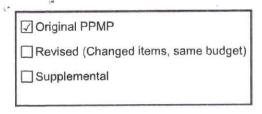
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## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) CY 2025

END-USER/UNIT: College of Arts and Sciences / Humani Fire and Social Science )

PPMP #: PPMP-2025-092624-0626

CHARGED TO GF-MOOE

Project, Programs and Activities(PPAs):

For office supplies

	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (in quantities)												
Code					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
	Food & Food Ingredients																
	Snacks AM	7 set	560.00	Direct Contracting	7												
	Snacks PM	7 packs	560.00	Direct Contracting	7												
	Packed Meals for Lunch (200.00)	7 packs	1,400.00	Direct Contracting	7												
	Sub-Total		2,520.00														
	IT Supplies and Equipment																
	Document Scanner (2 sided colour scan)	1 pc	27,000.00	NP - Small Value Procurement	1												
	Ink, Epson 003,Genuine Black 65mL	30 btl	10,500.00	NP - Agency to Agency	30												
	Ink, EPSON 003,Genuine Cyan 65mL	7 btl	2,450.00	NP - Agency to Agency	7												
	Ink, EPSON 003,Genuine Magenta 65mL	7 btl	2,450.00	NP - Agency to Agency	7												
	Ink, EPSON 003,Genuine Yellow 65mL	7 btl	2,450.00	NP - Agency to Agency	7												
	Sub-Total		44,850.00														

	General Description	Quantity /	Estimated	Mode of	Schedule/Milestone of Activities (in quantities)												
Code		Size	Budget	Procurement	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
	Office Equipment																
	1.0 HP Window Type Aircon inverter	7 unit	133,000.00	NP - Small Value Procurement	7												
	Sub-Total Sub-Total		133,000.00														
_	Office Furniture & Fixture	_															
	Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,	1 pc	12,000.00	NP - Small Value Procurement	1												
	Sub-Total		12,000.00														
	Office Supplies																
	String Doormat/Rug/Basahan	4 pieces	400.00	NP - Agency to Agency	4												
	Paper, Bond, A4, S-24, 80 gsm	50 reams	14,450.00	NP - Agency to Agency	50												
	Paper, Bond, Long, S-24, 80 gsm	20 reams	6,560.00	NP - Agency to Agency	20												
	Pen, Ball, blue	30 pieces	300.00	NP - Agency to Agency	30												
	Gel Ink Sign Pen 0.5, blue	20 pcs	600.00	NP - Agency to Agency	20				•								
	Folder, Pressboard, US, Blue, Long	30 pieces	1,200.00	NP - Agency to Agency	30												
	Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm	1 pcs	820.00	NP - Agency to Agency	1												
	Record Book, Big, 300 pages	5 pcs	775.00	NP - Agency to Agency	5												
	Pen, Whiteboard Marker, black	10 pieces	500.00	NP - Agency to Agency	10												
	Ink, Refill, for Whiteboard Marker, Black, 30mL	5 btls	825.00	NP - Agency to Agency	5										l l		
	STICKY NOTES 2 X 3 ASSORTED COLORS	14 pad	1,106.00	NP - Agency to Agency	14												
	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	1 pcs	300.00	NP - Agency to Agency	1												
	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	10 pack	650.00	NP - Agency to Agency	10												

T	General Description	Quantity /	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (in quantities)												
Code		Size			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
	Tape, Double Sided, 1" x 10m	20 rolls	900.00	NP - Agency to Agency	20												
	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	4 pack	960.00	NP - Agency to Agency	4												
	7 in 1 set Office Supplies Organizer	1 unit	350.00	NP - Agency to Agency	1												
	Rag, (for cleaning & wiping)	10 pieces	50.00	NP - Agency to Agency	10												
	Wall Clock	1 pc	800.00	NP - Agency to Agency	1												
	Sub-Total		31,546.00														
	TOTAL BUDGET:		223,916.00														

Note: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared by:

Submitted by:

GLENN'G. PAJARES Unit Head/Project Leader 09/26/2024