

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) FOR 2023

END-USER/UNIT: RSSO2 - CRASD

Code	General Description	Division Unit	Quantity Size	Estimated Budget	Schedule/Milestones of Activities											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)</b>																
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																
	ALCOHOL, Ethyl, 500 ml	CRASD	1120	53,592.00	280				280				280	280		
	ALCOHOL, Ethyl, 1 Gallon	CRASD	12	3,966.60	3				3				3	3		
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																
	ERASER, plastic/ rubber	CRASD	10	44.70	10											
	SIGN PEN, Black, liquid or gel	CRASD	96	2,131.20	24				24				24	24		
	SIGN PEN, Blue, liquid or gel	CRASD	24	532.80	12								12	12		
	SIGN PEN, Red, liquid or gel	CRASD	6	133.20	6											
	WRAPPING PAPER, kraft, 50 sheets per pack	CRASD	1	161.20					1							
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																
	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	CRASD	40	819.60	10				10				10	10		
	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	CRASD	40	733.60	10				10				10	10		
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																
	AIR FRESHENER, Aerosol type, 150g	CRASD	20	1,632.80					10					10		
	BROOM, Soft (Walls Tambo)	CRASD	5	881.20					5							
	CLEANER, Toilet Bowl and Urinal, 900ml - 1000ml	CRASD	20	832.00	10								10	10		
	DETERGENT, Scouring Powder, 350g	CRASD	20	478.40	10								10	10		
	DETERGENT POWDER, all purpose, 1kg	CRASD	40	2,163.20	20								20	20		
	DISINFECTANT SPRAY, Aerosol type, 400g	CRASD	20	2,797.80	10								10	10		
	LIQUID HAND SOAP, 500ml	CRASD	40	1,718.00	10				10					10		
	MOPHANDLE, heavy duty	CRASD	5	624.00	5											
	RAGS, all cotton, 1 kilo per bundle	CRASD	10	531.40	10				10					10		
	SCOURING PAD, 5 pieces per pack	CRASD	10	579.30	10											
	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	CRASD	60	8,642.40	15				15					15		
<b>CONSUMER ELECTRONICS</b>																
	DIGITAL VOICE RECORDER	CRASD	1	7,339.16	1											
<b>FACE MASK</b>																
	FACE MASK, 3 ply, fifty (50) pieces per box	CRASD	1040	80,600.00	260				260				260	260		
<b>FILMS</b>																
	ACETATE, 50 meters	CRASD	1	969.88					1							
	CARBON FILM, Legal, 100 sheets per box	CRASD	1	238.54					1							
<b>LIGHTING AND FIXTURES AND ACCESSORIES</b>																
	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	CRASD	10	756.10					10							
<b>MANUFACTURING COMPONENTS AND SUPPLIES</b>																
	GLUE, all-purpose, 200 grams	CRASD	10	707.20					10							
	STAPLE WIRE, standard	CRASD	40	950.40	20								20	20		
	TAPE, electrical	CRASD	5	97.25	5											
	TAPE, masking, 24mm	CRASD	60	3,712.80	30								30	30		
	TAPE, masking, 48 mm	CRASD	10	1,211.60	5								5	5		
	TAPE, packaging, 48 mm	CRASD	60	1,341.60	30								30	30		
	TAPE, transparent, 24mm	CRASD	120	1,341.60	30				30					30		
	TWINE, plastic	CRASD	10	500.00	5									5		
<b>MEASURING AND OBSERVING AND TESTING EQUIPMENT</b>																



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<b>OFFICE EQUIPMENT AND ACCESSORIES AMND SUPPLIES</b>																
	RULER, plastic, 450 mm	CRASD	10	166.40	10											
	BLADE, for general purpose cutter/utility knife, 10 pieces per tube	CRASD	20	296.40	10											
	CALCULATOR, Compact	CRASD	4	1,064.96	1											
	CLIP, backfold, 19mm	CRASD	40	348.80	10				1					1		
	CLIP, backfold, 25mm	CRASD	40	590.00	10				10					10		
	CLIP, backfold, 32mm	CRASD	40	1,022.40	10				10					10		
	CLIP, backfold, 50mm	CRASD	40	2,241.60	10				10					10		
	CORRECTION TAPE, 8 meters	CRASD	40	461.20	10				10					10		
	CUTTER/UTILITY KNIFE, for general purpose	CRASD	20	668.60	10				10					10		
	DATA FILE BOX	CRASD	5	366.00	5											
	DATA FOLDER	CRASD	20	1,372.80					20							
	ENVELOPE, Documentary, A4, 500 pieces per box	CRASD	2	1,528.80	1									1		
	ENVELOPE, Documentary, legal, 500 pieces per box	CRASD	2	1,961.44	1									1		
	ENVELOPE, Expanding, Kraft, 100 pieces per box	CRASD	4	2,953.60	1				1					1		
	ENVELOPE, Mailing, 500 pieces per box	CRASD	1	432.52					1					1		
	ENVELOPE, Mailing, with window, 500 pieces per box	CRASD	1	488.80					1					1		
	INDEX TAB, self-adhesive, transparent, 5 sets per box	CRASD	30	1,893.30	30											
	MAGAZINE FILE BOX, Large	CRASD	10	416.00	5									5		
	MARKER, Fluorescent, 3 colors per set	CRASD	10	366.60	5									5		
	MARKER, Whiteboard, Black	CRASD	12	115.80	12											
	MARKER, Whiteboard, Blue	CRASD	12	115.80	12											
	PAPER CLIP, vinyl/plastic coated, 33mm	CRASD	40	352.80					20					20		
	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	CRASD	40	551.20					20					20		
	RING BINDER, plastic, 32 mm, 10 pieces per bundle	CRASD	3	822.69	3											
	SCISSORS, symmetrical or asymmetrical	CRASD	10	333.70	10											
	STAPLER, standard type	CRASD	10	1,456.00	10											
	STAPLE REMOVER, plier type	CRASD	10	278.70	10											
	TAPE DISPENSER, table top	CRASD	3	218.40	3											
<b>PAPER MATERIALS AND PRODUCTS</b>																
	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack	CRASD	4	334.88	2									2		
	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	CRASD	6	222.36	3									3		
	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	CRASD	6	355.68	3									3		
	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	CRASD	6	312.00	3									3		
	NOTEBOOK, stenographer	CRASD	210	2,528.40	20				20					20		
	PAPER, MULTIPURPOSE A4, 500 sheets per ream	CRASD	120	16,528.80	30				30					30		
	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	CRASD	40	6,356.40	10				10					10		
	RECORD BOOK, 300 PAGES	CRASD	20	1,248.00	10				10					10		
	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack	CRASD	12	1,035.84	3				3					3		
<b>PERFUMES OR COLOGNES OR FRAGRANCES</b>																
	LIQUID HAND SANITIZER, 500ml	CRASD	40	3,234.00	10				10					10		
<b>PESTICIDES OR PEST REPELLENTS</b>																
	INSECTICIDE, 600ml	CRASD	40	557.44	10				10					10		



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<b>PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																
	PRINTER, Inkjet, Color	CRASD	1	8,000.00		1										
	Battery (Honda Sedan)	CRASD	1	5,800.00					1							
	Battery (SUZU Crosswind)	CRASD	1	5,800.00					1							
	Acrylic Signages	CRASD	5	5,000.00												
	Balloon Inflator, Heavy Duty	CRASD	2	1,500.00					2							
	Balloon, black	CRASD	400	4,000.00					100							
	Balloon, blue	CRASD	24	240.00												
	Bathroom Soap	CRASD	20	600.00												
	Bleaching Liquid 1 liter	CRASD	10	500.00												
	Boardpaper short	CRASD	30	1,500.00					30							
	Boardpaper long	CRASD	30	1,800.00					30							
	Bondpaper short (letter size)	CRASD	40	6,600.00					20							
	Canon Toner Cart 103/303/703	CRASD	7	31,500.00					3							
	Car Freshener	CRASD	40	8,800.00					10							
	Certificate Holder (plastic) short	CRASD	60	2,700.00					30							
	Certificate Holder (plastic) A4	CRASD	40	2,000.00					20							
	Corkboard	CRASD	1	1,500.00					1							
	Cups, Plastic Disposable	CRASD	10	500.00					10							
	Cup, paper 8 oz 50/pack	CRASD	10	650.00					5							
	Dishwashing Liquid	CRASD	30	1,650.00												
	DISINFECTANT SPRAY, 340grams	CRASD	10	5,000.00					10							
	DISINFECTANT SPRAY, 510grams	CRASD	10	6,000.00												
	Deodorant Cake	CRASD	10	550.00												
	Dishwashing Sponge/foam	CRASD	10	300.00												
	Double Adhesive Tape 1"	CRASD	40	1,000.00					10							
	Double Adhesive Tape 2"	CRASD	20	3,000.00					5							
	Double Adhesive Tape green foam 1"	CRASD	10	1,300.00					5							
	Duct Tape	CRASD	5	925.00					5							
	Envelope, Cloth Long with handle	CRASD	20	900.00												
	Extension Wire (6 socket)	CRASD	2	1,998.00					2							
	Fabric Conditioner/Softener	CRASD	20	4,000.00					10							
	Fastener, plastic	CRASD	20	800.00					10							



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	Floor mat Cloth	CRASD	10	500.00	5							5					
	Floor mat rubber	CRASD	10	1,000.00	5							5					
	Folder white A4	CRASD	200	2,000.00	100							100					
	Folder, white long	CRASD	200	3,000.00	100							100					
	Folder, sliding clear thick A4	CRASD	30	1,200.00								30					
	Folder, sliding clear thick long	CRASD	30	1,350.00								30					
	Folder - green long expandable	CRASD	200	3,000.00								100					100
	Glue Gun	CRASD	1	280.00	1												
	Glass Cleaner	CRASD	3	900.00	3												
	Glue Stick	CRASD	20	200.00	20												
	HP Cartridge CF276A (76A)	CRASD	20	18,000.00	2							2					
	HP Smart Tank 615 Ink GT153 Black	CRASD	4	5,500.00	2							5					
	HP Smart Tank 615 Ink GT152 Cyan	CRASD	20	5,500.00	5							5					
	HP Smart Tank 615 Ink GT152 Magenta	CRASD	20	5,500.00	5							5					
	HP Smart Tank 615 Ink GT152 Yellow	CRASD	20	5,500.00	5							5					
	ID Lace with case	CRASD	20	5,500.00	5							5					
	ID Lace with PSA Logo	CRASD	30	1,500.00	30												
	Illustration Board 1 whole	CRASD	70	7,000.00	70												
	Eco Bag	CRASD	5	630.00	5												
	EPSON Ink 003 Black	CRASD	100	5,500.00								100					
	EPSON Ink 003 Cyan	CRASD	60	16,800.00	15							15					15
	EPSON Ink 003 Yellow	CRASD	40	11,200.00	10							10					10
	EPSON Ink 003 Magenta	CRASD	40	11,200.00	10							10					10
	Laminating Film A4	CRASD	40	11,200.00	10							10					10
	Laminating Machine	CRASD	4	4,400.00	2							2					
	Liquid Sosa	CRASD	1	3,000.00	1												
	Magic Mop	CRASD	20	3,000.00	5							5					5
	Manila Paper	CRASD	2	600.00	2												
	Marker, Permanent broad tip, black	CRASD	30	210.00	30												
	Marker, Permanent broad tip, blue	CRASD	24	840.00	12							12					12
	Marker, Permanent fine tip, black	CRASD	24	840.00	12							12					12
	Marker, Permanent fine tip, blue	CRASD	24	840.00	12							12					12
	Marker, Permanent fine tip, blue	CRASD	24	840.00	12							12					12
	KN95 (pack of 10's)	CRASD	24	840.00	12							12					12
	Microfiber Cloth	CRASD	1000	70,000.00	250							250					250
	Multi-colored paper 250's	CRASD	4	600.00	4												
	Muriatic Acid	CRASD	3	510.00	3												
	Paint (assorted color)	CRASD	10	950.00	5							5					10
	Paint (shyro) assorted color	CRASD	10	2,000.00	5							5					5
	Paint Brush 1"	CRASD	10	1,600.00	5							5					5
	Paint Brush 3"	CRASD	2	60.00	2							2					
	Photopaper Sticker	CRASD	2	140.00	2												
	Picture Frame for Certificates short	CRASD	40	2,400.00	20							20					20
	Promotional Material (CR Month)	CRASD	20	1,800.00	20												
	Promotional Material (Women's Month)	CRASD	80	16,000.00	80												
	Promotional Material (Women's Month)	CRASD	20	4,000.00	20												



