

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2023

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

Unit/Office/Dept/Div: **Office of the Vice President for Research, Extension and Innovation**
 Project Code: **OV/PRE/IA.III.C**
 Purpose: **Office Supplies**

Total Budget : 170,000.00
 Funding : **GF-MOOE**
 PPMP #: **152-5-637-2023-9-0-3**



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
Construction and Electrical Supplies																
Good lumber, 2" x 4" x 8'	3	length	640.00	1,920.00				3								
Good lumber, 2" x 3" x 10'	5	length	600.00	3,000.00				5								
Good lumber, 4" x 4" x 8'	5	length	1,280.00	6,400.00				5								
Good Lumber, 1" x 1" x 12'	5	pieces	360.00	1,800.00				5								
Good Lumber, 2" x 6" x 12'	3	length	1,400.00	4,200.00				3								
Sub-Total																
Hardware																
Plywood, Marine, 3/16"(thickness) x 4' x 8'	5	piece	240.00	1,200.00				5								
Plywood, Marine, 3/4"(thickness) x 4' x 8'	5	piece	1,550.00	7,750.00				3	2							
Plywood, Ordinary, 3/4"(thickness) x 4' x 8'	5	piece	880.00	4,400.00				5								
Sub-Total																
Office Furniture & Fixture																
4 drawer lateral office cabinet	1	pc	16,500.00	16,500.00			1									
Sub-Total																
Office Supplies																
Alcohol, Isopropyl, 70% solution, 500ml	10	btl	140.00	1,400.00			5	5								
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	5	pack	115.00	575.00				3	2							
Binder Clip, 1.5", black	10	pcs	7.50	75.00				5	5							
Binder Clip, 2", black	10	pcs	8.50	85.00				5	5							
Broom, Soft (Tambo), Large, Heavy Duty	5	pcs	250.00	1,250.00				3	2							

TRAVEL - 150.00
 SUPPLIES - 271.00
 LGU - 440,255.20

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
Soft Broom (Tambo) 200g minimum, heavy duty	10	pcs	220.00	2,200.00			5	5								
Disinfectant Cleaner, multi-surface, scented	1	gal	420.00	420.00					1							
Folder, File, Long, 14pts, White	20	piece	10.00	200.00				2	18							
Folder, Ordinary, A4	20	pcs	7.00	140.00	4	4	2	4	4	2						
Folder, Pressboard, US, Blue, Long	50	pieces	30.00	1,500.00			50									
Multi-Purpose Cleaner, Liquid, 1000mL, any scent	3	btl	205.00	615.00				3								
Tape, Duct, 2" x 25m, Black/Grey	2	rolls	180.00	360.00				2								
Tape, Double Sided, 2" x 10m	2	rolls	70.00	140.00					2							
Tape, Double Sided, 1" x 10m	2	rolls	35.00	70.00			2									
Tape, Double Sided, 3/4" x 10m	2	rolls	26.00	52.00			2									
Tape, Packaging, 2" x 100 yards, Clear	2	rolls	75.00	150.00			2									
Tape, Masking, 1" x 25 yards	2	rolls	48.00	96.00				2								
Paper, Bond, A4, S-20, 70 gsm	12	reams	253.00	3,036.00		6	6									
Paper, Bond, A4, S-24, 80 gsm	40	reams	289.00	11,560.00				20	20							
Paper, Bond, Long, S-20, 70 gsm	6	reams	286.00	1,716.00				3	3							
Correction Pen, rolling ball-metal tip	1	pc	220.00	220.00				1								
Pen, Ball, blue	24	pieces	10.00	240.00				24								
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	5	tubes	220.00	1,100.00						5						
Soap, Detergent, Liquid, 1 gal, any scent	1	gal	350.00	350.00			1									
Detergent Soap, Powder, 500g	10	packs	60.00	600.00						10						
Soap, Toilet, guest size	5	pieces	15.00	75.00						5						
Soap, Detergent, Powder, 1 kilo/pack, any scent	3	kl	105.00	315.00						3						
Stick Broom (tingling) 6" from the top, approx 370 pcs	10	piece	40.00	400.00				5	5							
Sticky Note, 2 x 3, Yellow	5	pads	79.00	395.00				5								
Sticky Note, 3 x 3, Yellow	3	pads	84.00	252.00			3									
Tissue, Bathroom, 2 Ply, 12rolls/pack	3	pack	204.00	612.00		3										
Transparency Film, A4, 100pcs/pack	5	pack	372.00	1,860.00						5						
Air Purifier Large Room, 600 Sq Ft, 2021 Upgraded, True HEPA Filter, Active Charcoal, Ultraviolet LI	1	pcs	10,000.00	10,000.00			1									
Folder, Pressboard, US, Green, Long	100	pcs	30.00	3,000.00				100								
Sub-Total				45,059.00												
Vehicle Supplies																

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
Tire, 185/55/15	4	pcs	4,200.00	16,800.00										4		
Tire, 265/70/17	4	pcs	14,000.00	56,000.00										4		
Sub-Total				72,800.00												
Grand Total				165,029.00												

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Head, Budget Office

Date: 11/14/2022

<> *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