praft or

| ☑ Original PPMP |
|--------------------------------------|
| Revised (Changed items, same budget) |
| ☐ Supplemental |
| |





PPMP #: PPMP-2025-092524-0601

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) CY 2025

END-USER/UNIT: Instructional Materials and Development Office

CHARGED TO GF-MOOE

Project, Programs and Activities(PPAs):

IMDO Procurement 2025

Schedule/Milestone of Activities (in quantities) Quantity / **Estimated** Mode of Code **General Description** Size Budget Procurement Feb Aug Sep Oct Nov Dec Jan Mar Apr May Jun Jul Construction and Electrical Supplies Extension wire with 4 gang Universal Convenience 2 pc 1,000.00 Public Bidding 2 Outlet, at least 10m long Sub-Total 1.000.00 IT Supplies and Equipment Ink, Epson 003, Genuine Black 65mL 40 btl 14,000.00 Public Bidding 20 20 Ink, EPSON 003, Genuine Cyan 65mL 20 40 btl 14.000.00 Public Bidding 20 Ink, EPSON 003, Genuine Yellow 65mL 15 35 btl 12,250.00 Public Bidding 20 Ink, EPSON 003, Genuine Magenta 65mL 15 35 btl 12,250.00 Public Bidding 20 Computer Printer, All-in-One/Multifunction Colored-Ink 3 unit 42.000.00 Public Bidding 3 Tank External Hard Drive, 1 TB 2 unit 7.000.00 Public Bidding 2 Desktop Computer, Assembled, 12th Gen Core i5, SDD 49,000.00 Public Bidding 1 1 sets and HDD Mouse, Wired, Optical, USB 3 pieces 630.00 Public Bidding 3 Mouse Pad 3 pcs 1,500.00 **Public Bidding** 3 5,700.00 LCD Monitor 1 pc Public Bidding Sub-Total 158.330.00 Office Equipment Paper shredder machine, heavy duty 1 pieces 12.000.00 Public Bidding 1

| Code | General Description | Quantity / | Estimated | Mode of | Schedule/Milestone of Activities (in quantities) | | | | | | | | | | | | |
|------|--|---------------|-----------|----------------|--|-----|-----|-----|-----|-----------|-----|-----|-----|-----|-----|-----|--|
| Code | | Size | Budget | Procurement | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | |
| | water dispenser | 1 unit | 10,000.00 | Public Bidding | | 1 | | | | | | | | | | | |
| | Heavy Duty Extension Wire 5m | 2 pcs | 699.50 | Public Bidding | | 2 | | | | | | | | | | | |
| | Webcam for PC 1080P | 2 pc | 1,400.00 | Public Bidding | 1 | 1 | | | | | | | | | | | |
| | Trolley cart organizer | 1 pc | 1,000.00 | Public Bidding | 1 | | | | | | | | | | | | |
| | Sub-Total Sub-Total | | 25,099.50 | | | | | | | | | | | | | | |
| | Office Furniture & Fixture | | | | | | | | | | | | | | | | |
| | 3 layer magazine tray/storage/desk organizer/holder/rack | 4 pcs | 1,200.00 | Public Bidding | 2 | 2 | | | | | | | | | | | |
| | Basic Adjustable Black Curtain Rod | 2 piece | 1,000.00 | Public Bidding | 2 | | | | | | | | | | | | |
