

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT : **Planning Section**

Charged to GAA CY 2018

Projects, Programs and Activities (PAPs)

CODE	GENERAL DESCRIPTION	Quantity	SIZE	Unit Cost	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES											
							Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
OFFICE SUPPLIES																		
	Paper, conv. for plain paper copier, 216x330, legal	60	reams	136.00	8,160.00	Shopping/Agency to Agency	10	5		10	5		10	5		10	5	
	Paper, conv. for plain paper copier, 210x297, A4	60	reams	114.00	6,840.00	Shopping/Agency to Agency	10	5		10	5		10	5		10	5	
	SIGN PEN, black, EnerGel	60	pcs	38.00	2,280.00	Shopping/Agency to Agency	5	5	5	5	5	5	5	5	5	5	5	
	Short Bondpaper Sub 20	60	reams	175.00	10,500.00	Shopping/Agency to Agency	10	5		10	5		10	5		10	5	
	Fastener (coated)	6	box	57.00	342.00	Shopping/Agency to Agency	1			1			2			2		
	Computer Ink (EPSON)(4colors)	10	set	1,500.00	15,000.00	Shopping/Agency to Agency	2			2			2			4		
	EPSON INK Black	15	bot	310.00	4,650.00	Shopping/Agency to Agency	3			4			4			4		
	Brown Folder Long	3	pack	600.00	1,800.00	Shopping/Agency to Agency	1						1			1		
	Brown Folder Short	3	pack	600.00	1,800.00	Shopping/Agency to Agency				1			1			1		
	Paper Clip (small)	4	box	38.00	152.00	Shopping/Agency to Agency	1			1			1			1		
	Paper Clip (medium)	4	box	38.00	152.00	Shopping/Agency to Agency	1			1			1			1		
	Paper Clip (large)	4	box	48.00	192.00	Shopping/Agency to Agency	1			1			1			1		
	Binder Clip (small)	4	box	68.00	272.00	Shopping/Agency to Agency	1			1			1			1		
	Binder Clip (medium)	4	box	156.00	624.00	Shopping/Agency to Agency	1			1			1			1		
	Binder Clip (large)	4	box	98.00	392.00	Shopping/Agency to Agency	1			1			1			1		
	Stick Note pad small	12	pad	48.00	576.00	Shopping/Agency to Agency	1	1	1	1	1	1	1	1	1	1	1	
	Stick Note pad medium	12	pad	58.00	696.00	Shopping/Agency to Agency	1	1	1	1	1	1	1	1	1	1	1	
	Stick Note pad Large	12	pad	68.00	816.00	Shopping/Agency to Agency	1	1	1	1	1	1	1	1	1	1	1	
	Expanded Enveloped Long	50	pcs	12.00	600.00	Shopping/Agency to Agency												
	Sign Pen (black)(.5mm)	12	pcs	28.00	336.00	Shopping/Agency to Agency	1	1	1	1	1	1	1	1	1	1	1	
	Ball Pen (Pilot)(.5mm)	12	pcs	21.00	252.00	Shopping/Agency to Agency	1	1	1	1	1	1	1	1	1	1	1	
	ALCOHOL 68-72% ethamol (Ethyl)	6	bot	47.82	286.92	Shopping/Agency to Agency	1	1	1	1	1	1	1	1	1	1	1	
	Staple Wire, Standard, #35	12	box	35.00	420.00	Shopping/Agency to Agency												
	Stapler	3	pcs	200.00	600.00	Shopping/Agency to Agency	3											
	Paper Puncher, Heavy Duty	3	pcs	300.00	900.00	Shopping/Agency to Agency	3											
	Moroccan Folder Long, Front Cover Transparent plastic	150	pcs	20.00	3,000.00	Shopping/Agency to Agency	30			40			40			40		
	Moroccan Folder Short, Front Cover Transparent plastic	150	pcs	18.00	2,700.00	Shopping/Agency to Agency	30			40			40			40		
	Enveloped expandedBrown Short	2	pack	600.00	1,200.00	Shopping/Agency to Agency	1						1					
	Highlighter	8	pcs	30.00	240.00	Shopping/Agency to Agency	2			2						2		
	Rubber Band	2	box	48.00	96.00	Shopping/Agency to Agency	1						1					
	Record Book, 500 pages	6	pcs	110.00	660.00	Shopping/Agency to Agency	1			2			2			1		
	Enveloped (expandable) long	60	pcs	18.00	1,080.00	Shopping/Agency to Agency	20			10			10			20		
	Kraft Envelop Long	60	pcs	8.00	480.00	Shopping/Agency to Agency	20			10			10			20		

