



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2021

Unit/Office/Dept/Div: Institute of Tropical Ecology & Envi. Mgmt.

Project Code: Purpose: ITEEM-A.III.b.1 for office use

Total Budget: 60,805.08
Funding: GF-MOOE

☑ Original PPMP

Supplemental

Revised (Changed items, same budget)

General Description	Quantity	Unit	Unit Cost	Estimated	Schedule/Milestone of Activities (in quantites)											
	duditity	Oint	Onit Cost	Budget	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug		Oct	Nov	Dec
IT Supplies and Equipment							No. III III						-			
DVD+RW 8x 4.7Gb w/indiv case	10	pieces	50.00	500.00	10											
Computer Brush, 1.5"	4	piece	10.00	40.00	4											
UPS, at least 800 watts	1	unit	5,000.00	5,000.00	1											
Ink, Epson 003,Genuine Black 65mL	4	btl	350.00	1,400.00	4											
Ink, EPSON 003,Genuine Cyan 65mL	. 4	btl	350.00	1,400.00	4											
Ink, EPSON 003,Genuine Magenta 65mL	4	btl	350.00	1,400.00	4										1	
Ink, EPSON 003,Genuine Yellow 65mL	4	btl	350.00	1,400.00	4											
Ink, Epson, genuine (C) T664, 70 ml	4	pieces	350.00	1,400.00	4											
Ink, Epson, genuine (M) T664, 70 ml	4	pieces	350.00	1,400.00	4											
Ink, Epson, genuine, (BK) T664, 70 ml	4	pieces	350.00	1,400.00	4											
Ink, Epson, genuine, (Y) T664, 70 ml	4	pieces	350.00	1,400.00	4											
Sub-Total				16,740.00	-											
Office Supplies				10,7 10.00												
Alcohol, Ethyl, 70% solution, 500mL	11	btls	125.00	1,375.00	11											-
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	4	pack	125.00	500.00	4											
Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	2	pcs	348.00	696.00	2				1							
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	6	box	30.00	180.00	6	0.			=							
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	6	boxes	14.00	84.00	6											

General Description	Quantity	Unit	Unit Cost	Estimated	Schedule/Milestone of Activities (in quantites)											
	Guartity	Oint	Oint Cost	Budget	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	De
Correction Tape, 8m x 5mm wide	6	рс	40.00	240.00	6									1		
Soap, Detergent, Liquid, 1 gal, any scent	2	gal	350.00	700.00	2		1			1788					1	
Dust pan, plastic, stand-up handle, large	2	рс	140.00	280.00	2					181113			37			
Duster, Microfiber (Cotton)	3	pcs	102.00	306.00	3	7.										
Envelope, Expanding, with garter tie, green, long	30	рс	15.00	450.00	15	15										
Eraser, Blackboard, wood design, Big (3x13x5cm)	2	pcs	56.00	112.00	2							1				-
Fastener, Paper, plastic, 50 sets/box	6	boxes	38.00	228.00	6								- Cont			
Folder, File, Long, 14pts, White	160	piece	10.00	1,600:00	85	75										
Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	6	btls	120.00	720.00	6											
Index Card, 5" x 8", ruled both sides, 100 pcs/pack	2	pack	54.00	108.00	2				760							
Mop rug, heavy duty 100% cotton	6	pieces	50.00	300.00	3	3								,		
Paper, Bond, A4, S-24, 80 gsm	70	reams	289.00	20,230.00	36	34										
Paper, Bond, Long, S-24, 80 gsm	12	reams	328.00	3,936.00	12			7117								
Paper, Mimeo, WW, A4, S-20	4	ream	220.00	880.00	4											
Pen, Ball, blue	30	pieces	10.00	300.00	15	15										
Pen, Ball, red	20	pieces	10.00	200.00	10	10										
Pen, Sign, .5mm, Gel-type, Blue	. 50	piece	35.00	1,750.00	25	25					-			-		
Record Book, Big, 300 pages	8 '	pcs	80.00	640.00	8											
Stapler, HD No.35	2	рс	350.00	700.00	2											
Tissue, Bathroom, 2 Ply, 12rolls/pack	20	pack	204.00	4,080.00	10	10										
Toilet Bowl and Urinal Cleaner, at least 500mL	2	btls	125.00	250.00	2											
Transparency Film, A4, 100pcs/pack	2	pack	372.00	744.00	2											
Ring Binder, plastic, 84, 25mm ,1" black	10	pieces	30.00	300.00	10					-						
Ring Binder, plastic, 84 38mm , 1-1/2" black	6	pieces	46.00	276.00	6											
Pen, Whiteboard Marker, black	4	pieces	50.00	200.00	4											
Pen, Whiteboard Marker, blue,	4	pieces	50.00	200.00	4											
Pencil, Lead, #2, w/ eraser	12	pieces	10.00	120.00	12											
Pen, Permanent Marker, black, fine tip	5	pieces	60.00	300.00	5											
Pen, Permanent Marker, blue, fine tip	5	pieces	60.00	300.00	5											
Muriatic Acid concentrated scented	2	gal	350.00	700.00	2				-							
Folder, File, Short, 14pts, White	10	piece	8.00	80.00	10			22.5	-							
Sub-Total	1.0	piooo	0.00	44,065.00	10											

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General Description	Quantity	Unit	Unit Cost	Estimated	Schedule/Milestone of Activities (in quantites)											
Centeral Description				Budget	Jan Feb Mar Apr May Jun Ju	Jul	Aug	Sep	Oct	Nov	Dec					
Grand Total				60,805.00					005							

Prepared by: CECILIO M. BENITEZ Noted by:

ELIZA D. ESPINOSA

Funds Available:

MYRNA S. PANCITO

Head, Budget Office

Date: 09/18/2020

*Funding Sources: General Fund(GF), Trust Fund(TF, Special Trust Fund(STF), IGP, Supplemental or Augmentation

Note: Please make a separate PPMP for each funding source.

Categorize the entries such as Office Supplies, Office Appliance & Equipment, Office Furniture, Laboratory Supplies, IT Equipment, Construction & Electrical Supplies,
Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies

Unit Head/Project Leader