



SCAN HERE -



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, e., 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 | Estimated Delivery/Implementation Period | Source of Funds | |
| Office Supplies | | | | | | | | | | |
| Folder, A4 | Goods | 20 pc <small>* 4</small> | 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 | |

| PROCUREMENT PROJECT DETAILS | | | | PROJECTED TIMELINE (MM/YYYY) | | | FUNDING DETAILS | | | | |
|---|---|---|---------------------------------|-------------------------------------|-------------------------------|-----------------------------|---|-----------------|--|-------------------------------|--|
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| Ink, EPSON 003, Genuine Yellow 65ml | Goods | 5 btl | 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

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*Received Oct 07 2025
by S. J. Flores*

Submitted by:

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Professor IV
ITEES

Date:

Prepared by:

SHAIKA 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 (Wallis 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

LINE ITEM BUDGET

for Budget Year 2026

END-USER/UNIT: Institute of Tropical Ecology & Environmental Science

Program : ADVANCED

MOOE 2026

REGULAR AGENCY FUND/GENERAL FUND

TOTAL BUDGET ALLOCATION: 15,296.10