Pentel Pen	12	pcs	70.00	840.00	Shopping/Agency to Agency	1	1	1	1	1	1	1	1	1	1	1	1	
Box Filer	12	pcs	300.00	3,600.00	Shopping/Agency to Agency	5			3			2				2		
Photo Paper	4	pack	180.00	720.00	Shopping/Agency to Agency	1			1			1				1		
Glue/Paste	5	pcs	40.00	200.00	Shopping/Agency to Agency	1			2			1				1		
Air Freshener	8	bot	220.00	1,760.00	Shopping/Agency to Agency	2			2			2				2		
YellowPad	10	pad	20.00	200.00	Shopping/Agency to Agency	2			2			3				3		
Masking Tape 24mm, 50m length	5	roll	85.00	425.00	Shopping/Agency to Agency	1			1			2				1		
Tape transparent 24mm, 50m length	5	roll	25.00	125.00	Shopping/Agency to Agency	1			1			2				1		
Ruler Standard	3	pcs	30.00	90.00	Shopping/Agency to Agency	1			1			1						
Cutter	3	pcs	50.00	150.00	Shopping/Agency to Agency	1			1			1						
Scissors Heavy Duty	3	pcs	50.00	150.00	Shopping/Agency to Agency	1			1			1						
RER	24	pads	20.00	480.00	Shopping/Agency to Agency	2	2	2	2	2	2	2	2	2	2	2	2	2
Broom Stick	4	pcs	50.00	200.00	Shopping/Agency to Agency	1			1			1				1		
Pilot Pen (black) 5mm	4	box	300.00	1,200.00	Shopping/Agency to Agency	1			1			1				1		
Folder Organizer	8	pcs	130.00	1,040.00	Shopping/Agency to Agency	4						4						
Book paper (Legal Size) (sub 20)	60	reams	180.00	10,800.00	Shopping/Agency to Agency	15			15			15				15		
Book Paper (Short/A4)(sub 20)	60	reams	160.00	9,600.00	Shopping/Agency to Agency	15			15			15				15		
Pilot G-tech C3 black	40	pcs	80.00	3,200.00	Shopping/Agency to Agency	10			10			10				10		
Mechanical Pencil-Heavy Duty	12	pcs	80.00	960.00	Shopping/Agency to Agency	1	1	1	1	1	1	1	1	1	1	1	1	1
Spiral Binder	1	unit	10,000.00	10,000.00	Shopping/Agency to Agency	1												
Paper Cutter	1	unit	5,000.00	5,000.00	Shopping/Agency to Agency	1												
IT EQUIPMENTS				626,720.00														
COMPUTER DEKSTOP SET with speaker,UPS, Core i7,printer	3	unit	80,000.00	240,000.00	Bidding			1				1				1		
Flashdrive 64GB	4	unit	1,880.00	7,520.00	Bidding					1	1						2	
LAPTOP core i7	4	unit	80,000.00	320,000.00	Bidding	1			1			1					1	
External Hard Disk (2 TB)	4	unit	4,000.00	16,000.00	Bidding	1			1			1					1	
Wireless Mouse	4	unit	500.00	2,000.00	Bidding	1			1			1					1	
Keyboard	4	unit	300.00	1,200.00	Bidding	1			1			1					1	
Desktop Computers , Printers and UPS / Laptops	3	unit	40,000.00	40,000.00	Bidding				3									
OTHERS				660,000.00														
Construction of Server Room and Maintained	1	structure	600,000.00	600,000.00	Bidding							1						
Executive Office Table Wood	2	pcs	20,000.00	40,000.00	Shopping				2									
Executive Chair	2	unit	20,000.00	20,000.00	Shopping				2									

TOTAL BUDGET

1,286,720.00

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

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