

PPMP

☐ Revised (Changed items, same budget)
 ☐ Supplemental



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)  
 CY 2022

Unit/Office/Dept/Div: Security Office  
 Project Code: OUDRRM --2022  
 Purpose: Budget allocation of office supplies for year 2022

Total Budget : 100,000.00  
 Funding : GF-MOOE

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
<b>Construction and Electrical Supplies</b>																
LED Bulb, 15 watts	20	pcs	300.00	6,000.00	10						10					
Fire Extinguisher, Dry Chemical (ABC), 10lbs	1	unit	3,000.00	3,000.00	1											
<b>Sub-Total</b>				<b>9,000.00</b>												
<b>IT Supplies and Equipment</b>																
Ink, Epson, genuine, (BK) T664, 70 ml	15	pieces	350.00	5,250.00	10						5					
Ink, Epson, genuine (C) T664, 70 ml	10	pieces	350.00	3,500.00	5			5								
Ink, Epson, genuine (M) T664, 70 ml	10	pieces	350.00	3,500.00	5			5								
Ink, Epson, genuine, (Y) T664, 70 ml	10	pieces	350.00	3,500.00	5			5								
<b>Sub-Total</b>				<b>15,750.00</b>												
<b>Office Equipment</b>																
Water Dispenser, Cabinet type	1	pc	10,000.00	10,000.00	1											
<b>Sub-Total</b>				<b>10,000.00</b>												
<b>Office Furniture &amp; Fixture</b>																
Steel Cabinet, 4 drawers, Dark Green	1	pcs	8,500.00	8,500.00	1											
<b>Sub-Total</b>				<b>8,500.00</b>												
<b>Office Supplies</b>																
Paper, Mimeo, WW, Short, S-20	10	reams	192.00	1,920.00	5						5					
Paper, Mimeo, WW, Long, S-20	15	reams	228.00	3,420.00	10						5					
Paper, Mimeo, WW, A4, S-20	20	ream	220.00	4,400.00	15						5					
Specialty Paper, long, 8-1/2 x 13, 220gsm, color: light green (10pcs/pack)	5	pack	65.00	325.00	5											



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
Pen, Whiteboard Marker, black	3	pieces	50.00	150.00	3											
Pen, Whiteboard Marker, blue,	3	pieces	50.00	150.00	3											
Folder, File, Long, 14pts, White	50	piece	10.00	500.00	25						25					
Folder, File, Short, 14pts, White	20	piece	8.00	160.00	20											
Envelope, Document, Brown, 150 lbs, Long	30	pc	7.00	210.00	15						15					
Envelope, Document, Brown, 150 lbs, Short	30	pc	5.00	150.00	15						15					
Pen, Ball, black	10	pieces	10.00	100.00	10											
Pen, Ball, blue	30	pieces	10.00	300.00	15						15					
Pen, Ball, red	10	pieces	10.00	100.00	10											
Pen, Highlighter, yellow	3	pieces	45.00	135.00	3											
Pen, Highlighter, violet	2	pieces	47.00	94.00	2											
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	10	boxes	28.00	280.00	5						5					
Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	10	boxes	13.00	130.00	5						5					
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	5	boxes	14.00	70.00			3						2			
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	5	box	30.00	150.00			3						2			
Fastener, Paper, plastic, 50 sets/box	5	boxes	38.00	190.00	3						2					
Ink, Refill, for Whiteboard Marker, Blue, 30mL	4	btls	165.00	660.00	2						2					
Ink, Refill, for Permanent Marker, Black, 30mL	1	btls	115.00	115.00	1											
Ink, Refill, for Permanent Marker, Blue, 30mL	2	btls	115.00	230.00	2											
Staple Wire, #35	6	boxes	30.00	180.00			3						3			
Stapler, HD No.35	2	pc	350.00	700.00	2											
Ruler, Plastic, 24"	2	pieces	35.00	70.00	2											
Sticky Note, 2 x 3, Yellow	5	pads	79.00	395.00	5											
Record Book, Big, 500 pages	20	pcs	115.00	2,300.00	10						10					
Record Book, Big, 300 pages	15	pcs	80.00	1,200.00	10						5					
Eraser, whiteboard, magnetic flannel	1	pc	60.00	60.00	1											
Alcohol, Ethyl, 70% solution, 500mL	5	btls	125.00	625.00	5											
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	5	tubes	220.00	1,100.00	5											
Toilet Bowl Cleaner, at least 500ml	5	btl	180.00	900.00	3						2					

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
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	10	pack	115.00	1,150.00	5						5					
Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	3	pcs	240.00	720.00	3											
Floor Mop with wooden handle, heavy duty	1	pcs	240.00	240.00	1											
Folder, Expanded, Long (Red)	50	piece	30.00	1,500.00	25						25					
<b>Sub-Total</b>				<b>25,079.00</b>												
<b>Grand Total</b>				<b>68,329.00</b>												

Prepared by:

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Funds Available:

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Head, Budget Office

Date: **08/24/2021**

\*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