



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2021

Unit/Office/Dept/Div.:
Funding Source*:

INFORMATION OFFICE
GENERAL FUND

Total Budget

Description/Specifications		Qty	Unit	Unit Cost	Total Cost	Schedule/Milestone of A					
						Jan	Feb	Mar	Apr	May	Jun
A. Auto Supplies											
1											
	Sub-Total										
B. Office Supplies											
1	Alcohol , Rubbing, Isoprophyl 70% 500ml	12	bottle	45.00	540.00		6		6		
2	Pen, Ball. My Gel, 0.5mm, Blue	100	pcs	15.00	1,500.00		20		20		10
3	Paper, Book, A4 size, 70gsm, Double A	20	reams	232.00	4,640.00	6			6		8
4	Glue, Elmers, Glue-All, 130 gms/btl	12	bottle	41.00	492.00	6			6		
5	Pen, Whiteboard Marker Pilot Black	12	pcs	50.00	600.00	6			6		
6	Paper, Bond long 8-1/2 x 13, S-20 70gsm US Superwhite	18	reams	275.00	4,950.00	6			6		3
7	Photo paper A4, non glossy (20pcs/pack)	12	packs	100.00	1,200.00	3			3		3
8	Battery, Alkaline size AA, 2pcs/pack	20	packs	43.50	870.00	6			6		8
9	Book Record 300pp w/official Record Book printing	5	pcs	73.80	369.00	2			1		2
10	Post-it Note Pad 3x4 3m (color: pink/green/blue)	12	pads	38.60	463.20		6		6		
11	Tape Masking 1"x 50m, good quality	20	pcs	33.15	663.00	5		6			6
12	Clip, backfold, 32mm (1-1/4"), 12 pcs/box	24	boxes	20.60	494.40	8			8		8
13	Tape, Double sided/double stick, Scotch 3m, 1"	12	pcs	65.00	780.00	6			6		
14	Folder, File long 14pts laserwhite	50	pcs	15.00	750.00	10		10		20	
15	Folder, File short 14pts laserwhite	50	pcs	10.00	500.00	10		10		10	
16	Staple wire, 6mm, NOVUS 26/6	12	boxes	45.00	540.00	6		3		3	
17	Diswashing liquid, 250 ml	12	bottles	100.00	1,200.00	6		3		3	
18	Air Freshener, 280ml, Orange/lemon	10	tubes	148.50	1,485.00	2		3		5	
C. IT Equipment											
1	8 Port branded HMDI Splitter	1	pc	26,000.00	26,000.00	1					

2	2TB External Hard Drive	2	pcs	3,000.00	6,000.00	1		1			
3	64GB SD Card Sandisk Ultra 64BG SD Card SDHC UHS-I Class 10 80 MB/s	2	pcs	1,500.00	3,000.00	1		1			
4	32GB MicroSD Sandisk Ultra 32GB High Speed 80MB/s MicroSDHC UHS-I Class 10 U1 A1 Performance Memory Card with SD Adapte	1	pc	600.00	600.00	1					
5	Memory Card Holder 22 slots Memory Card storage Carrying Pouch Holder Wallet Case Bag	1	pc	200.00	200.00	1					
6	Memory Card Reader All In-one Reader External	1	pc	300.00	300.00	1					
7	AA Batteries Energizer Double A Battery Maz Alkaline (48 counts)	2	boxes	2500.00	5,000.00	1		1			
8	Ink, Epson, genuine, (BK) T664, 70ml	12	bottles	350.00	4,200.00	3		3		3	
9	Ink, Epson, genuine, (C) T664, 70ml	7	bottles	350.00	2,450.00	2		2		2	
10	Ink, Epson, genuine, (M) T664, 70ml	7	bottles	350.00	2,450.00	2		2		2	
11	Ink, Epson, genuine, (Y) T664, 70ml	7	bottles	350.00	2,450.00	2		2		2	
GRAND TOTAL					74,686.60						

Prepared by:

Noted by:

Funds Available:

WINDY O. TUYAN
Admin Aide I

ULDERICO B. ALVIOLA
Unit Head

MYRNA S. PANCITO
Head, Budget/Accounting Off

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

Please Check

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

: 75,000.00

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Date: 1-Jul-20

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