



SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE (STII)
DOST Complex, Gen. Santos Ave., Alabang Taguig City

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) CY 2021

END-USER/OFFICE: Accelerating DOST-PCAARRD Network of eLibraries (KNeL) Project
DATE PREPARED: 12 January 2021
REVISION: 00

CO DE	GENERAL DESCRIPTION	QUANTITY / SIZE	ESTIMATED UNIT COST	MODE OF PROCUREMENT	SCHEDULE/MILESTONE OF ACTIVITIES												TOTAL AMOUNT
					JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	
I. COMMON OFFICE SUPPLIES AVAILABLE AT PS-STORE																	
	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm), clamping depth: 13mm min, thick	15 box	25.00	Nego. Procurement (53.5)	5						10					375.00	
	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm), clamping depth: 14mm min, thick	15 box	35.00	Nego. Procurement (53.5)	5						10					525.00	
	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm), clamping depth: 25mm min, thick	14 box	65.00	Nego. Procurement (53.5)	4						10					910.00	
	NOTEPAD, STICK-ON, 3X4, 100 sheets per pad	15 pad	180.00	Nego. Procurement (53.5)							15					2,700.00	
	NOTEPAD, STICK-ON, 2X3, 100 SHEETS PER PAD	15 pad	170.00	Nego. Procurement (53.5)							15					2,550.00	
	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	85 ream	240.00	Nego. Procurement (53.5)	15						70					20,400.00	
	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (Legal)	63 ream	280.00	Nego. Procurement (53.5)	63						63					17,640.00	
	SIGN HERE Flag	11 pack	190.00	Nego. Procurement (53.5)							11					2,090.00	
	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	12 piece	56.00	Nego. Procurement (53.5)							12					672.00	
	Pair Scissor (big)	2 pieces	250.00	Nego. Procurement (53.5)	2											500.00	
	EPSON L3110 (Black, Cyan, Yellow, Magenta)	20 sets	1,500.00	SHOPPING/NEGOTIATED	9						6					30,000.00	
	Heavy duty stapler with staple remover	2 piece	250.00	SHOPPING/NEGOTIATED	2											500.00	
	Tabbing	10 pieces	30.00	SHOPPING/NEGOTIATED	10											300.00	
	Brother dcp-1710w (Cyan, Yellow, Black)	2 sets	1,500.00	SHOPPING/NEGOTIATED	2											3,000.00	
	EPSON 664 black	4 pieces	500.00	SHOPPING/NEGOTIATED	4											2,000.00	
	EPSON 664 Cyan	2 pieces	500.00	SHOPPING/NEGOTIATED	2											1,000.00	
	EPSON 644 Yeellow	2 pieces	500.00	SHOPPING/NEGOTIATED	2											1,000.00	
	Data File box	5 pieces	85.00	SHOPPING/NEGOTIATED	5											425.00	
	File Folder, Green	10 pieces	80.00	SHOPPING/NEGOTIATED	10											800.00	
	File Folder, Red	10 pieces	80.00	SHOPPING/NEGOTIATED	10											800.00	
	HP Laserjet 17A/CF217A	5 pieces	3,200.00	SHOPPING/NEGOTIATED	5											16,000.00	
	HP Laserjet Q2612AC	2 pieces	3,200.00	SHOPPING/NEGOTIATED	2											6,400.00	
	HP CE285A, black	2 pieces	3,200.00	SHOPPING/NEGOTIATED	2											6,400.00	
	HP CF217A, black	2 pieces	3,200.00	SHOPPING/NEGOTIATED	2											6,400.00	
	Sub Total															123,387.00	
II. OTHER OFFICE SUPPLIES, OTHER SUPPLIES AND MATERIALS, SEMI EXPENDABLE MACHINERY AND EQUIPMENT																	
	Barcode Sticker, W: 2", L: 1", Polyester, 2,680 pcs/roll, 6 rolls free ribbon resin, 56mmx300m 1 across	6 rolls	2,100.00	SHOPPING/NEGOTIATED											6	12,600.00	
	External Hard Drive 1TB HDD Portable Hard Drive for PC Laptop	3 pieces	4,000.00	SHOPPING/NEGOTIATED	3											12,000.00	
	USB Drive 1TB, Thumb Drive: High Speed USB Drive, Portable Large Storage USB	4 pieces	3,000.00	SHOPPING/NEGOTIATED	4											12,000.00	
	Memory Stick, Waterproof Durable Jump Drive with Keychain	2 pieces	6,000.00	SHOPPING/NEGOTIATED	2											12,000.00	
	Mobile Pedestal, 3 drawers with lock and key	2 pieces	2,800.00	SHOPPING/NEGOTIATED	2											5,600.00	
	Headset with noise cancellation	2 pieces	1,000.00	SHOPPING/NEGOTIATED	2											2,000.00	
	Full HD Webcam Camera with microphone for desktop computer	2 pieces	7,500.00	SHOPPING/NEGOTIATED	2											15,000.00	
	Heavy duty 3-in-1 (Print, Scan, Photocopy)colored printer, ink tank printer	2 units	2,500.00	SHOPPING/NEGOTIATED	2											5,000.00	
	Self-inking Stamp for PURCHASED	1 piece	2,500.00	SHOPPING/NEGOTIATED	1						1					2,500.00	
	Self-inking Stamp for SUBSCRIPTION	1 piece	2,500.00	SHOPPING/NEGOTIATED	1						1					2,500.00	
	Self-inking Stamp for COMPLIMENTARY	1 piece	2,500.00	SHOPPING/NEGOTIATED	1						1					2,500.00	
	Self-inking Stamp for EXCHANGE	1 piece	2,500.00	SHOPPING/NEGOTIATED	1						1					2,500.00	
	Self-inking Stamp for DONATION	1 piece	2,500.00	SHOPPING/NEGOTIATED	1						1					2,500.00	
	Vertical Steel Filing cabinet, 2 doors, 4 layers	7 pieces	13,600.00	SHOPPING/NEGOTIATED	7										7	95,200.00	
	Adhesive Book Binding Cloth Tapes (#05)-Black - 48mm wide x 25	46 rolls	2,200.00	SHOPPING/NEGOTIATED	46										45	101,200.00	
	Ribbon stripe for Barcode printer	7 rolls	14,500.00	SHOPPING/NEGOTIATED	7										7	101,500.00	
	Sub Total															381,600.00	
III. TRAVELING EXPENSES LOCAL																	
	Telephone - Mobile	1 lot	60,000.00													60,000.00	
IV. COMMUNICATION EXPENSES																	
	Postage and Courier Services	1 lot	24,000.00													24,000.00	
		1 lot	1,200.00													1,200.00	
	Sub Total															26,200.00	



