

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER: **PENRO COTABATO-MSD ADMINISTRATIVE SECTION**

Charged to GAA

Projects, Programs and Activities (PAPs)

CODE	GENERAL DESCRIPTION	QUANTITY / SIZE	ESTIMATED BUDGET	MODE OF PROCUREMENT	SCHEDULE/MILESTONE OF ACTIVITIES												TOTAL	
					JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC	QTY	Amount
	COMMON ELECTRICAL SUPPLIES																	
	Extension Wire	20 meters	35.00	Shopping	20												20	700
	Emergency Light (Akari AELG-Led)	4	2000.00	Shopping	4												4	8000
	Female Plug, 3 gang	2 pcs	90.00	Shopping	2												2	180
	Firefly 3u junior bulb (36w)	40 pcs	160.00	Shopping	10			10			10			10			40	6400
	Battery 2AA (Eveready Gold)	12 pcs	130.00	Shopping	1				1				1				12	1560
	COMMON COMPUTER SUPPLIES/CONSUMABLE																	
	Computer Ink Refill Set (EPSON L220)	3 sets	2000.00	Shopping	1				1				1				3	6000
	Computer DVD-RW	2 boxes	500.00	Shopping	1						1						2	1000
	COMMON OFFICE SUPPLY																	
	Ball pen Black (My-Gel 0.5mm)	2 boxes	250.00	Shopping	1						1						2	500
	Ball pen Red (My-Gel 0.5mm)	2 boxes	250.00	Shopping	1						1						2	500
	Ball pen Blue (Pilot BP-S Fine)	2 boxes	655.00	Shopping	1						1						2	1310
	Binder Clip (Large)	4 boxes	55.00	Shopping	1			1			1			1			4	220
	Binder Clip (Medium)	4 boxes	35.00	Shopping	1			1			1			1			4	140
	Binder Clip (Small)	4 boxes	30.00	Shopping	1			1			1			1			4	120
	Book paper, long, sub. 20	24 reams	210.00	Shopping	2	2	2	2	2	2	2	2	2	2	2	2	24	5040
	Book paper, A4, sub. 20	24 reams	190.00	Shopping	2	2	2	2	2	2	2	2	2	2	2	2	24	4560
	Brown long folder	300 pcs	5.00	Shopping	150			50			50			50			300	1500
	Brown short folder	100 pcs	4.50	Shopping	25			25			25			25			100	450
	Brown Envelop long	100 pcs	4.00	Shopping	25			25			25			25			100	400
	Calculator (casio)	3 pcs	785.00	Shopping	3												3	2355
	Cartolina (Color Green)	40 pcs	12.00	Shopping	10			10			10			10			40	480

	Correction Tape Style (WH-605)	3 pcs	265.00	Shopping	1					1				1			3	795
	Correction Refill-tape (WH-605)	10 pcs	75.00	Shopping	2		2		2			2			2		10	750
	Elmers Glue	6 pcs	45.00	Shopping	2				2					2			6	270
	Envelope, Mailing White	150 pcs	6.00	Shopping	75						75						150	900
	Eraser rubber (Staedler Rasoplast combi)	6 pcs	30.00	Shopping	6												6	180
	Illustration Board (1 whole)	10 pcs	40.00	Shopping	5						5						10	400
	Intermediate Paper	6 pads	25.00	Shopping	2				2				2				6	150
	Magazine File Box	6 boxes	300.00	Shopping	6												6	1800
	Marker pen (stabilo)	10 pcs	30.00	Shopping	5						5						10	300
	Masking Tape 2"	4 pcs	50.00	Shopping	1			1			1			1			4	200
	Paper Clip (large)	8 boxes	15.00	Shopping	2			2			2			2			8	120
	Paper fastener	8 boxes	40.00	Shopping	2			2			2			2			8	320
	Pencil Mongol 482 (2)	2 boxes	84.75	Shopping	1						1						2	169.5
	Photo Paper (Glossy A4/pack)	2 packs	250.00	Shopping	1						1						2	500
	Puncher (Heavy duty)	3 pcs	199.75	Shopping	3												3	599.25
	Record Book (300 pages)	8 pcs	65.00	Shopping	2			2			2			2			8	520
	Record Book (500 pages)	8 pcs	76.00	Shopping	2			2			2			2			8	608
	RER Form	4 pads	45.00	Shopping	1			1			1			1			4	180
	Scissors 6" (stainless)	2 pcs	150.00	Shopping	2												2	300
	Stamping pad	4 pcs	45.00	Shopping	4												4	180
	Stamping pad refill ink	2 bottles	120.00	Shopping							2						2	240
	Sticker paper (any color)	10 pads	85.00	Shopping	5						5							
	COMMON JANITORIAL SUPPLIES																	
	Air Freshener	6 bottles	300.00	Shopping	1		1		1		1		1		1		6	1800
	Albatros	24 pcs	55.00	Shopping	2	2	2	2	2	2	2	2	2	2	2	2	24	1320
	Alcohol 70% (500 ml)	8 bottles	250.00	Shopping	2			2			2			2			8	2000
	Door Mat	4 pcs	200.00	Shopping	1			1			1			1			4	800
	Dust Pan	4 pcs	80.00	Shopping	1			1			1			1			4	320
	Floor Mop	4 pcs	350.00	Shopping	1			1			1			1			4	1400
	Floor Wax (color-red)	36 pcs	140.00	Shopping	3	3	3	3	3	3	3	3	3	3	3	3	36	5040
	Mosquito Killer Spray (Baygon 500 ml)	4 pcs	280.00	Shopping	2			2			2			2			8	2240
	Liquid Soap (Domex)	8 bottles	190.00	Shopping	2			2			2			2			8	1520
	Soft broom	4 pcs	75.00	Shopping	1			1			1			1			4	300

	OFFICE EQUIPMENT MAINTENANCE AND REPAIR																	
	Aircon Repair	4 unit	7500.00	Negotiated Procurement	1			1			1			1			4	30000
	Desktop repair	4 units	3000.00	Negotiated Procurement	1			1			1			1			4	12000
	Destop/Laptop Repair	4 units	3000.00	Negotiated Procurement	1			1			1			1			4	12000
	Door Knob (Kwikset)	8 units	450.00	Negotiated Procurement	2			2			2			2			8	3600
	Faucet	4 pcs	125.00	Negotiated Procurement	1			1			1			1			4	500
	Printer repair	4 units	1500.00	Negotiated Procurement	1			1			1			1			4	6000
	Tarpaulin Printing	8 pcs	325.00	Negotiated Procurement	2			2			2			2			8	2600
	T-Shirts Printing	600 pcs	300.00	Negotiated Procurement	300						300						600	180000
	VEHICLE MAINTENANCE SERVICES																	
	Vehicle repair/labor services	1 unit	100000.00	Negotiated Procurement	1												1	100000
	CATERING SERVICES																	
	Catering /labor services	1500 pax	325.00	Negotiated Procurement	375			375			375			375			1500	487500

1,237,556.75

Prepared by:

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