| | Sub-Total | | 2,200.00 | | | | | | | | | | | | | | |
| | Office Supplies | | | | | | | | | | | | | | | | |
| | Sticker Paper, high gloss A4 size, 50 sheets/pack | 5 pack | 2,000.00 | Public Bidding | | 5 | | | | | | | | | | | |
| | Vellum Board, White, Size: 8.5" x 11" (Letter), 180gsm, 10pcs/pack | 55 packs | 2,750.00 | Public Bidding | | | 55 | | | | | | | | | | |
| | Certificate Holder (A4) | 16 pcs | 1,040.00 | Public Bidding | | | | 16 | | | | | | | | | |
| | Record Book, Big, 300 pages | 5 pcs | 775.00 | Public Bidding | 5 | | | | | DO 1801/2 | | | | | | | |
| | Record Book, Big, 500 pages | 5 pcs | 925.00 | Public Bidding | 5 | | | | | | | | | | | | |
| | Stapler, HD-# 10 | 3 pieces | 360.00 | Public Bidding | | 3 | | | | | | | | | | | |
| | Transparent Tape (1") | 10 rolls | 250.00 | Public Bidding | 5 | | | 5 | | | | | | | | | |
| | Transparent Tape (2") | 10 rolls | 400.00 | Public Bidding | 5 | | | 5 | | | | | | | | | |
| | PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box | 5 box of 50's | 125.00 | Public Bidding | 2 | | | 3 | | | | | | | | | |
| | Puncher, 2 holes, heavy duty | 2 pieces | 630.00 | Public Bidding | | 1 | | | 1 | | | | | | | | |
| | Pen, Permanent Marker, blue, broad tip | 10 pieces | 600.00 | Public Bidding | 5 | | | 5 | | | | | | | | | |
| | Pen, Permanent Marker, red, broad tip | 10 pieces | 600.00 | Public Bidding | | | | | | | 5 | | | 5 | | | |
| | Pen, Permanent Marker, black, broad tip | 10 pieces | 600.00 | Public Bidding | | 5 | | | 5 | | | | | | | | |
| | Pen, Whiteboard Marker, black | 5 pieces | 250.00 | Public Bidding | | | 5 | | | | | | | | | | |
| | Pen, Whiteboard Marker, red | 5 pieces | 250.00 | Public Bidding | | | 5 | | | | | | | | | | |
| | Pen, Whiteboard Marker, blue, | 5 pieces | 250.00 | Public Bidding | | | 5 | | | | | | | | | | |
| | Pen, Sign, .5mm, Gel-type, Black | 10 piece | 350.00 | Public Bidding | 5 | | | 5 | | | | | | | | | |
| | Pen, Sign, .5mm, Gel-type, Blue | 50 piece | 1,750.00 | Public Bidding | 25 | | | 25 | | | | | | | | | |
| | Pen, Sign, .5mm, Gel-type, Red | 20 piece | 700.00 | Public Bidding | 10 | | | 10 | | | | | | | | | |
| | Alcohol, Ethyl, 70% solution, 500mL | 3 btls | 375.00 | Public Bidding | | 3 | | | | | | | | | | | |
| | Alcohol, Ethyl, 70% solution, 1 gallon | 1 gallons | 600.00 | Public Bidding | | 1 | | | | | | | | | | | |
| | Disinfectant Cleaner, multi-surface, scented | 1 gal | 420.00 | Public Bidding | | | 1 | | | | | | | | | | |
| | Glass cleaner 500ml lemon w/spray | 2 btls | 400.00 | Public Bidding | 1 | | 1 | | | | | | | | | | |

