



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: Office of the Vice President for Research, Extension and Innovation

Project Code: 2024 OVPREIA.III.C

Purpose: Office Supplies

Total Budget : 1,326,408.00

Funding : GF-MOOE

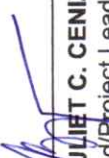
PPMP #: 152-5-1171-2024-2-0-0

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																
Garden Hose, 3/4"Ø	100	meter	60.00	6,000.00	100											
Sub-Total				6,000.00												
Hardware																
Roof Sealant, All-Purpose, 1L/can	3	cans	540.00	1,620.00	3											
Paint, Roof, Baguio Green	6	gallon	800.00	4,800.00	6											
Bulb, LED, 9W	100	piece	150.00	15,000.00	100											
Shovel, Tempered steel round pointed end	3	piece	370.00	1,110.00	3											
Sheets, (G.I.) Corrugated, Gauge 26 (0.551mm) 12'	15	sheet	990.00	14,850.00	15											
Paint, Flat Wall Enamel, White	8	gallon	820.00	6,560.00	8											
Paint, Latex, Glossy White	10	pail	1,383.00	13,830.00	10											
Paint, Metal Primer, Red Oxide	10	gallon	900.00	9,000.00	10											
Paint Thinner	5	gallon	590.00	2,950.00	5											
Paint Brush, Roller with handle and PVC Tray, 9"	3	piece	350.00	1,050.00	3											
Paint Brush, 2"	3	pcs	80.00	240.00	3											
Paint Brush, 3"	3	pc	95.00	285.00	3											
Plywood, Marine, 3/4"(thickness) x 4' x 8'	8	piece	1,650.00	13,200.00	8											
Plywood, Marine, 1/4"(thickness) x 4' x 8'	15	piece	580.00	8,700.00	15											
Nails, Concrete, 3"	3	kl	45.00	135.00	3											
Nails, Common Wire, 1"	2	kl	90.00	180.00	2											
Nails, Common Wire, 2"	4	kl	90.00	360.00	4											
Nails, Common Wire, 3"	4	kl	90.00	360.00	4											

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
Nails, Common Wire, 4"	4	kl	90.00	360.00	4											
Nails, Common Wire, 5"	4	kl	90.00	360.00	4											
Nails, Roofing (Umbrella), 2 1/2"	4	kl	130.00	520.00	4											
Steel Bar, Round (plain), 10mm x 6m	10	length	295.00	2,950.00	10											
Sub-Total				98,420.00												
IT Supplies and Equipment																
External Hard Drive, 1 TB	1	unit	3,000.00	3,000.00	1											
Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)	1	unit	11,000.00	11,000.00	1											
Headset, Over Ear, wired	1	sets	750.00	750.00	1											
Ink, Epson 003, Genuine Black 65mL	5	btl	350.00	1,750.00	5											
Ink, EPSON 003, Genuine Cyan 65mL	3	btl	350.00	1,050.00	3											
Ink, EPSON 003, Genuine Magenta 65mL	3	btl	350.00	1,050.00	3											
Ink, EPSON 003, Genuine Yellow 65mL	3	btl	350.00	1,050.00	3											
Sub-Total				19,650.00												
Lumber																
Good Lumber, 2" x 6" x 12'	10	pcs	1,500.00	15,000.00	10											
Sub-Total				15,000.00												
Office Supplies																
Alcohol, Isoprophyl, 90% solution	3	gallon	600.00	1,800.00	3											
Glue Stick, All-purpose, at least 21g	2	pcs	55.00	110.00	2											
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	2	box of 50's	30.00	60.00	2											
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	2	boxes	14.00	28.00	2											
Correction Tape, 8m x 5mm wide	3	pc	40.00	120.00	3											
Cutter, Big, Plastic (Ordinary), w/ lock	2	pcs	30.00	60.00	2											
Dust pan, plastic, stand-up handle, large	4	pc	140.00	560.00	4											
Duster, Feather	2	pcs	56.00	112.00	2											
Folder, File, Long, 14pts, White	200	piece	10.00	2,000.00	200											
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	15	pcs	200.00	3,000.00	15											
Memo Notebooks, 80 leaves	3	pieces	29.00	87.00	3											
STICKY NOTES 3 X 4 ASSORTED COLORS	2	pad	79.00	158.00	2											
Paper, Bond, A4, S-24, 80 gsm	10	reams	289.00	2,890.00	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, Bond, Long, S-24, 80 gsm	2	reams	328.00	656.00	2											
Pen, Permanent Marker, black, broad tip	2	pieces	60.00	120.00	2											
Pen, Highlighter, orange	1	pieces	46.00	46.00	1											
Pen, Highlighter, yellow	1	pieces	45.00	45.00	1											
Pen, Sign, .5mm, Gel-type, Blue	30	piece	35.00	1,050.00	30											
Pen, Whiteboard Marker, black	3	pieces	50.00	150.00	3											
Pencil, Lead, #2, w/ eraser	5	pieces	10.00	50.00	5											
Record Book, Big, 300 pages	2	pcs	110.00	220.00	2											
Staple Wire, #35	3	boxes	35.00	105.00	3											
Tape, Transparent, 12mm x 50m	2	rolls	68.00	136.00	2											
Tape, Transparent, 24mm x 50m	2	rolls	120.00	240.00	2											
Mouse Pad, Rubber	1	pad	250.00	250.00	1											
Ink, for stamp pad, violet, 30mL, w/ applicator	2	btls	35.00	70.00	2											
Rubber band	1	boxes	30.00	30.00	1											
Tissue, Bathroom, 2 Ply, 12rolls/pack	15	pack	204.00	3,060.00	15											
Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	2	pcs	240.00	480.00	2											
Sub-Total				17,693.00												
Grand Total				156,763.00												

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Head, Budget Office 2023

Date: 03/27/2023

<> *Funding Sources: General Fund(GF), Trust Fund(TF, Special Trust Fund(STF), IGP, Supplemental or Augmentation

Note: Please make a separate PMP 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