quarter					1,000,000		Please see scope of work/TOR
8	Other MOOE									29,537,244		
1.	Expenses for anniversaries, christmas & other PhilPost Activities	ALL	Alternative		1st - 4th Quarter					779,489		Please see scope of work/TOR
2.	Expenses for meeting/workshop venue/accommodations	ALL	Alternative		1st - 4th Quarter					3,310,324		Please see scope of work/TOR
3.	Market Research incl. Customer Satisfaction Survey	BLD	Public Bidding		1st - 4th Quarter					5,686,568		Please see scope of work/TOR
4.	Printing Services, incl. hybrid machine printing	Operations	Alternative		1st - 4th Quarter					1,000,000		Please see scope of work/TOR
5.	Provision for ISO-related expenses	Adfin	Alternative		1st - 4th Quarter					3,000,000		Please see scope of work/TOR
6.	Vehicle Emission Test/tollfees, etc.	NTD	Alternative		1st - 4th Quarter					3,000,000		Please see scope of work/TOR
7.	Appraisal of properties	LPMD	Public Bidding		1st - 4th Quarter					8,117,196		Please see scope of work/TOR
8.	Postage Meter Machine Annual Licenses	FMD	Alternative		1st - 4th Quarter					1,940,520		Please see scope of work/TOR

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				Adspost of IBIREI	Sub / Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CAPEX	
9.	Others	ALL	Alternative		1st - 4th Quarter					2,703,137		Please see scope of work/TOR
7	SUBSCRIPTION							CoB		9,359,581		
1.	e-commerce platform service fee	MISD	Alternative		1st - 4th Quarter					300,000		Please see scope of work/TOR
2.	SMS (Bulk SMS) - subscription for mail notification to clients	Operations	Alternative		1st - 4th Quarter					965,652		Please see scope of work/TOR
3.	Antivirus Subscription	MISD	Alternative		1st - 4th Quarter					2,896,956		Please see scope of work/TOR
4.	IPS Subscription	MISD	Alternative		1st - 4th Quarter					989,260		Please see scope of work/TOR
5.	Post Net Subscription	MISD	Alternative		1st - 4th Quarter					3,532,539		Please see scope of work/TOR
6.	Customs Declaration System (CDS) fee	MISD	Alternative		1st - 4th Quarter					289,698		Please see scope of work/TOR
7.	Others - Subscription (Newspaper & Cable)	ALL	Alternative		1st - 4th Quarter					395,396		Please see scope of work/TOR
8	BILLING OF LOTS	CO/Arms	Alternative		1st - 4th Quarter			CoB		1,000,000		Please see scope of work/TOR
8	RENTAL (building/equipment/tracking/vehicle)				1st - 4th Quarter			CoB		49,203,581		
1.	Central Office	LPMD	Alternative		1st - 4th Quarter					9,203,581		Please see scope of work/TOR
2.	Postal Areas	Area	Alternative		1st - 4th Quarter					40,000,000		Please see scope of work/TOR
10	MAIL CONVEYANCE SERVICES	Operations	Public Bidding		1st - 2nd Quarter			CoB		202,251,526		
1	Domestic by Air & by Sea									72,513,476		Please see scope of work/TOR
2	International by Air									115,147,902		Please see scope of work/TOR
3	International by Sea									14,596,148		Please see scope of work/TOR

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11	SECURITY SERVICES	ISD	MYCA		1st - 4th Quarter			CoB	Total	23,698,938		MYCA
1	CO									4,822,007		
2	Area									18,876,932		
12	JANITORIAL SERVICES	GSD	MYCA		1st - 4th Quarter			CoB	10,329,048			MYCA
1	CO									6,255,522		
2	Area									4,073,526		
13	UTILITIES	LPMD	Alternative		1st - 4th Quarter			CoB	56,609,000			
	Water									12,346,162		Please see scope of work/TOR
	Electricity									44,262,838		Please see scope of work/TOR
14	COMMUNICATION (Landline & Mobile)	LPMD	Alternative		1st - 4th Quarter			CoB	3,661,904			
	Landline									3,088,179		Please see scope of work/TOR
	Mobile Expense									573,725		Please see scope of work/TOR
15	INTER-CONNECTIVITY							CoB	34,773,088			
	Internet	All	Alternative		1st - 4th Quarter					18,550,903		Please see scope of work/TOR
	GPS Subscription	Operations	Public Bidding		1st - 4th Quarter					1,574,870		Please see scope of work/TOR
	MOBILE TABLET CONNECTIVITY	Area	Alternative		1st - 4th Quarter					518,400		Please see scope of work/TOR
	Internet connectivity with mobile device (delivery management)	Operations	Public bidding		1st - 4th Quarter					14,128,915		Please see scope of work/TOR

