

Republic of the Philippines
SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE
 STII Building, DOST Complex, Bicutan, Taguig City

PROJECT PROCUREMENT MANAGEMENT PLAN

END-USER/ OFFICE: IRAD, Library and ITU for Developing the DOST-PCAARRD Information Technology Center e-Library (DPITC e-Library) Project

DATE PREPARED: 09 October 2017

REVISION:

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

C O D E	GENERAL DESCRIPTI ON	UNIT OF MEAS URE	ESTIMA TED UNIT COST	QTY / SIZE	SCHEDULE/MILESTONE																								Grand Total
					Year 1																Year 2								
					Oct	Nov	Dec	1ST	Jan 2018	Feb	Mar ch	2ND	Apr	May	Jun e	3RD	July	Aug	Sept	4TH	Total	Oct	Nov	Dec	1st	Jan 2019	Feb	Mar ch	
A. AVAILABLE AT PROCUREMENT SERVICE STORES																													
	Common Electrical Supplies																												
	Battery, size AA, alkaline, 2pcs/packet	packe t	15.39	6							3							3	92.34										92.34
	Battery, size AAA, alkaline, 2 pcs/packet	packe t	14.46	6							3							3	86.76										86.76
	Subtotal																		179.10										179.10

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COMMON COMPUTER SUPPLIES/CONSUMABLES																															
Ink for HP Laserjet P2035 Printer	piece	4,500.00	1																1				4,500.00	4,500.00							
Ink for HP Deskjet Ink Advantage, HP 678 Black Original Ink Advantage Cartridge(CZ10 7AA)	piece	500.00	1			1																	500.00	500.00							
Ink for HP Deskjet Ink Advantage, HP 678 Tri-color Original Ink Advantage Cartridge(CZ10 7AA)	piece	500.00	3			2							1										1,500.00	1,500.00							
HP 35A Black Original LaserJet Toner Cartridge	piece	4,000.00	1																1				4,000.00	4,000.00							
Ink for HP 80A Black Original LaserJet Toner Cartridge CF280A	piece	6,000.00	1																1				6,000.00	6,000.00							
Subtotal																				2,000.00						14,500			16,500.00		
COMMON OFFICE SUPPLIES																															
CORRECTION TAPE, disposable, 6mx, 5mm	pcs	60.00	6			2							2									240.00	120.00	360.00							

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PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box	13.52	4			2												27.04			2					27.04	40.56
PAPER CLIP, gem type, 32mm, 100s/box	box	6.12	4					2										12.24			2					12.24	24.48
Sign pen, blue	piece	75.00	10			3			3									450			4					300	375.00
PUSH PIN, flat head type, assorted colors, 100s/case	case	20.00	10										5					100			5					100	200.00
TAPE, masking, 48mm, 50 meters	roll	102.96	6						2									205.92			4					411.84	617.76
TAPE, masking, 24mm, 50 meters length	roll	53.04	10																	10						530.40	424.32
TAPE, transparent, 24mm, 50 meters	roll	17.37	50			25												434.25			25					434.25	875.00
TAPE, transparent, 48mm, 50 meters	roll	33.28	10																	10						332.8	332.80
Clip, Backfold, 50MM, 12 pcs./box	box	43.00	10			5												430.00			5					430.00	430.00
TAPE, packaging, 48mm, 50 meters	roll	33.28	10			5												166.40			5					166.4	332.80
SCISSORS, (8")	pair	75.00	3			1												75.00			2					150	225.00

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Expandable folder long	piece	200.00	50				20													4,000.00			30						6,000.00	10,000.00			
Electric Desk fan	unit	1,500.00	2				2													3,000.00										3,000.00			
Bond paper Special Quality, 81/2" x 13", Subs. 24,	ream	160.00	30				20													3,200.00			10						1,600.00	4,800.00			
PAPER, copy paper, A4 S20, 80 gsm	ream	170.00	55				20				5									4,250.00			30						5,100.00	9,350.00			
Staple wire, heavy duty, 23/13, use with heavy duty staplers, metal, non-rush chisel point, 0.60mm thickness, 13mm width, 13mm length	box	35.00	3				3													105.00										105.00			
STAPLE WIRE, No. 35, staple size 26/6	box	50.00	3																			3						150.00	150.00				
Subtotal																				16,695.85												15,864.97	31,642.72
COMMON OFFICE EQUIPMENT																																	
STAPLER, heavy duty, standard	piece	108.66	6								3									325.98										325.98			
Post-it Flag, Sign Here 25 x43mm	set	150.00	3																			3						450.00	450.00				
Post-it Flag, 50 Flags 25 x 43mm	set	120.00	3																			3						360.00	240.00				

[illegible]

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B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

Office Equipment, furnitures, and Accessories																													
Freestanding table,4sets	set	10,000	4				4												40,000									40,000.00	
Subtotal																			40,000.00								40,000.00		
Computer Supplies																													
Ink Cartridge HP 685, Black	Cart	364.00	2				1												364.00			1						364.00	728.00
Ink Cartridge HP 685, Magenta	Cart	355.68	2				1												355.68			1						355.68	711.36
Ink Cartridge HP 685, yellow	Cart	239.20	2				1												239.20			1						239.20	478.40
Ink Cartridge HP 685, Cyan	Cart	239.20	2				1												239.20			1						239.20	478.40
Subtotal																			1,198.08							1,198.08	2,396.16		
Computer Equipment and Accessories																													
2TB External Hard drive	piece	2,000.00	1																		1						2,000.00	2,000.00	
USB Hub (4 Port),3.0, 6pcs	piece	350.00	6				6												2,100.00									2,100.00	
10-meter RCA cables	roll	1,500.00	1																		1						1,500.00	1,500.00	
6.3 mm jack to RCA (stereo) gold	piece	150.00	2																		2						300.00	1,500.00	

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32GB 2 in 1 OTG Dual Drive M3.0 USB 3.0 for PC and Android OTG Devices,4pcs	piece	1,000.00	4				4												4,000.00											4,000.00
Window Track cleaner Computer Window Cleaning Brush Groove Keyboard Nook Cranny Dust Shovel Blue	piece	400.00	1																		1								400.00	400.00
Subtotal		6,100.00																		4,200.00					10,300.00					
Overall total		74,999.01																		79,921.05					154,920.06					

C. Other Expenses

Traveling Expenses		48 232				5000			10 000			5000			5,000	25,000.00			13,232			10,000	23,232.00	48,232.00
Communica tion expenses (4G Pocket WIFI Open line X-Wifi (Plan @ 600/mo x12		56 000				8000			8 000			10 000			10,000	36,000.00			10,000			10,000	20,000.00	56,000.00
Representat ion Expenses		80 000				10 000			10 000			10 000			10,000	40,000.00			20,000			20,000	40,000.00	80,000.00
Transportati on and delivery expenses		46 000				5 000			5 000			6000			10,000	26,000.00			10,000			10,000	20,000.00	46,000.00

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Other Professional Services		100 000															50 000													50,000.00				50,000							50,000.00	100,000.00																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
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