

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			
Office Supplies																			
Paper, Towel, Interfolded, 1 ply, 175 pulls	40	pack	75.00	3,000.00					40										
Kitchen paper towel	30	pack	45.00	1,350.00					30										
Tissue, Bathroom, 2 Ply, 12rolls/pack	15	pack	204.00	3,060.00					15										
Liquid Hand Soap	5	gallon	500.00	2,500.00					5										
Soap, Dishwashing, Liquid, 250ml	11	bits	150.00	1,650.00					11										
Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	20	pcs	200.00	4,000.00					20										
Bleach, liquid, 99.9% antibac, 1 gallon	10	gallon	220.00	2,200.00					10										
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	5	box of 50's	30.00	150.00					5										
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	5	boxes	14.00	70.00					5										
Paper, Bond, A4, S-24, 80 gsm	50	reams	289.00	14,450.00					50										
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	3	boxes	20.00	60.00					3										
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	3	boxes	30.00	90.00					3										
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	5	boxes	50.00	250.00					5										
Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	5	boxes	70.00	350.00					5										
Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	5	boxes	20.00	100.00					5										
Folder, Sliding, Plastic, w/ binder, Long, transparent	20	pcs	10.00	200.00					20										
Folder, Sliding, Plastic, w/ binder, Short, transparent	20	pcs	9.00	180.00					20										
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	10	pack	125.00	1,250.00					10										
Cork Board, Wall Mount, w/ aluminum frame, 4' x 5'	1	pcs	2,500.00	2,500.00					1										
Whiteboard, Wall Mount, 4' x 8', w/ aluminum frame	1	pcs	4,962.00	4,962.00					1										
Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	20	pack	56.00	1,120.00					20										
Wireless Microphone	1	set	5,500.00	5,500.00					1										
Broom, Soft (Tambo), Large, Heavy Duty	4	pcs	250.00	1,000.00					4										
Stick Broom (tingting) 6" from the top, approx 370 pcs	4	piece	40.00	160.00					4										
Sticker Paper, high gloss A4 size, 50 sheets/pack	2	pack	155.00	310.00					2										

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Sticky Note, 2 x 3, Yellow	3	pads	79.00	237.00					3								
Sticky Note, 3 x 3, Yellow	3	pads	84.00	252.00					3								
Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes	3	pack	146.00	438.00					3								
Sign Here Sticky Notes	3	pack	59.00	177.00					3								
Pin, Push, hammerhead type, asstd colors 50s/pack	2	boxes	35.00	70.00					2								
Certificate Holder (A4)	20	pcs	65.00	1,300.00					20								
Cartolina, US, Black, at least 160gsm	20	pcs	14.00	280.00					20								
Folder, File, Long, 14pts, White	50	piece	10.00	500.00					50								
Folder, Morocco, Long, w/ plastic binder, White	20	pieces	18.00	360.00					20								
Scrub Sponge, Heavy Duty	10	pcs	60.00	600.00					10								
Glass Wiper	5	piece	300.00	1,500.00					5								
Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomic PP plastic mop handle, 360deg. spin microfibre mop head, 180deg. flexible mop pole	1	pcs	1,500.00	1,500.00					1								
Tape, Double Sided, 2" x 10m	20	rolls	70.00	1,400.00							20						
Tape, Double Sided, 3/4" x 10m	10	rolls	26.00	260.00							10						
Sub-Total				59,336.00													
Grand Total				197,418.60													

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Noted by:

MA. THERESA P. LORETO
Unit Head/Project Leader



Noted By:

ALICIA M. FLORES
Head, Budget Office



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<> *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, Laboratory Supplies, IT Equipment, Construction & Electrical Supplies, Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies