

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

FR-FAD-PS No.008

(rev.00 10/6/2015)

PROJECT PROCUREMENT MANAGEMENT PLAN

END-USER/ OFFICE: Philippine eLib Project -Content Digitization Project

DATE PREPARED: July 01, 2016

REVISION:

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

CODE	GENERAL DESCRIPTION	UNIT OF MEASURE	ESTIMATED UNIT COST	QTY / SIZE	SCHEDULE/MILESTONE														TOTAL AMOUNT	
					June	July	Aug	1ST	Sept	Oct	Nov	2ND	Dec	17-Jan	Feb	3RD	March	April		May
A. AVAILABLE AT PROCUREMENT SERVICE STORES																				
COMMON ELECTRICAL SUPPLIES																				
	BATTERY, size AA, alkaline, 2 pcs./packet	packet	18.00	12						6		6					6		6	216.00
	BATTERY, size AAA, alkaline, 2 pcs./packet	packet	15.00	12						8		8					4		4	180.00
Subtotal																			396.00	
COMMON COMPUTER SUPPLIES/CONSUMABLES																				
	DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	25.00	50						36		36					14		14	1,250.00
	DVD REWRITABLE, 4x speed, 4.7GB capacity	piece	35.00	144						72		72					72		72	5,040.00
	FLASH DRIVE, 128GB, USB 2.0	piece	2,500.00	1						1		1							0	2,500.00
	TONER CARTRIDGE, HP CE505A, black, for HP LaserJet P2035, P2055 printer series	cart	3,660.80	2						2		2							0	7,321.60
Subtotal																			16,111.60	

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					June	July	Aug	1ST	Sept	Oct	Nov	2ND	Dec	17-Jan	Feb	3RD	March	April	May	4TH		
	COMMON OFFICE SUPPLIES																					
	CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	pair	60.00	4						4		4										240.00
	GLUE, all purpose, 300 grams min.	jar	47.82	4						4		4										191.28
	MARKER, fluorescent, 3 colors/set	set	32.95	6						6		6										197.70
	MARKING PEN, whiteboard, bullet type, black	piece	12.27	15						15		15										184.05
	MARKING PEN, whiteboard, bullet type, blue	piece	12.27	20						20		20										245.40
	MARKER, permanent, bullet type, blue	piece	12.15	10						10		10										121.50
	MARKER, permanent, bullet type, blue	piece	12.15	4						4		4										48.60
	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets/pack	ream	120.00	8						8		8										960.00
	PAPER FASTENER, for paper, metal, 50 sets/box	box	65.50	1						1		1										65.50
	PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box	13.52	2						2		2										27.04
	PAPER CLIP, gem type, 32mm, 100s/box	box	6.12	2						2		2										12.24
	PENCIL, lead, w/eraser, one(1) dozen per box	box	30.00	20						20		20										600.00
	Sign pen, blue	box	300.00	1						1		1										300.00
	PUSH PIN, flat head type, assorted colors, 100s/case	case	20.00	10						10		10										200.00
	ID holder, transparent plastic	box	300.00	2						2		2										600.00
	RECORD BOOK, 500 pages, Smythe sewn	book	86.85	2						2		2				0					0	173.70

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					June	July	Aug	1ST	Sept	Oct	Nov	2ND	Dec	17-Jan	Feb	3RD	March	April	May	4TH		
	STAPLE WIRE, (26/16)standard, 5000 pcs/box	box	23.80	4						4		4										95.20
	TAPE, masking, 48mm, 50 meters length	roll	102.96	4						4		4										411.84
	TAPE, transparent, 24mm, 50 meters	roll	17.37	100						50		50							50		50	1,737.00
	TAPE, transparent, 48mm, 50 meters	roll	33.28	10						10		10										332.80
	TAPE, packaging, 48mm, 50 meters length	roll	33.28	5						5		5										166.40
Subtotal																					6,910.25	
COMMON OFFICE DEVICES																						
	SCISSORS, (8")	pair	75.00	7						7		7									0	525.00
	STAPLER, heavy duty, standard	piece	108.66	2						2		2									0	217.32
	STAPLE REMOVER, plier type	piece	17.44	2						2		2									0	34.88
Subtotal																					777.20	
LEGAL SIZE PAPER																						
	PAPER, multicopy, legal, for laser printing	ream	131.06	6						6		6										786.36
	PAPER, multicopy, A4, for laser printing	ream	131.06	15						15		15										1,965.90
	PAPER, copy paper, A4 S20, 80 gsm	ream	175.00	10						10		10		0	0	0	0	0	0	0	0	1,750.00
Subtotal																					4,502.26	