| General Description Glass Wiper Soap, Dishwashing, Liquid, 250mL | Quantity / Size 2 piece | Budget | Procurement | | | | | | | | | 1 | | Schedule/Milestone of Activities (in quantities) | | | | | | | | | | | | |
|--|---|---|---|---|---|---|---|---|---|---|--|---|---|--|---|--|--|--|--|--|--|--|--|--|--|--|
| Soap, Dishwashing, Liquid, 250mL | 2 piece | Budget | Procurement | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | | | | | | | | | | | |
| | | 600.00 | Public Bidding | | 1 | | | 1 | | | | | | | | | | | | | | | | | | |
| | 2 btls | 300.00 | Public Bidding | | 2 | | | | | | | | | | | | | | | | | | | | | |
| Dishwashing Paste | 3 рс | 210.00 | Public Bidding | | 3 | | | | | | | | | | | | | | | | | | | | | |
| Detergent Soap Powder with Antibacterial, 500g | 2 packs | 120.00 | Public Bidding | | | 2 | | | | | | | | | | | | | | | | | | | | |
| Sign Here Sticky Notes | 25 pack | 1,475.00 | Public Bidding | 25 | | | | | | | | | | | | | | | | | | | | | | |
| STICKY NOTES 2 X 3 ASSORTED COLORS | 20 pad | 1,580.00 | Public Bidding | 10 | | 10 | | | | | | | | | | | | | | | | | | | | |
| Sticky Note, 3x5 Colored | 15 pads | 750.00 | Public Bidding | 10 | | | 5 | | | | | | | | | | | | | | | | | | | |
| Index Tab, transparent, self-adhesive, transparent, 5sets/box | 20 boxes | 1,800.00 | Public Bidding | 10 | | | 10 | | | | | | | | | | | | | | | | | | | |
| Ring Binder, plastic, 8mm, 5/16" black | 50 pieces | 400.00 | Public Bidding | 20 | | | 20 | | | 10 | | | | | | | | | | | | | | | | |
| Ring Binder, plastic,12mm, 1/2" black | 30 pieces | 360.00 | Public Bidding | 20 | | | 10 | | | | | | | | | | | | | | | | | | | |
| Cork Board, Wall Mount, w/ aluminum frame, 3' x 4' | 1 pcs | 1,640.00 | Public Bidding | 1 | | | | | | | | | | | | | | | | | | | | | | |
| A4 Expanded Folder, Green color | 300 pcs | 6,000.00 | Public Bidding | 100 | | | 100 | | | 100 | | | | | | | | | | | | | | | | |
| Jumbo Paper Clips | 10 Box of 100's | 300.00 | Public Bidding | 5 | 5 | | | | | | | | | | | | | | | | | | | | | |
| Rug, oval shape, doormat | 2 pc | 170.00 | Public Bidding | 1 | | | 1 | | | | | | | | | | | | | | | | | | | |
| Staple Wire, #35 | 15 boxes | 525.00 | Public Bidding | | 10 | | 5 | | | | | | | | | | | | | | | | | | | |
| Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box | 15 boxes | 375.00 | Public Bidding | 10 | | | | 5 | | | | | | | | | | | | | | | | | | |
| Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box | 15 boxes | 1,125.00 | Public Bidding | | 10 | | | 5 | | | | | | | | | | | | | | | | | | |
| Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box | 10 boxes | 250.00 | Public Bidding | | 5 | | 5 | | | | | | | | | | | | | | | | | | | |
| Ring Binder, plastic,14mm, 5/8" black | 50 pieces | 900.00 | Public Bidding | | 25 | | 25 | | | | | | | | | | | | | | | | | | | |
| Paper, Bond, Long, S-24, 80 gsm | 5 reams | 1,640.00 | Public Bidding | 3 | | | 2 | | | | | | | | | | | | | | | | | | | |
| 3ft short curtain, white | 4 pc | 800.00 | Public Bidding | 4 | | | | | | | | | | | | | | | | | | | | | | |
| 3ft short curtain, lavender | 4 pc | 800.00 | Public Bidding | 4 | | | | | | | | | | | | | | | | | | | | | | |
| Photo Paper Glossy A4 | 20 sheets | 3,000.00 | Public Bidding | | 10 | | 10 | | | | | | | | | | | | | | | | | | | |
| Envelope, Expanding, Plastic, Long, with Handle | 15 pcs | 1,500.00 | Public Bidding | 5 | | 5 | 5 | | | | | | | | | | | | | | | | | | | |
| Stapler, HD No.35 | 2 pc | 800.00 | Public Bidding | | 2 | | | | | | | | | | | | | | | | | | | | | |
| Staple Wire, #10 | 16 boxes | 320.00 | Public Bidding | 5 | | 5 | 6 | | | | | | | | | | | | | | | | | | | |
| Stamp Pad, 4 x 2.75" (Purple) | 3 рс | 180.00 | Public Bidding | 2 | | | 1 | | | | | | | | | | | | | | | | | | | |
| Ink, for stamp pad, violet, 30mL, w/ applicator | 5 btls | 175.00 | Public Bidding | 3 | | | 2 | | | | | | | | | | | | | | | | | | | |