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**MARIA ADELIZA B. RAMOS**  
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				Adspost of IBREI	Sub / Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CAPEX	
16	CONSULTANCY PROFESSIONAL SERVICES							CoB		31,737,211		
	Professional/Consultancy Services in the CO	CO	Alternative		1st - 4th Quarter					16,485,101		Please see scope of work/TOR
	Professional Services in the Areas	Area	Alternative		1st - 4th Quarter					2,032,577		Please see scope of work/TOR
	COA Audit Fee/Services	ADFIN	Alternative		1st - 4th Quarter					13,219,533		Please see scope of work/TOR
17	ADVERTISING & MARKETING	MMSS	Alternative		1st - 4th Quarter			CoB		12,800,800		Please see scope of work/TOR
18	TRAINING	HRMD	Alternative		1st - 4th Quarter			CoB		5,000,000		Please see scope of work/TOR
	TOTAL MOOE									702,337,710		
Note:	Clothing for PHL Post Employees	HRMD	Public Bidding		1st - 4th Quarter							From Personnel Services Funds

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*[Signature]*  
MARIA ADELIZA B. RAMOS  
AGENDA/MINUTES OFFICER III

*[Handwritten marks]*



Code (PAP)	Procurement Program/Project	PMO/End User	Mode of Procurement	Schedule for Each Procurement Activity				Estimated Budget (Php)		Remarks
				Adsp/ost of IBREI	Sub / Open of Bids	Notice of Award	Contract Signing	Source of Funds	Total	
	Summary:									

Centrally-Procured Supplies/Materials: Accountable Forms/Items Revenue generating forms/Items Operational Supplies/Materials Printed Forms Other -centrally procured supplies & materials  Locally-Procured Supplies/Materials: Commonly-used supplies & materials Gasoline, Oil & Lubricants Repair & Maintenance Insurance & Registration Other MOOE Advertising and Marketing Training Tinting Subscription Rental Mail Conveyance Security Janitorial Utilities Communication Inter-connectivity Consultancy/Professional Services										
TOTAL										762,397,716

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✓ 2. 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100



Code (PAP)	Procurement Program/Project	PMO/End User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)		Remarks	
				Adsp/Post of IBREI	Sub / Open of Bids	Notice of Award	Contract Signing		Total	MOOE		CAPEX
PART II. CAPITAL INVESTMENT EXPENDITURES												
	OTHER EQUIPMENT & MACHINERIES							CoB			171,093,682	
1.	Air conditioner, 1.0HP, wdo type/ regular	ALL	Alternative		1st - 4th Quarter						1,000,000	Please see tech specs/TOR
2	Air conditioner, 10TR, package type, regular/ inverter/split type (incl. Installation)	ALL	Alternative		1st - 4th Quarter						2,214,900	Please see tech specs/TOR
3	Air conditioner, 2.0HP, wdo type/inverter/split/wall mounted/window (incl. Installation)	ALL	Alternative		1st - 4th Quarter						2,000,000	Please see tech specs/TOR
4	Air conditioner, 2.5HP, regular/split-type/inverter (wall mounted/ wdo type incl. Installation)	ALL	Alternative		1st - 4th Quarter						1,118,150	Please see tech specs/TOR
5	Air conditioner, 5TR, package type, regular/ inverter/split type (incl. Installation)	ALL	Alternative		1st - 4th Quarter						1,505,490	Please see tech specs/TOR
6	Biometrics machine	ALL	Alternative		1st - 4th Quarter						436,340	Please see tech specs/TOR
7	Fabricated Roller Mail Cages	Operations	Alternative		1st - 4th Quarter						609,900	Please see tech specs/TOR
8	Generator set, (50 KVA ) & installation cost	ALL	Alternative		1st - 4th Quarter						642,000	Please see tech specs/TOR
9	Hand Pallet trucks, heavy duty (battery-operated)	Operations	Alternative		1st - 4th Quarter						513,600	Please see tech specs/TOR
10	Label Printer (barcode)	ALL	Alternative		1st - 4th Quarter						1,200,000	Please see tech specs/TOR
11	Lifter	Operations	Public Bidding		1st - 4th Quarter						1,926,000	Please see tech specs/TOR
12	Ring Binding machine	ALL	Alternative		1st - 4th Quarter						500,760	Please see tech specs/TOR
13	Shredder (paper shredding machine)	ALL	Alternative		1st - 4th Quarter						394,830	Please see tech specs/TOR
14	Sound system with complete accessories, for flag raising & programs	GSD	Alternative		1st - 4th Quarter						556,400	Please see tech specs/TOR
15	Stamps Cancelling Machine TM1000 (every MDC, Sub-DC, big POs, MMDC)	Operations	Alternative		1st - 4th Quarter						294,250	Please see tech specs/TOR
16	Weighing Scale (2 kgs) incldg. test weights	ALL	Alternative		1st - 4th Quarter						224,700	Please see tech specs/TOR
17	Weighing Scale (50 kgs), digital flatrom, incldg. test weights	ALL	Alternative		1st - 4th Quarter						2,725,697	Please see tech specs/TOR
18	Weighing Scale (75 kgs), digital flatrom, incldg. test weights	ALL	Alternative		1st - 4th Quarter						674,100	Please see tech specs/TOR
19	X-Ray Machine (1-Smed Out; 1-Cebu OE; 1-Davao OE)	Operations	Public Bidding		1st - 4th Quarter						9,500,000	Please see tech specs/TOR
20	Manual belt conveyor (1-CMEC; 1-EMED_	Operations	Alternative		1st - 4th Quarter						1,000,000	Please see tech specs/TOR
21	Parcel/Fats Sorting Machine	Operations	Public Bidding		1st - 4th Quarter						128,000,000	Please see tech specs/TOR
22	Electric Typewriter	ALL	Alternative		1st - 4th Quarter						100,000	Please see tech specs/TOR
23	Drawing Table	ALL	Alternative		1st - 4th Quarter						20,664	Please see tech specs/TOR
24	Electric Cutting Machine	LPMD	Public Bidding		1st - 4th Quarter						2,108,745	Please see tech specs/TOR
25	Unforeseen Other Equipment & Machineries	ALL	Alternative		1st - 4th Quarter						11,827,157	Please see tech specs/TOR

