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PPMP-2025-1007-301942

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. **02**

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Institute of Tropical Ecology and Environmental Science**

PROCUREMENT PROJECT DETAILS										PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS		Attached Supporting Documents	Remarks
General Description and Objective of the Project to be Procured	Type of the Project to be Procured (Goods, Infrastructure, Consulting Services)	Quantity and Size of the Project to be Procured	Recommended Mode of Procurement	Pre-Procurement Conference (Yes/No)	Start of Procurement Activity	End of Procurement Activity	Expected Delivery/Implementation Period	Source of Funds	Estimated Budget / Authorized Budgetary Allocation (Php)							
Office Supplies																
Folder, A4	Goods	20 pc * 4	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	160.00					* Technical Specification		
Sub-Total									160.00							
Office Equipment																
Ink, Epson 003, Genuine Black 65mL	Goods	5 btl	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	1,900.00							
Ink, EPSON 003, Genuine Cyan 65mL	Goods	5 btl	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	2,000.00							
Ink, EPSON 003, Genuine Magenta 65mL	Goods	5 btl	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	2,000.00							

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Ink, EPSON 003, Genuine Yellow 65mL	Goods	5 bitl	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	2,000.00				
Sub-Total									7,900.00				
Common-Use Supplies & Equipment (CSE)													
Bond Paper, 80 gsm, A4	Goods	10 reams * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,750.00		* Technical Specification		
Bond Paper, 80 gsm, Long	Goods	10 reams * 2	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	3,050.00		* Technical Specification		
Broom (Walis Tambo) / Soft Broom	Goods	3 pcs * 3	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,191.00		* Technical Specification		
Sub-Total									6,991.00				
Non-Common-Use Supplies and Equipment (Non-CSE)													
White Folder / File Folder, Legal	Goods	25 pcs * 9	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	200.00		* Technical Specification		
Sub-Total									200.00				
TOTAL BUDGET:										15,251.00			

* Please see attached specification

Date Generated: 10/07/2025



Lucas M. J. Prokes

Submitted by:

A blue ink signature of Teofanes A. Patindol.

TEOFANES A. PATINDOL
Professor IV
ITEES

Date:

Prepared by:

A blue ink signature of Shaira B. Manapsal.

SHAIRA B. MANAPSAL
Agricultural Technician I
ITEES

Date:

SPECIFICATION

1. Bond Paper, 80 gsm, A4

- 500 sheets/ream
- lint-free, bright white paper
- acid-free
- manufacturer should be ISO 9001:2015 (Quality Management System and 14004:2015 (Environmental Management System) certified

2. Bond Paper, 80 gsm, Long

- 500 sheets/ream
- lint-free, bright white paper
- acid-free
- manufacturer should be ISO 9001:2015 (Quality Management System and 14004:2015 (Environmental Management System) certified

3. Broom (Walis Tambo) / Soft Broom

- Gross Weight (max): 500 grams
- Handle: cylindrical, wood, smooth finish, plastic coated
- Must be suitable for hanging
- Diameter of handle (min): 19 mm
- Length of handle (min): 510 mm
- Dry Weight of Tiger Grass (min): 220 grams
- Length of Tiger Grass: 300 mm
- with durable stitching

4. Folder, A4

Folder, A4 (White)

Thickness: 210-250gsm

Color: Plain White

Size: A4 size (8.27x11.7in)

Capacity: Can hold 20-50 sheets

- 5. Ink, Epson 003,Genuine Black 65mL
- 6. Ink, EPSON 003,Genuine Cyan 65mL
- 7. Ink, EPSON 003,Genuine Magenta 65mL
- 8. Ink, EPSON 003,Genuine Yellow 65mL
- 9. White Folder / File Folder, Legal

- size: Legal
- color: White
- 14 pts

