



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2021

Unit/Office/Dept/Div: Budget Office Project Code: Budget-2021

Purpose:

PPMP Submission

☑ Original PPMP
Revised (Changed items, same budget)
Supplemental

Total Budget: 75,000.00 Funding:

GF- MOOE

	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantites)											
General Description					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
IT Supplies and Equipment																
External Hard Disk Drive (Portable, 1TB), USB 3.0	1	unit	3,800.00	3,800.00	1											
Ink, Epson 003,Genuine Black 65mL	3	btl	350.00	1,050.00	2		i di	1								
Ink, EPSON 003,Genuine Cyan 65mL	2	btl	350.00	700.00	1			1								
Ink, EPSON 003,Genuine Magenta 65mL	2	btl	350.00	700.00	1			1								
Ink, EPSON 003,Genuine Yellow 65mL	2	btl	350.00	700.00	1			.1								
Toner, TN118 (Genuine), for Ineo 206/226	2	tubes	3,437.50	6,875.00	1			1								
Sub-Total				13,825.00		12										
Office Supplies																
Envelope, Expanding, with garter tie, golden yellow, short	12	рс	11.00	132.00	6			6								
Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	20	btls	120.00	2,400.00	10			10								
Ink, Refill, for Permanent Marker, Black, 30mL	1	btls	115.00	115.00	1											
Soap, Dishwashing, Liquid, 250mL	12	btls	150.00	1,800.00	6			6								
Disinfectant Spray, 340g	3	can	465.00	1,395.00	2			1								
Pen, Permanent Marker, black, fine tip	12	pieces	60.00	720.00	6			6								
Sticky Note, 2 x 3, Yellow	2	pads	79.00	158.00	1			1								
Pencil, Lead, #2, w/ eraser	24	pieces	10.00	240.00	12			12								
Soap, Detergent, Powder, 1 kilo/pack, any scent	2	kl	105.00	210.00	1			1							.C	
Pen, Highlighter, yellow	1	pieces	45.00	45.00	1											
Pen, Highlighter, orange	1	pieces	46.00	46.00	1											
Pen, Highlighter, violet	1	pieces	47.00	47.00	1											
Pen, Ball, blue	36	pieces	10.00	360.00	36											

General Description	Quantity	Unit	Unit Cost	Estimated	Schedule/Milestone of Activities (in quantites)											
	Quantity			Budget	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Pen, Ball, red	6	pieces	10.00	60.00	6											
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	2	pack	250.00	500.00	1			1								
Chlorine Granules, 1kg/pack	1	packs	85.00	85.00	1											
Soap, hand, liquid, 250 ml	6	btls	90.00	540.00	6											
Alcohol, Ethyl, 70% solution, 500mL	36	btls	125.00	4,500.00	18			18								
Paper, Bond, A3, S-24, 80 gsm	1	reams	580.00	580.00	1											
Record Book, Big, 300 pages	1	pcs	80.00	80.00	1											
Paper, Bond, A4, S-24, 80 gsm	30	reams	289.00	8,670.00	20			10								
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00	50			50								
Folder, Sliding, Plastic, w/ binder, Long, transparent	20	pcs	10.00	200.00	10			10								
Folder, Pressboard, US, Yellow, Long	50	pieces	30.00	1,500.00	30			20								
Tape, Double Sided, 3/4" x 10m	6	rolls	26.00	156.00	3			3								
Sub-Total				25,539.00												
Grand Total				39,364.00			à									

Prepared by:	Noted by:	Funds Available:	
EDERLINA S. DIANO	MYRNA S. PANCITO 9 18 Unit Head/Project Leader	MYRNA S. PANCIT Head, Budget Offic	Date: 09/18/2020

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