**OFFICE OF THE PROCLAMATION**



Code (PAP)	Procurement Program/Project	PMO/End User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks
				Adst/Post of IBREI	Sub / Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CAPEX	
	IT EQUIPMENT AND SOFTWARE SYSTEMS							CoB			241,417,774	
2.	IT EQUIPMENT							CoB			216,472,774	
1.	Tablet (12.9 inch, 1 TB, with 1 pencil)	MISD	Alternative		1st - 4th Quarter							
2.	Drawing Tablet (Medium size)	MISD	Alternative		1st - 4th Quarter						217,080	Please see tech specs/TOR
3.	CCTV System (Camera w/ DVR, monitor & accessories)	MISD	Alternative		1st - 4th Quarter						40,375	Please see tech specs/TOR
4.	Computer CPU (for replacement)	ISD	Alternative		1st - 4th Quarter						844,872	Please see tech specs/TOR
5.	Desktop Computer set with UPS (admin use & system workstation)	MISD	Alternative		1st - 4th Quarter						1,656,252	Please see tech specs/TOR
6.	Desktop Computer with UPS printer & barcode scanner -- back office	MISD	Alternative		1st - 4th Quarter						5,987,960	Please see tech specs/TOR
7.	Desktop Computer, UPS, Laser printer, Label Printer, Barcode Banner & Portable Printer (MMS-ICT project)	MISD	Public Bidding		1st - 4th Quarter						1,774,916	Please see tech specs/TOR
8.	Laptop	MISD	Alternative		1st - 4th Quarter						65,665,488	Please see tech specs/TOR
9.	Multi-media projector	MISD	Alternative		1st - 4th Quarter						3,657,380	Please see tech specs/TOR
10.	Rubber stamp/prodat printer	ALL	Alternative		1st - 4th Quarter						793,673	Please see tech specs/TOR
11.	Servers - High-end	MISD	Public Bidding		1st - 4th Quarter						385,200	Please see tech specs/TOR
12.	RISO Machine	LPMD	Alternative		1st - 4th Quarter						5,778,000	Please see tech specs/TOR
13.	Printer w/ photocopier & scanner	AdF-in	Alternative		1st - 4th Quarter						100,000	Please see tech specs/TOR
14.	Desktop Computer set with UPS (PPFCS-POS)	AdF-in	Public Bidding		1st - 4th Quarter						50,000	Please see tech specs/TOR
15.	Label printer (PFCS-POS)	AdF-in	Public Bidding		1st - 4th Quarter						72,000,000	Please see tech specs/TOR
16.	Desktop Computer set with UPS (for CFMS)	AdF-in	Alternative		1st - 4th Quarter						32,000,000	Please see tech specs/TOR
17.	Heavy Duty Printer - Scanner	AdF-in	Alternative		1st - 4th Quarter						10,780,000	Please see tech specs/TOR
18.	DSLR - EOS 80D (inclg. Accessories and other supplies)	MMSS	Alternative		1st - 4th Quarter						400,000	Please see tech specs/TOR
19.	Desktop computer with UPS (for graphic designing)	MMSS	Alternative		1st - 4th Quarter						82,208	Please see tech specs/TOR
20.	Heavy Duty Multi Function Color Printer	MISD	Alternative		1st - 4th Quarter						201,000	Please see tech specs/TOR
21.	Servers - Low End	MISD	Public Bidding		1st - 4th Quarter						289,000	Please see tech specs/TOR
22.	KVM over IP with remote access		Alternative		1st - 4th Quarter						2,250,000	Please see tech specs/TOR
23.	Desktop computer set with UPS and printer for HRIS	HRMD	Alternative		1st - 4th Quarter						600,000	Please see tech specs/TOR
24.	Heavy Duty Document Scanner	ALL	Alternative		1st - 4th Quarter						2,480,000	Please see tech specs/TOR
25.	Other IT Peripherals & Networking components		Alternative		1st - 4th Quarter						350,000	Please see tech specs/TOR
											8,089,371	Please see tech specs/TOR
3.	SOFTWARE/SYSTEM INVESTMENT							CoB			25,005,000	

