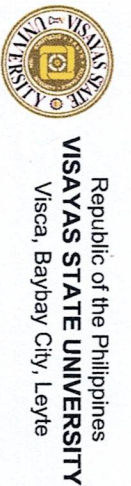


☒ Original PPMF

☐ Revised (Changed items, same budget)

☐ Supplemental



SCAN HERE

PPMP-2024-0925-224884

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)  
CY 2025

END-USER/UNIT: **Administrative Services Office**  
**CHARGED TO GF-MOOE**  
Project, Programs and Activities(PPAs):  
FOR OFFICE SUPPLY USE



Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	IT Supplies and Equipment															
	2 Line VOIP Phone	1 unit	7,500.00	NP - Small Value Procurement			1									
	Ink, Epson 003, Genuine Black 65mL	5 btl	1,750.00	NP - Small Value Procurement			5									
	Ink, EPSON 003, Genuine Magenta 65mL	6 btl	2,100.00	NP - Small Value Procurement			6									
	Ink, EPSON 003, Genuine Yellow 65mL	5 btl	1,750.00	NP - Small Value Procurement			5									
	Ink, EPSON 003, Genuine Cyan 65mL	6 btl	2,100.00	NP - Small Value Procurement			6									
	-photocopier monochrome	1 unit	<del>50,000.00</del>	Public Bidding			1									
	Sub-Total		<del>65,200.00</del>	15,200 <del>24,000</del>												
	Office Equipment															
	heavy duty foldable table	1 pcs	3,000.00	NP - Small Value Procurement			1									



Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	<b>Sub-Total</b>		<b>3,000.00</b>													
	<b>Office Furniture &amp; Fixture</b>															
	Monobloc chairs	10 piece	4,000.00	NP - Small Value Procurement			10									
	<b>Sub-Total</b>		<b>4,000.00</b>													
	<b>Office Supplies</b>															
	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	6 pack	690.00	NP - Agency to Agency			6									
	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	6 pack	750.00	NP - Agency to Agency			6									
	Alcohol, Ethyl, 70% solution, 1 gallon	5 gallons	3,000.00	NP - Agency to Agency			5									
	Cork Board, Wall Mount, w/ aluminum frame, 3' x 4'	1 pcs	1,640.00	NP - Agency to Agency			1									
	Pen, Sign, .5mm, Gel-type, Blue	108 piece	3,780.00	NP - Agency to Agency			108									
	Pen, Whiteboard Marker, black	10 pieces	500.00	NP - Agency to Agency			10									
	Pen, Whiteboard Marker, red	10 pieces	500.00	NP - Agency to Agency			10									
	Pen, Whiteboard Marker, blue,	10 pieces	500.00	NP - Agency to Agency			10									
	Pencil, Lead, #2, w/ eraser	30 pieces	300.00	NP - Agency to Agency			30									
	Clear Book (Display Book), Refillable, Legal, 20 shts, any color	4 pcs	312.00	NP - Agency to Agency			4									
	Tape, Double Sided, 3/4" x 10m	5 rolls	130.00	NP - Agency to Agency			5									
	Tape, Packaging, 2" x 100 yards, Clear	3 rolls	225.00	NP - Agency to Agency			3									
	Tape, Masking, 1" x 25 yards	3 rolls	144.00	NP - Agency to Agency			3									
	Tape, Transparent, 24mm x 50m	5 rolls	600.00	NP - Agency to Agency			5									
	DATA FILE BOX/BOX FILE/MAGAZINE BOX MADE OF CHIPBOARD SIZE: 15.5" X 9.5" X 4.5" RED/MAROON	20 piece	3,000.00	NP - Agency to Agency			20									



Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Disinfectant Spray, 340g	3 can	1,395.00	NP - Agency to Agency			3									
	Paper, Bond, A4, S-24, 80 gsm	50 reams	14,450.00	NP - Agency to Agency			50									
	Paper, Bond, Long, S-24, 80 gsm	20 reams	6,560.00	NP - Agency to Agency			20									
	Paper, Bond, A3, S-24, 80 gsm	1 reams	580.00	NP - Agency to Agency			1									
	Folder, File, Long, 14pts, White	200 piece	2,000.00	NP - Agency to Agency			200									
	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	6 pack	1,500.00	NP - Agency to Agency			6									
	Waterproof Printable Vinyl Sticker Paper, Glossy A4 Size, (20 Sheet)	10 packs	3,000.00	NP - Agency to Agency			10									
	Glue Pen, Clear, 50mL	10 tubes	250.00	NP - Agency to Agency			10									
	<b>Sub-Total</b>		<b>45,806.00</b>													
	<b>TOTAL BUDGET:</b>		<b>68,006.00</b>													

Note: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMF

Prepared by: *Elizabeth A. Itallo II*  
**ELIZABETH A. ITALLO II**

Submitted by: *Rysan C. Guinocor*  
**RYSAN C. GUINOCOR**  
Unit Head/Project Leader

**RECEIVED**  
27 SEP 2024  
Date: 09/25/2024  
*Alicia M. Flores*  
**AUCIA M. FLORES**