



## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2021

Unit/Office/Dept/Div: Grant Development Office

Project Code:

GDO-2021

Purpose:

Office use

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

Total Budget : 30,000.00 Funding : GF- MOOE

General Description	Quantity	Unit	Umit C = -1	Estimated	Schedule/Milestone of Activities (in quantites)												
			Unit Cost	Budget	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
IT Supplies and Equipment																	
Toner, NPG 67, Yellow for Canon C3320 Image Runner Advance (photocopier, printer/scanner) machine	1	pcs	6,000.00	6,000.00	1												
Sub-Total				6,000.00													
Office Supplies																	
Paper, Bond, A4, S-20, 70 gsm	3	reams	253.00	759.00		1					1					1	
Paper, Bond, Long, S-20, 70 gsm	2	reams	286.00	572.00		1					1						
Paper, Bond, Short, S-20, 70 gsm	2	reams	245.00	490.00		1					1						
Pen, Ball, black	10	pieces	10.00	100.00	1	1		1_		1	1	1	1	1	1	1	
Pen, Ball, blue	10	pieces	10.00	100.00	1	1		1		1	1	1	1	1	1	1	
Pen, Sign, .5mm, Gel-type, Black	6	piece	35.00	210.00	1		1		1		1		1		1		
Pen, Sign, .5mm, Gel-type, Blue	6	piece	35.00	210.00	1		1		1		1		1		1		
Pencil, Lead, #2, w/ eraser	4	pieces	10.00	40.00	1			1			1			1			
Folder, Sliding, Plastic, w/ binder, Long, transparent	60	pcs	10.00	600.00	30			5		10			5			10	
Stapler, HD No.35	1	рс	350.00	350.00	1												
Staple Wire, #35	1	boxes	30.00	30.00	1												
Correction Tape, 8m x 5mm wide	3	рс	40.00	120.00	1					1				1			
Correction Fluid, waterbase, 15 mL	3	btl	40.00	120.00	1					1				1			
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	2	box	30.00	60.00	1						1						
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	2	boxes	14.00	28.00	1						1						
Scissors, 6" heavy duty, good quality	1	piece	68.00	68.00	1												

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantites)												
	Quantity	Onit			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Record Book, Big, 500 pages	4	pcs	115.00	460.00	2						2						
Folder, File, Long, 14pts, White	50	piece	10.00	500.00	30						10			10			
Folder, File, Short, 14pts, White	50	piece	8.00	400.00	30						10					10	
Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	1	pcs	300.00	300.00	1												
Folder, Sliding, Plastic, w/ binder, Short, transparent	30	pcs	9.00	270.00	15						15						
Folder, Ordinary, A4	30	pcs	7.00	210.00	15						15						
Fastener, Paper, plastic, 50 sets/box	1	boxes	38.00	38.00	1												
Alcohol, Ethyl, 70% solution, 500mL	6	btls	125.00	750.00	1		1		1		1		1		1		
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	24	pcs	100.00	2,400.00	12		2		2		2		2		2	2	
Pen, Highlighting, asstd color	4	pcs	25.00	100.00	2						2						
Ring Binder, plastic, 84 10mm, 3/8" black	6	pieces	10.00	60.00	2						2			2			
Ring Binder, plastic,84 12mm , 1/2" black	6	pieces	12.00	72.00	2						2					2	
Multi-Purpose Glue, 130 g	2	btl	60.00	120.00	1						1						
Tape, Packaging, 2" x 100 yards, Clear	1	rolls	55.00	55.00		1											
Tape, Transparent, 12mm x 50m	2	rolls	68.00	136.00	1						1						
Tape, Transparent, 24mm x 50m	2	rolls	120.00	240.00							1			1			
Pin, Push, hammerhead type, asstd colors 50s/pack	1	boxes	35.00	35.00		1											
Pen, Permanent Marker, black, fine tip	2	pieces	60.00	120.00		1								1			
Pen, Permanent Marker, red, fine tip	2	pieces	60.00	120.00		1								1			
Pen, Permanent Marker, blue, fine tip	2	pieces	60.00	120.00		1								1			
Paper, Manila	6	pcs	6.00	36.00		3								3			
Cartolina, US, Neon Green, at least 160gsm	1	pcs	14.00	14.00		1											
Cartolina, US, Neon Pink, at least 160gsm	1	pcs	14.00	14.00		1											
Cartolina, US, Neon Red, at least 160gsm	1	pcs	14.00	14.00		1											
Cartolina, US, Neon Yellow Green, at least 160gsm	1	pcs	14.00	14.00		1											
Cartolina, US, Neon Yellow, at least 160gsm	1	pcs	14.00	14.00		1											
Cartolina, US, Violet, at least 160gsm	1	pcs	14.00	14.00		1											
Cartolina, US, White, at least 160gsm	1	pcs	14.00	14.00										1			
Cartolina, US, Yellow, at least 160gsm	1	pcs	14.00	14.00										1			
Cartolina, Vellum, Gold, at least 180gsm	1	pcs	35.00	35.00										1			
Cartolina, Vellum, White, at least 180gsm	1	pcs	35.00	35.00										1			

General Description	Ougatitus	I I mid	Unit Cost	Estimated Budget	d Schedule/Milestone of Activities (in quantites)													
	Quantity	Unit			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Cartolina, US, Red, at least 160gsm	1	pcs	14.00	14.00										1				
Cartolina, US, Orange, at least 160gsm	1	pcs	14.00	14.00										1				
Envelope, Expanding, with garter tie, green, long	24	рс	15.00	360.00		12								12				
Envelope, Expanding, with garter tie, golden yellow, short	24	рс	11.00	264.00		12								12				
Sticky Note, 3 x 3, Yellow	2	pads	84.00	168.00		1								1				
Toner, NPG 67, Cyan for Canon C3320 Image Runner Advance (photocopier, printer/scanner) machine	1	pieces	6,000.00	6,000.00	1													
Toner, NPG 67, Magenta for Canon C3320 Image Runner advance (photocopier, printer/scanner)machine	1	pieces	6,000.00	6,000.00	1													
Sub-Total				23,401.00														
Grand Total				29,401.00												-		

Prepared by:

ROSA OPHELIA D. VELARDE

Noted by:

EDGARDO E. TULIN.
Unit Head/Project Leader

Funds Available: \_\_\_\_\_

MYRNA S. PANCITO Head, Budget Office Date: 10/28/2020

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

<sup>\*</sup>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.