

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



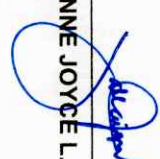
INDICATIVE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2025

Unit/Office/Dept/Div: **Extension Office**  
Project Code: **Extension-STF**  
Purpose: **Extension Annual In-House Review**

Total Budget : **100,000.00**  
Funding : **STF**  
PPMP #: **243-1-2869-2025-1-0-0**

| 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 |
| <b>Food &amp; Food Ingredients</b>                                   |          |       |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Snacks AM                                                            | 190      | set   | 80.00     | 15,200.00        |                                                  |     |     |     |     | 190 |     |     |     |     |     |     |
| Snacks PM                                                            | 190      | packs | 80.00     | 15,200.00        |                                                  |     |     |     |     | 190 |     |     |     |     |     |     |
| Lunch (Buffet Style) Menu#2                                          | 190      | pcs   | 250.00    | 47,500.00        |                                                  |     |     |     |     | 190 |     |     |     |     |     |     |
| Coffee, sachet, approx. 48 sticks per pack                           | 3        | packs | 100.00    | 300.00           |                                                  |     |     |     |     | 3   |     |     |     |     |     |     |
| Coffee creamer, plain, approx. 5 g, per sachets, 48 sachets per pack | 4        | packs | 300.00    | 1,200.00         |                                                  |     |     |     |     | 4   |     |     |     |     |     |     |
| Brown Sugar                                                          | 2        | kl    | 45.00     | 90.00            |                                                  |     |     |     |     | 2   |     |     |     |     |     |     |
| Chocolate-Flavoured Malted Powder                                    | 2        | packs | 180.00    | 360.00           |                                                  |     |     |     |     | 2   |     |     |     |     |     |     |
| <b>Sub-Total</b>                                                     |          |       |           | <b>79,850.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Office Supplies</b>                                               |          |       |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Wooden coffee stirrer, approx. 110-140mm, 500 pcs per pack           | 1        | packs | 285.00    | 285.00           |                                                  |     |     |     |     | 1   |     |     |     |     |     |     |
| Disposable paper cup, approx. 12 oz. cap., 50 pcs. per pack          | 10       | packs | 130.00    | 1,300.00         |                                                  |     |     |     |     | 10  |     |     |     |     |     |     |
| <b>Sub-Total</b>                                                     |          |       |           | <b>1,585.00</b>  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Grand Total</b>                                                   |          |       |           | <b>81,435.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |

Prepared by:   
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Submitted by:   
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Unit Head/Project Leader

Date: **02/29/2024**

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

Note: Please make a separate PMP 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