| Sub-Total | | 44,495.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| | STICKY NOTES 2 X 3 ASSORTED COLORS Sticky Note, 3x5 Colored Index Tab, transparent, self-adhesive, transparent, 5sets/box Ring Binder, plastic, 8mm, 5/16" black Ring Binder, plastic, 12mm, 1/2" black Cork Board, Wall Mount, w/ aluminum frame, 3' x 4' A4 Expanded Folder, Green color Jumbo Paper Clips Rug, oval shape, doormat Staple Wire, #35 Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box Ring Binder, plastic, 14mm, 5/8" black Paper, Bond, Long, S-24, 80 gsm 3ft short curtain, white 3ft short curtain, lavender Photo Paper Glossy A4 Envelope, Expanding, Plastic, Long, with Handle Stapler, HD No.35 Staple Wire, #10 Stamp Pad, 4 x 2.75" (Purple) Ink, for stamp pad, violet, 30mL, w/ applicator | STICKY NOTES 2 X 3 ASSORTED COLORS Sticky Note, 3x5 Colored Index Tab, transparent, self-adhesive, transparent, 5sets/box Ring Binder, plastic, 8mm, 5/16" black Sing Binder, plastic, 12mm, 1/2" black Cork Board, Wall Mount, w/ aluminum frame, 3' x 4' A Expanded Folder, Green color Jumbo Paper Clips Rug, oval shape, doormat Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box Staple Wire, #36 Stapler, Bond, Long, S-24, 80 gsm St short curtain, white A pc Photo Paper Glossy A4 Envelope, Expanding, Plastic, Long, with Handle Stapler, HD No.35 Staple Wire, #10 Ink, for stamp pad, violet, 30mL, w/ applicator Stils bis stapped in the stamp pad, violet, 30mL, w/ applicator Stils bis stamp pad, violet, 30mL, w/ applicator Stils bis stamp pad, violet, 30mL, w/ applicator Stils bis stamp pad, violet, 30mL, w/ applicator Staple Wire, #10 Ink, for stamp pad, violet, 30mL, w/ applicator | STICKY NOTES 2 X 3 ASSORTED COLORS 20 pad 1,580.00 Sticky Note, 3x5 Colored 15 pads 750.00 Index Tab, transparent, self-adhesive, transparent, 5sets/box 20 boxes 1,800.00 Ring Binder, plastic, 8mm, 5/16" black 50 pieces 400.00 Ring Binder, plastic, 12mm, 1/2" black 30 pieces 360.00 Cork Board, Wall Mount, w/ aluminum frame, 3' x 4' 1 pcs 1,640.00 A4 Expanded Folder, Green color 300 pcs 6,000.00 Jumbo Paper Clips 10 Box of 100's 300.00 Rug, oval shape, doormat 2 pc 170.00 Staple Wire, #35 15 boxes 525.00 Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box 15 boxes 375.00 Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box 15 boxes 1,125.00 Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box 10 boxes 250.00 Ring Binder, plastic, 14mm, 5/8" black 50 pieces 900.00 Ring Binder, plastic, 14mm, 5/8" black 50 pieces 900.00 Paper, Bond, Long, S-24, 80 gsm 5 reams 1,640.00 3ft sho | STICKY NOTES 2 X 3 ASSORTED COLORS 20 pad 1,580.00 Public Bidding Sticky Note, 3x5 Colored 15 pads 750.00 Public Bidding Index Tab, transparent, self-adhesive, transparent, 5sets/box 20 boxes 1,800.00 Public Bidding Ring Binder, plastic, 8mm, 5/16" black 50 pieces 400.00 Public Bidding Ring Binder, plastic, 12mm, 1/2" black 30 pieces 360.00 Public Bidding Cork Board, Wall Mount, w/ aluminum frame, 3' x 4' 1 pcs 1,640.00 Public Bidding A4 Expanded Folder, Green color 300 pcs 6,000.00 Public Bidding Jumbo Paper Clips 10 Box of 100's 300.00 Public Bidding Rug, oval shape, doormat 2 pc 170.00 Public Bidding Staple Wire, #35 15 boxes 525.00 Public Bidding Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box 15 boxes 375.00 Public Bidding Clip, Double Binder, 3/4" (approx. 51mm), Black, 12 pcs/box 15 boxes 375.00 Public Bidding Ring Binder, plastic, 14mm, 5/8" black 50 pieces 900.00 Public Bidding | STICKY NOTES 2 X 3 ASSORTED COLORS 20 pad 1,580.00 Public Bidding 10 Sticky Note, 3x5 Colored 15 pads 750.00 Public Bidding 10 Index Tab, transparent, self-adhesive, transparent, 5sets/box 20 boxes 1,800.00 Public Bidding 10 Ring Binder, plastic, 12mm, 1/2" black 50 pieces 400.00 Public Bidding 20 Cork Board, Wall Mount, w/ aluminum frame, 3' x 4' 1 pcs 1,640.00 Public Bidding 1 A4 Expanded Folder, Green color 300 pcs 6,000.00 Public Bidding 1 Jumbo Paper Clips 10 Box of 100's 300.00 Public Bidding 1 Rug, oval shape, doormat 2 pc 170.00 Public Bidding 1 Staple Wire, #35 15 boxes 525.00 Public Bidding 1 Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box 15 boxes 375.00 Public Bidding 1 Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box 10 boxes 250.00 Public Bidding 1 Ring Binder, plastic, 14mm, 5/8" black 50 pieces 90 | STICKY NOTES 2 X 