



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2021

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

1	Revised (Changed items, same budget
1	Supplemental
1	

Total Budget : 100,000.00 Funding : GF- MOOE

☑ Original PPMP

General Description		Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantites)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug			Nov	Dec
IT Supplies and Equipment																
Laptop (Pentium Dual Core)	1	рс	30,000.00	30,000.00	1											
Ink, Epson, genuine, (BK) T664, 70 ml	15	pieces	350.00	5,250.00	10			5								
Ink, Epson, genuine (C) T664, 70 ml	20	pieces	350.00	7,000.00	15			5								
Ink, Epson, genuine (M) T664, 70 ml	20	pieces	350.00	7,000.00	15			5								
Ink, Epson, genuine, (Y) T664, 70 ml	20	pieces	350.00	7,000.00	15			5								
1TB, Hard disk Drive, 720rpm, for desktop	1	piece	3,000.00	3,000.00	1						7.7					
Sub-Total				59,250.00												
Office Supplies													***************************************			
Alcohol, Ethyl, 70% solution, 500mL	10	btls	125.00	1,250.00	10											
Pen, Ball, black	48	pieces	10.00	480.00	48											
Pen, Ball, blue	48	pieces	10.00	480.00	48											
Pen, Ball, red	12	pieces	10.00	120.00	12											
Correction Tape, 8m x 5mm wide	5	рс	40.00	200.00	5											
Record Book, Big, 500 pages	25	pcs	115.00	2,875.00	25											
Scissors, 8" heavy duty, good quality	2	pieces	75.00	150.00	2											
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	5 .	box	30.00	150.00	5											
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	10	boxes	14.00	140.00	10					-						
Staple wire remover	2	pieces	34.00	68,00	2											
Stapler, HD No.35	1	рс	350.00	350.00	1									***********		-
Tape, Transparent, 12mm x 50m	8	rolls	68.00	544.00	8	***************************************							***************************************			

General Description	Quantity	Unit	Unit Cost	Estimated Budget		Schedule/Milestone of Activities (in quantites)										
General Description					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	btis	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									NA CONTRACTOR OF THE PARTY OF		
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	рс	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	рс	140.00	280.00	2											
Sub-Total				31,193.00												
Grand Total				90,443.00												

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