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	V. RENT EXPENSES (Motor vehicle/Equipment)	1 lot	20,000.00														20,000.00
	VI. REPRESENTATION EXPENSES	1 lot	100,000.00														100,000.00
	VII. REPAIR AND MAINTENANCE (Machineries and Equipment)	1 lot	10,000.00														10,000.00
	VIII. OTHER PROFESSIONAL SERVICES (Notarial Fee)	1 lot	2,700.00														2,700.00
	IX. OTHER MAINTENANCE AND OPERATING EXPENSES																
	ICT subscription Expenses	1 lot	12,000.00														12,000.00
	Other Maintenance and Operating Expenses (OS and Microsoft Office Subscription)	1 lot	70,000.00														70,000.00
	Sub Total																82,000.00
	Total MOOE																804,887.00
	Complete set Computer units with UPS	2 units	75,000.00	SHOPPING/NEGOTIATED													150,000.00
	Heavy duty book scanner	1 unit	1,000,000.00	SHOPPING/NEGOTIATED													1,000,000.00
	Complete set of Laptop	2 units	75,000.00	SHOPPING/NEGOTIATED													150,000.00
	Total Equipment Outlay																1,300,000.00
																	2,104,887.00

PREPARED BY:

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NELLY A. NGANGAY
SRS II

RECOMMENDING APPROVAL BY:

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