



☒ Original PMP
☐ Revised (Change)
☐ Supplemental

CY 2021

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Unit/Office/Dept/Div: Center for Continuing Education
Project Code: CCE-2021
Purpose: For office use and maintenance

Total Budget : 500,000.00
Funding : IGP

[illegible]

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)	4	unit	8,000.00	32,000.00	4											
Ink, Epson, genuine (C) T664, 70 ml	20	pieces	350.00	7,000.00	10			10								
Ink, Epson, genuine, (BK) T664, 70 ml	20	pieces	350.00	7,000.00	10			10								
Ink, Epson, genuine, (Y) T664, 70 ml	20	pieces	350.00	7,000.00	10			10								
Ink, Epson, genuine (M) T664, 70 ml	20	pieces	350.00	7,000.00	10			10								
AVR, 500W (IC Controlled)	5	unit	500.00	2,500.00	5											
Sub-Total				197,700.00												
Labor Services																
Aircon, Maintenance	1	unit	23,000.00	23,000.00	1											
Sub-Total				23,000.00												
Office Equipment																
Electric fan	2	pc	2,500.00	5,000.00	2											
Air Condition, Window Type, Inverter, 2HP, Standard size	1	pc	50,000.00	50,000.00			1									
Sub-Total				55,000.00												
Office Furniture & Fixture																
Office chair, with arm rest	4	pc	5,000.00	20,000.00	4											
Metal Storage Shelves	6	pc	7,500.00	45,000.00	6											
Office Table	4	pc	4,000.00	16,000.00	4											
Sub-Total				81,000.00												
Office Supplies																
Pen, Sign, .5mm, Gel-type, Blue	60	piece	35.00	2,100.00	30						30					
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	20	tubes	220.00	4,400.00	10			10								
Alcohol, Isopropyl, 70% solution, 500mL	20	btls	140.00	2,800.00	10			10								
Broom, Soft (Tambo), Large, Heavy Duty	5	pcs	250.00	1,250.00	5											
Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomic PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	1	pcs	1,500.00	1,500.00	1											
Mop rug, heavy duty 100% cotton	3	pieces	50.00	150.00	3											
Mop Handle, plastic	3	pieces	120.00	360.00	3											
Envelope, Expanding, with garter tie, brown, long	150	pc	15.00	2,250.00	100						50					
Envelope, Document, Brown, 150 lbs, Long	100	pc	7.00	700.00	50			50								
Envelope, Mailing, white, long, 500pcs/box	3	box	395.00	1,185.00	2			1								

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Duster, Microfiber (Cotton)	5	pcs	102.00	510.00	5											
Soap, Detergent, Powder, 1 kilo/pack, any scent	5	kl	105.00	525.00	5											
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00	75			25								
Tissue, Bathroom, 2 Ply, 12rolls/pack	34	pack	204.00	6,936.00	17						17					
Pen, Whiteboard Marker, black	20	pieces	50.00	1,000.00	10			10								
Paper, Bond, Long, S-20, 70 gsm	60	reams	286.00	17,160.00	30				30							
Paper, Bond, A4, S-20, 70 gsm	59	reams	253.00	14,927.00	30				29							
Staple Wire, #35	20	boxes	30.00	600.00	10			10								
Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack	2	pack	785.00	1,570.00	2											
Correction Tape, 8m x 5mm wide	20	pc	40.00	800.00	10						10					
Bathroom Deodorizer, with holder, at least 100g, any scent	30	pcs	60.00	1,800.00	15			15								
Wet and dry vacuum cleaner	1	pc	5,000.00	5,000.00	1											
Dust pan, plastic, stand-up handle, large	2	pc	140.00	280.00	2											
Stick Broom (tingting) 6" fr the top, approx 370 pcs	5	piece	40.00	200.00	5											
Disinfectant Cleaner, multi-surface, scented	3	gal	300.00	900.00	3											
Toilet Bowl Cleaner, at least 1 gallon	9	gal	370.00	3,330.00	9											
Soap, hand, liquid, 250 ml	12	btls	90.00	1,080.00	12											
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	20	pcs	195.00	3,900.00	20											
Stapler, HD No.35	2	pc	350.00	700.00	2											
Sub-Total				78,913.00												
Grand Total				477,513.00												

Prepared by: Angelica P. Baldos
ANGELICA P. BALDOS

Noted by: Angelica P. Baldos
ANGELICA P. BALDOS
Unit Head/Project Leader

Funds Available: Myrna S. PANCITO
MYRNA S. PANCITO
Head, Budget Office 10/9/20

Date: 09/21/2020

*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