**APPROVED TRUE COPY**

*[Signature]*  
**MARIA ADELIZA B. RAMOS**  
 AGENDA/MINUTES OFFICER III

*[Handwritten marks]*



Code (PAP)	Procurement Program/Project	PM/End User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PHP)			Remarks
				Adsp/Post of IBREI	Sub / Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CAPEX	
1.	Enterprise Resource Planning (IT System on Processes)											
	Electronic Mail Management System											
	Unified Track & Trace System											
	Mail Management Solution (Enhancement) (25%)	Operations	Alternative		1st - 4th Quarter						2,950,000	Please see tech specs/TOR
	-Additional Modules											
	a Customs Processing System	Operations	Public Bidding		1st - 4th Quarter						1,000,000	Please see tech specs/TOR
	b Logistics & Warehouse Management System	Operations	Public Bidding		1st - 4th Quarter						9,000,000	Please see tech specs/TOR
2.	Result Based Performance Monitoring System	CorPlan/MISD	Alternative		1st - 4th Quarter						500,000	Please see tech specs/TOR
3.	Online Planning System	CorPlan/MISD	Alternative		1st - 4th Quarter						500,000	Please see tech specs/TOR
4.	Enhancement of PHL Post website	MISD	Alternative		1st - 4th Quarter						500,000	Please see tech specs/TOR
5.	Enterprise Firewall	MISD	Public Bidding		1st - 4th Quarter						4,000,000	Please see tech specs/TOR
6.	Application Software License	MISD	Public Bidding		1st - 4th Quarter						3,000,000	Please see tech specs/TOR
7.	Video Conference System	MISD	Public Bidding		1st - 4th Quarter						2,500,000	Please see tech specs/TOR
8.	Others: Unforeseen Software/System Investment	ALL	Alternative		1st - 4th Quarter						1,055,000	Please see tech specs/TOR
4.	FURNITURE & FIXTURES	ALL	Alternative		1st - 4th Quarter			CoB			17,135,528	
1.	Cabinet w/ combination lock										781,200	Please see tech specs/TOR
2.	Fireproof Vault, 28" x 16.5" x 22" (all Pos)										1,486,000	Please see tech specs/TOR
3.	Fireproof Vault, 32" x 18.5" x 28"										958,889	Please see tech specs/TOR
4.	Modular Kiosk										690,000	Please see tech specs/TOR
5.	Cubicle (office)										4,560,000	Please see tech specs/TOR
6.	Packing Table										720,000	Please see tech specs/TOR
7.	Steel Filing Cabinet										969,000	Please see tech specs/TOR
8.	Table, Executive										396,000	Please see tech specs/TOR
9.	Table, Conference with chairs										1,084,000	Please see tech specs/TOR
10.	Television set (60" screen)										340,000	Please see tech specs/TOR
11.	Hoister (conveyor)										150,000	Please see tech specs/TOR
12.	Sorting Table										4,000,000	Please see tech specs/TOR
13.	Wooden cabinet/shelves										100,000	Please see tech specs/TOR
14.	Conference Microphone										100,000	Please see tech specs/TOR
15.	Other Furniture & Fixtures										790,439	Please see tech specs/TOR
5.	VEHICLES							CoB			116,069,340	
1.	Major Rehabilitation of Motor Vehicles (Outsource)	ALL	Alternative		1st - 4th Quarter						5,479,000	Please see tech specs/TOR
2.	Small Van	Operations/NTD	Public Bidding		1st - 4th Quarter						31,200,000	Please see tech specs/TOR



Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks
				Ads/Post of IB/REI	Sub / Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CAPEX	
	3. 4 Wheeler Van (Light Van)	Operations/NTD	Public Bidding		1st - 4th Quarter					16,200,000		Please see tech specs/TOR
	4. 6-Wheeler Medium Van	Operations/NTD	Public Bidding		1st - 4th Quarter					30,709,000		Please see tech specs/TOR
	5. Coaster	Operations/NTD	Public Bidding		1st - 4th Quarter					4,043,600		Please see tech specs/TOR
	6. 10 Wheeler Heavy Van Truck	Operations/NTD	Public Bidding		1st - 4th Quarter					27,000,000		Please see tech specs/TOR
	7. Other Repair Service	ALL	Alternative		1st - 4th Quarter					1,437,740		Please see tech specs/TOR
	INFRASTRUCTURE (MAJOR REPAIR, above PHP200T)							CoB		93,703,000		
Central Office including CMEC & SMED												
	1. Postage Division Office, G/F	FMD	Public Bidding		1st - 4th Quarter			CoB		1,000,000		Please see scope of work/drawings
	2. Renovation of Property Warehouse	LPMD	Public Bidding		1st - 4th Quarter					6,000,000		Please see scope of work/drawings
	3. SRD Comfort Room	SRD/Operations	Alternative		1st - 4th Quarter					200,000		Please see scope of work/drawings
	4. Postal Museum Improvement	MMSS/BLD	Public Bidding		1st - 4th Quarter					2,000,000		Please see scope of work/drawings
	5. Others - Repair/renovation of ID office	Operations	Public Bidding		1st - 4th Quarter					1,000,000		Please see scope of work/drawings
	6. Training Room (IT)	MSD	Alternative		1st - 4th Quarter					450,000		Please see scope of work/drawings
	7. Major Repair/Renovations of Comfort Rooms	ALL	Alternative		1st - 4th Quarter					550,000		Please see scope of work/drawings
	8. Repair/Renovation of Annex 1 Building	GSD	Public Bidding		1st - 4th Quarter					16,350,000		Please see scope of work/drawings
	9. Flooring AMED-Mezzanine	AMED/Operation	Public Bidding		1st - 4th Quarter					1,500,000		Please see scope of work/drawings
	10. Reconstruction of Repair Bay	NTD/Operations	Public Bidding		1st - 4th Quarter					1,605,000		Please see scope of work/drawings
	11. Rehabilitation of CMEC/Construction of Warehouse	Operations	Public Bidding		1st - 4th Quarter					20,795,000		Please see scope of work/drawings
	12. Repair/Rehab of Cebu & Davao OEs	Operations	Public Bidding		1st - 4th Quarter					1,500,000		Please see scope of work/drawings
	13. Repair of SMED Building & Warehouses	SMED/Operation	Public Bidding		1st - 4th Quarter					5,000,000		Please see scope of work/drawings
Area 1												
	14. Area Office	NELA	Public Bidding		1st - 4th Quarter			CoB		1,200,000		Please see scope of work/drawings
	15. Diffun, Quirino	NELA	Alternative		1st - 4th Quarter					250,000		Please see scope of work/drawings

