

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



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2023

Unit/Office/Dept/Div: **Department of Biological Sciences**
 Project Code: **DBS (A.III.b.1) 2023**
 Purpose: **Office and Laboratory Use**

Total Budget : 200,000.00
 Funding : GF-MOOE
 PPMP #: 5-5-2097-2023-7-0-1



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																
Ballast, Fluorescent, 40W	20	pcs	280.00	5,600.00	20											
Bulb, LED, 15W	25	pieces	300.00	7,500.00	10			15								
Sub-Total				13,100.00												
Fuel & Lubricants																
Gasoline, Unleaded	74	L	90.00	6,660.00	20		20	20		14						
Engine Oil, 10W-40	5	L	300.00	1,500.00	2			2		1						
Sub-Total				8,160.00												
Hardware																
Fluorescent Tube, 40 watts	15	pc	300.00	4,500.00	15											
Sub-Total				4,500.00												
IT Supplies and Equipment																
Ink, Epson 003, Genuine Black 65ml	10	btl	350.00	3,500.00	10											
Ink, Epson, genuine, (BK) T664, 70 ml	10	pieces	350.00	3,500.00	10											
Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)	1	unit	11,000.00	11,000.00	1											
CPU (Central Processing Unit)	2	pc	15,000.00	30,000.00	2											
Computer Keyboard USB	1	pcs	400.00	400.00	1											
Computer Monitor 21.5", VA	2	pc	7,500.00	15,000.00	2											
Mouse, Wired, Optical, USB	2	pieces	210.00	420.00	2											
HDMI to HDMI cable	2	piece	500.00	1,000.00	2											
Sub-Total				64,820.00												
Labor Services																

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
Repair and Maintenance of aircondition units	6	unit	1,000.00	6,000.00	2									1		
Sub-Total				6,000.00												
Laboratory Supplies																
Scalpel Blade	2	box of 50's	280.00	560.00	2											
Sub-Total				560.00												
Mapping & Surveying Materials																
Battery,Energizer Double AA	5	pieces	454.00	2,270.00	5											
Sub-Total				2,270.00												
Office Supplies																
Paper, Bond, A4, S-24, 80 gsm	120	reams	289.00	34,680.00	20		20	20		20	20			20		
Pen, Ball, blue	40	pieces	10.00	400.00	20			20								
Ink, Refill, for Permanent Marker, Black, 30ml	4	btl's	115.00	460.00	2			2								
Ink, Refill, for Permanent Marker, Blue, 30ml	4	btl's	115.00	460.00	2			2								
Ink, Refill, for Whiteboard Marker, Blue, 30ml	5	btl's	165.00	825.00	3			2								
Broom, Soft (Tambo), Large, Heavy Duty	20	pcs	250.00	5,000.00	20											
Stick Broom (tingting) 6" from the top, approx 370 pcs	10	piece	40.00	400.00	10											
Dust pan, plastic, stand-up handle, large	5	pc	140.00	700.00	5											
Dust pan, plastic, stand-up handle, small	15	pc	75.00	1,125.00	15											
Floor Mop with wooden handle, heavy duty	3	pcs	240.00	720.00	3											
Folder, File, Long, 14pts, White	50	piece	10.00	500.00	30			20								
Folder, File, Short, 14pts, White	30	piece	8.00	240.00	20			10								
Folder, Pressboard, US, Green, Long	50	pcs	30.00	1,500.00	30						20					
Alcohol, Ethyl, 70% solution, 1 gallon	3	gallons	600.00	1,800.00	3											
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	5	boxes	70.00	350.00	5											
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	5	boxes	20.00	100.00		5										
Soap, Detergent, Powder, 1 kilo/pack, any scent	5	kl	105.00	525.00	5											
Glue, Multi-Purpose, White, at least 130g (118mL)	5	btl's	78.00	390.00	5											
Paper Cutter, Wooden, 18" x 15" (A3)	1	pcs	2,500.00	2,500.00	1											
Multi-purpose Plastic Tray, Big/Large	5	pieces	120.00	600.00	5											
Stapler, HD No.35	3	pc	350.00	1,050.00	3											
Stapler, HD-# 10	10	pieces	100.00	1,000.00	10											

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
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	3	pack	250.00	750.00	3											
Chalk, Colored, Dustless, 12 pcs/box	2	boxes	20.00	40.00	2											
Chalk, White, Dustless, 100 pcs/box	5	boxes	75.00	375.00	5											
Pen, Whiteboard Marker, blue,	10	pieces	50.00	500.00	10											
Pin, Push, hammerhead type, asstd colors 50s/pack	10	boxes	35.00	350.00	10											
Ink, Refill, for Whiteboard Marker, Black, 30mL	3	btl	165.00	495.00	3											
Fastener, Paper, plastic, 50 sets/box	5	boxes	38.00	190.00	5											
Scissors, 6" heavy duty, good quality	4	piece	68.00	272.00	4											
Correction Tape, 8m x 5mm wide	5	pc	40.00	200.00	5											
Tape Dispenser, 1" tape, big core, any color	1	pcs	115.00	115.00	1											
Transparent Tape (1")	5	rolls	25.00	125.00	5											
Rubberband, #18, 350 gms/box	1	boxes	270.00	270.00	1											
Soap, Detergent, Liquid, 1 gal, any scent	2	gal	350.00	700.00	2											
Envelope, Document, Brown, 150 lbs, Long	20	pc	7.00	140.00	20											
Tissue, Bathroom, 2 Ply, 12rolls/pack	3	pack	204.00	612.00	3											
Sub-Total				60,459.00												
Grand Total				159,869.00												

Prepared by:

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Date: 08/19/2022

<> *Funding Sources: General Fund(GF), Trust Fund(TF, Special Trust Fund(STF), IGP, Supplemental or Augmentation
Note: Please make a separate PPMF 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