3 ASSORTED COLORS 20 pad 1,580.00 Public Bidding 10 Sticky Note, 3x5 Colored 15 pads 750.00 Public Bidding 10 Index Tab, transparent, self-adhesive, transparent, 5selts/box 20 boxes 1,800.00 Public Bidding 10 Ring Binder, plastic, 8mm, 5/16" black 50 pieces 400.00 Public Bidding 20 Ring Binder, plastic, 12mm, 1/2" black 30 pieces 360.00 Public Bidding 20 Cork Board, Wall Mount, w/ aluminum frame, 3' x 4' 1 pcs 1,640.00 Public Bidding 1 A4 Expanded Folder, Green color 300 pcs 6,000.00 Public Bidding 100 Jumbo Paper Clips 10 Box of 100's 300.00 Public Bidding 1 Rug, oval shape, doormat 2 pc 170.00 Public Bidding 1 Staple Wire, #35 15 boxes 525.00 Public Bidding 1 Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box 15 boxes 375.00 Public Bidding 10 Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box 10 boxes < | STICKY NOTES 2 X 3 ASSORTED COLORS 20 pad 1,580.00 Public Bidding 10 10 Sticky Note, 3x5 Colored 15 pads 750.00 Public Bidding 10 Index Tab, transparent, self-adhesive, transparent, 5sets/box 20 boxes 1,800.00 Public Bidding 10 Ring Binder, plastic, 8mm, 5/16" black 50 pieces 400.00 Public Bidding 20 Ring Binder, plastic, 12mm, 1/2" black 30 pieces 360.00 Public Bidding 20 Cork Board, Wall Mount, w/ aluminum frame, 3' x 4' 1 pcs 1,640.00 Public Bidding 1 A4 Expanded Folder, Green color 300 pcs 6,000.00 Public Bidding 10 Jumbo Paper Clips 10 Box of 100's 300.00 Public Bidding 5 Rug, oval shape, doormat 2 pc 170.00 Public Bidding 1 Staple Wire, #35 15 boxes 525.00 Public Bidding 1 Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box 15 boxes 375.00 Public Bidding 10 Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box 15 bo | STICKY NOTES 2 X 3 ASSORTED COLORS 20 pad 1,580.00 Public Bidding 10 10 Sticky Note, 3x5 Colored 15 pads 750.00 Public Bidding 10 5 Index Tab, transparent, self-adhesive, transparent, 5sets/box 20 boxes 1,800.00 Public Bidding 10 10 Ring Binder, plastic, 18mm, 5/16" black 50 pieces 400.00 Public Bidding 20 20 Ring Binder, plastic, 12mm, 1/2" black 30 pieces 360.00 Public Bidding 20 10 Cork Board, Wall Mount, w/ aluminum frame, 3' x 4' 1 pcs 1,640.00 Public Bidding 1 10 A4 Expanded Folder, Green color 300 pcs 6,000.00 Public Bidding 1 100 | STICKY NOTES 2 X 3 ASSORTED COLORS 20 pad 1,580.00 Public Bidding 10 10 Sticky Note, 3x5 Colored 15 pads 750.00 Public Bidding 10 5 Index Tab, transparent, self-adhesive, transparent, 5sets/box 20 boxes 1,800.00 Public Bidding 10 10 Ring Binder, plastic, 8mm, 5/16" black 50 pieces 400.00 Public Bidding 20 20 Ring Binder, plastic, 12mm, 1/2" black 30 pieces 360.00 Public Bidding 20 20 Cork Board, Wall Mount, wi aluminum frame, 3' x 4' 1 pcs 1,640.00 Public Bidding 1 10 A4 Expanded Folder, Green color 300 pcs 6,000.00 Public Bidding 10 100 Jumbo Paper Clips 10 Box of 100's 300.00 Public Bidding 5 5 Rug, oval shape, doormat 2 pc 170.00 Public Bidding 1 1 1 Staple Wire, #35 15 boxes 525.00 Public Bidding 1 5 5 Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box | STICKY NOTES 2 X 3 ASSORTED COLORS 20 pad 1,580.00 Public Bidding 10 10 5 | STICKY NOTES 2 X 3 ASSORTED COLORS 20 pad 1,580.00 Public Bidding 10 10 5 10 10 10 10 10 | STICKY NOTES 2 X 3 ASSORTED COLORS 20 pad 1,580.00 Public Bidding 10 10 | STICKY NOTES 2 X 3 ASSORTED COLORS 20 pad 1,580.00 Public Bidding 10 10 5 | STICKY NOTES 2 X 3 ASSORTED COLORS 20 pad 1,580.00 Public Bidding 10 10 5 10 10 10 10 10 | STICKY NOTES 2 X 3 ASSORTED COLORS 20 pad 1,580.00 Public Bidding 10 10 5 | | | | | | | | | | | |

| Code | General Description | Quantity / Size | Estimated Budget | Mode of | Schedule/Milestone of Activities (in quantities) | | | | | | | | | | | |
|------|---------------------|--------------------|---------------------|-------------|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | | | | Procurement | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| | TOTAL BUDGET: | | 231,124.50 | | | | | | | | | | | | | |

Note: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared by:

Submitted by:

MARK GIL A. VEGA Unit Head/Project Leader

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2024 Date: 09/26/2024