MARIA ADELITZA B. RAMOS  
AGENDA/MINUTES OFFICER ID

2024



Code (PAP)	Procurement Program/Project	PMO/End User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks
				Advs/Post of IBPREI	Sub / Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CAPEX	
16.	Santiago PO	NELA	Alternative		1st - 4th Quarter						250,000	Please see scope of work/drawings
17.	Cabanatuan City PO & MDC	NELA	Public Bidding		1st - 4th Quarter						500,000	Please see scope of work/drawings
18.	Aurora, Isabela	NELA	Public Bidding		1st - 4th Quarter						300,000	Please see scope of work/drawings
19.	Repair/Renovation of Bayombong Post Office	NELA	Public Bidding		1st - 4th Quarter						2,400,000	Please see scope of work/drawings
Area 2												
20.	Rehabilitation of Baguio City PO (Phase 1)	NWLA	Public Bidding		1st - 4th Quarter			CoB			2,675,000	Please see scope of work/drawings
Area 3												
21.	Quezon City Central Post Office	Mega Manila	Public Bidding		1st - 4th Quarter			CoB			1,414,000	Please see scope of work/drawings
22.	Taguig City Post Office	Mega Manila	Public Bidding		1st - 4th Quarter						2,000,000	Please see scope of work/drawings
23.	Caloocan City Central Post Office	Mega Manila	Public Bidding		1st - 4th Quarter						1,414,000	Please see scope of work/drawings
24.	Ermita Post Office	Mega Manila	Public Bidding		1st - 4th Quarter						1,000,000	Please see scope of work/drawings
25.	Makati City Hall PO	Mega Manila	Alternative		1st - 4th Quarter						800,000	Please see scope of work/drawings
26.	Batanes PO(Provision of Transient House for revenue generation	Mega Manila	Public Bidding		1st - 4th Quarter						2,500,000	Please see scope of work/drawings
Area 4												
27.	Repair of Inga City Post Office	SLA	Public Bidding		1st - 4th Quarter			CoB			1,200,000	Please see scope of work/drawings
28.	Repair of Legazpi City Post Office	SLA	Public Bidding		1st - 4th Quarter						800,000	Please see scope of work/drawings
29.	Fencing of Tayabas Post Office	SLA	Public Bidding		1st - 4th Quarter						700,000	Please see scope of work/drawings
30.	Repair/Renovation of Area Office, San Pablo City	SLA	Public Bidding		1st - 4th Quarter						1,150,000	Please see scope of work/drawings
Area 5												
31.	KIOSK	CEVA	Public Bidding		1st - 4th Quarter			CoB			300,000	Please see scope of work/drawings
32.	Repair/Renovation of Naval, Biliiran Post Office	CEVA	Public Bidding		1st - 4th Quarter						1,650,000	Please see scope of work/drawings
Area 6												
33.	Repair/Renovation of Kalibo Post Office, Aklan	WVA	Public Bidding		1st - 4th Quarter			CoB			1,750,000	Please see scope of work/drawings
Area 7												
34.	Repair/Renovation of Davao City Post Office	EMA	Public Bidding		1st - 4th Quarter			CoB			1,750,000	Please see scope of work/drawings
Area 8												

OFFICE OF THE SECRETARY OF DEFENSE

**OFFICE OF THE**



Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks
				Ads/Post of IBREI	Sub / Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CAPEX	
35.	Marawi City P.O.	CMA	Public Bidding		1st - 4th Quarter						3,000,000	Please see scope of work/drawing
36.	Butuan City P.O.	CMA	Public Bidding		1st - 4th Quarter						1,500,000	Please see scope of work/drawing
37.	Valencia City P.O.	CMA	Public Bidding		1st - 4th Quarter						1,500,000	Please see scope of work/drawing
38.	Malaybalay City P.O.	CMA	Public Bidding		1st - 4th Quarter						1,500,000	Please see scope of work/drawing
39.	Repair/Renovation of Admin Office - Area 8	CMA	Public Bidding		1st - 4th Quarter						1,100,000	Please see scope of work/drawing
<b>Area 9</b>												
40.	Repair Renovation of Ipl, Zamboanga del Sur PO	WMA	Public Bidding		1st - 4th Quarter			CoB			1,150,000	Please see scope of work/drawing
7.	LEASEHOLD IMPROVEMENT	ALL	Alternative		1st - 4th Quarter			CoB			2,330,700	
8.	OTHER CAPEX (provision for emergency/unforeseen CAPEX, includes calamity stricken areas)	ALL	Alternative		1st - 4th Quarter			CoB			7,400,000	

SUMMARY												
Equipment:												
IT Equipment												
Software/Systems												
TOTAL IT EQUIPMENT AND SOFTWARE/SYSTEMS												
Other Equipment & Machines												
Furniture & Fixtures												
Vehicle												
Infrastructure												
Leasehold Improvement												
Provision for unforeseen/emergency CAPEX												
TOTAL												
											649,017,598	

**APPROVED TRUE COPY**

MARIA ADELIZA B. RAMOS  
AGENDA/MINUTES OFFICER ID

✓ At 2