



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)  
CY 2021

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

Unit/Office/Dept/Div: Security Office  
Project Code: OUDRRM-2021  
Purpose: For Office supplies

Total Budget : 100,000.00  
Funding : GF- MOOE

[illegible]

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantites)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Folder, Pressboard, US, Blue, Long	30	pieces	30.00	900.00	30											
Folder, File, Long, 14pts, White	50	piece	10.00	500.00	25			25								
Folder, File, Short, 14pts, White	30	piece	8.00	240.00	15				15							
Pen, Whiteboard Marker, black	5	pieces	50.00	250.00	5											
Ink, Refill, for Whiteboard Marker, Black, 30mL	2	btls	165.00	330.00	2											
Ink, Refill, for Permanent Marker, Black, 30mL	3	btls	115.00	345.00	3											
Pen, Permanent Marker, black, broad tip	3	pieces	60.00	180.00	3											
Pen, Permanent Marker, blue, fine tip	3	pieces	60.00	180.00	3											
Paper, Bond, A4, S-24, 80 gsm	20	reams	289.00	5,780.00	20											
Paper, Bond, Long, S-24, 80 gsm	20	reams	328.00	6,560.00	20											
Paper, Bond, Short, S-24, 80 gsm	10	reams	277.00	2,770.00	10											
Duster, Microfiber (Cotton)	3	pcs	102.00	306.00	3											
Sticky Note, 2 x 3, Yellow	10	pads	79.00	790.00	5			5								
Stick Broom (tingting) 6" fr the top, approx 370 pcs	5	piece	18.00	90.00	3			2								
Broom, Soft (Tambo), Large, Heavy Duty	1	pcs	250.00	250.00	1											
Ink, for stamp pad, violet, 30mL, w/ applicator	5	btls	35.00	175.00	3			2								
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	10	pack	250.00	2,500.00	10											
Mop rug, heavy duty 100% cotton	5	pieces	50.00	250.00	2			1			1			1		
Mop Handle, plastic	2	pieces	120.00	240.00	2											
Fastener, Paper, plastic, 50 sets/box	5	boxes	38.00	190.00	5											
Paper, Manila	10	pcs	6.00	60.00	5			5								
Eraser, whiteboard, magnetic flannel	2	pc	60.00	120.00	2											
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	5	tubes	220.00	1,100.00	5											
Dust pan, plastic, stand-up handle, large	2	pc	140.00	280.00	2											
<b>Sub-Total</b>				<b>31,193.00</b>												
<b>Grand Total</b>				<b>90,443.00</b>												

Prepared by:

**EDILBERTO V. MENDOZA**

Noted by:

**DARIO P. LINA**  
Unit Head/Project Leader

Funds Available:

**MYRNA S. PANCITO**  
Head, Budget Office

Date: **09/15/2020**

\*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