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	COMMON OFFICE EQUIPMENT																						
	Allwin 3D Remote Large Large Number LED Wall Clock	unit	5,000.00	2							2	2										10,000.00	
	DIGITAL VOICE RECORDER, 4GB, memory, stereo channel, MP3, WMA, recording and playback format, with earphone jack, built-in microphone, with USB cable, rechargeable batteries, instructional manual, carrying pouch, hand strap, earphone	unit	7,000.00	1							1	1				0						7,000.00	
	CANON EOS 1200D 18MP with 18-55mm IS III Lens	unit	14,999							1		1										14,999.00	
																						Subtotal	31,999.00
	B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																						
	Office Equipment and Accessories																						
	Magnetic whiteboard eraser	piece	100.00	2						2		2				0					0	200.00	
	Post it note	pad	45.00	6						6		6										270.00	
	Ballpen, Blue	box	250.00	6						6		6										1,500.00	
	Sticker label	pck	200.00	3													3				3	600.00	
	Face mask	pack	250.00	14						7		7				0	7				7	3,500.00	
	Air Freshener	bottle	120.00	6						3		3					3				3	720.00	
	Insecticide	bottle	126.00	16						8		8				0	8				8	2,016.00	

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					June	July	Aug	1ST	Sept	Oct	Nov	2ND	Dec	17-Jan	Feb	3RD	March	April	May	4TH	
	ID holder with customized lan yard	pac	150.00	1						1		1									150.00
	Special paper	pack	60.00	6						6		6									360.00
	Frames for certificates (A4 size)	piece	200.00	4						4		4				0				0	800.00
	Frames for certificates (13" x17")	pieces	700.00	2						2		2									1,400.00
Subtotal																			11,516.00		
Computer Supplies																					
	Ink for HP Laserjet P2035 Printer	piece	4,500.00	2				0		2		2				0					9,000.00
	Ink for Samsung 3CLP 365 Printer (CLT - M406S)	piece	550.00	2						2		2									1,100.00
	Ink for HP Deskjet Printer 4645 (678-Black)	piece	450.00	2						2		2									900.00
	Ink for HP Deskjet Printer 4645 (678-Tri color)	piece	450.00	2				0		2		2									900.00
Subtotal																			11,900.00		
Computer Equipment and Accessories																					
	2 TB External Hard Drive	piece	5,000.00	2				0		2		2				0				0	10,000.00
	4G Pocket WIFI Open line X-Wifi (PLAN)	piece	999.00	3						3		3				0				0	35,964.00
	Simcard for Wifi	piece	50.00	3						4		4				0				0	150.00
	1 TB hard Drive for laptop	pieces	4,000.00	2						2		2				0				0	8,000.00
	Secure Ups-650 Va Uninterruptible Power Supply (Black)	unit	2,500.00	3						3		3									7,500.00
Subtotal																			61,614.00		
Printing																					
	Tarpaulin printing (assorted sizes)		6,000.00																		6,000.00
Subtotal																			6,000.00		
OVER ALL TOTAL FOR SUPPLIES																			151,726.31		

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C. EQUIPMENT OUTLAY																					
	Book Scanner with Digital SLR Camera	unit	1,200,000.00	11			11	11													13,200,000.00
	Network-Attached Storage, 4-bays max, 4TB(4x1TB)	unit	80,000	6			6	6													480,000.00
	Network-Attached Storage, 12-bays max, 16TB (9x2TB)	unit	220,000.00	2			2	2													440,000.00
	Server (4C Intel Xeon, 16GB RAM, 2TB HDD RAID 5 support, Redundant PS	unit	400,000.00	2			2	2													800,000.00
	Desktop Computers, 4C CPU, 4C GPU, 8GB SDRAM, 240GB HDD, 21.5" LED Monitor	unit	45,000.00	24			24	24													1,080,000.00
	Adobe Acrobat XI Standard Edition Software Lincense	unit	17,000.00	24			24	24													408,000.00
	Advanced TIFF Editor Plus (Software Site Licensed)	unit	84,600.00	1			1	1													84,600.00
																				Subtotal	16,492,600.00
D. Other Expenses																					
	Training Expenses (Hotel accommodation, meals, honorarium)		220,000.00																		220,000.00
	Traveling Expenses		100,000.00																		100,000.00
	Communication expenses (prepaid cards, postage & delivery, landline, internet etc.)		30,000.00																		30,000.00
	Representation Expenses (for meetings)		140,000.00																		140,000.00
	Transportation and delivery expenses		35,000.00																		35,000.00
																				Subtotal	525,000.00
Over All Total																					17,169,326.30

*Other categories that are not indicated herein

**Prices are FOB Manila/Applicable for items under A.

We hereby warrant that the total amount reflected in this One Year Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the project.

Prepared by:

Noted by:

Approved by:

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End-User

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Date Prepared: July 01, 2016