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	Promotional Material (Bag)	CRASD	200	60,000.00																	
	Promotional Material (PSA Anniversary)	CRASD	50	10,000.00																	
	Instructional Material (Planner etc.)	CRASD	150	37,500.00																	
	Push Pin	CRASD	10	400.00	10																
	PVC Cover short	CRASD	1	400.00	1																
	PVC Cover A4	CRASD	1	430.00	1																
	PVC Cover Long	CRASD	1	450.00	1																
	Ribbon (assorted)	CRASD	5	1,500.00	5																
	Seat Cover Set (SUZU CROSSWIND)	RSSO4	1	5,000.00	1																
	Shoelace	CRASD	100	3,500.00																	
	Specialty Paper Long 10/pack	CRASD	30	840.00																	
	Specialty Paper Short 10/pack	CRASD	30	1,050.00																	
	Stickerpaper short 20/pack	CRASD	40	3,200.00	20																
	Styro	CRASD	4	600.00	2																
	Surgical Gloves	CRASD	4	2,400.00																	
	Swab Antigen Kit with Swabber (25s/box)	CRASD	2	34,000.00					2												
	Thumb Tucks	CRASD	10	150.00	10																
	Toilet Bowl Brush with handle	CRASD	10	1,000.00	5																
	Toner for copier 615/618d	CRASD	5	14,000.00	5																
	Toner Cartridge for Fuji Xerox (Docucentre S2110) Model-NDA	RSSO2	1	5,989.00	1																
	Tire Black	CRASD	2	400.00	2																
	Toilet Brush	CRASD	5	250.00	5																
	Trashbag, small	CRASD	20	1,000.00	10																
	Trashbag, medium	RSSO2	20	120.00	10																
	Turtle Wax	CRASD	2	400.00																	
	Whiteboard	CRASD	3	9,000.00	1				1												
	CDR-W with case	CRASD	10	300.00	10																
	Desktop Speaker	CRASD	2	1,000.00																	
	DDR4 SDRAM 8GB	CRASD	2	3,000.00																	
	Keyboard	CRASD	3	1,500.00	3																
	Mousepad	CRASD	10	1,000.00	10																
	RJ 45	CRASD	50	750.00																	
	TIRE (SHU 668)	CRASD	4	23,200.00																	
	TIRE (SAB6444)	CRASD	4	23,200.00					4												
	USB 64GB	CRASD	10	3,500.00					10												
	UTP Cable CAT5/CAT6	CRASD	2	7,000.00	1																
				581,432.00																	
	<b>G. MEALS AND SNACKS (IN-HOUSE)</b>																				
	Building Committee Meeting	CRASD	80	36,000.00																	
	Business Rules Manual for CRS ITP2	RSSO2	5	15,000.00						20											
	Civil Registration Trainings	CRASD	30	20,000.00																	
	CR Month (Activities)	CRASD	2	40,000.00																	
	Echoing/Cascading of Trainings Attended	CRASD	40	20,800.00																	
	Financial Trainings/Briefing	CRASD	22	15,000.00						7											



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<b>D. TRAINING/WORKSHOP/SEMINAR EXPENSES (MEALS, VENUE AND ACCOMMODATION)</b>																
	Anaconda Training	CRASD	30	30,000.00												
	Budget Proposals/Preparatory Workshop	CRASD	20	30,000.00		20									30	
	Capacity Building	CRASD	35	80,000.00				35								
	CRVS Quarterly Meeting	CRASD	120	72,000.00		30		30								
	HR Training/Workshop	CRASD	20	20,000.00						20				30		
	ISO - QMS	CRASD	6	20,000.00												
	Procurement Trainings/Workshops/RA9184	CRASD	10	25,000.00												
	Decap Training	CRASD	30	35,000.00		30								10		
	Refresher Course on Basic Customer Skills	CRASD	30	20,000.00					25							
	Regional Planning Workshop	RSSO2	45	162,000.00												
	Solemnizing Officers Training	CRASD	15	15,000.00		15									45	
				<b>509,000.00</b>												
<b>E. TRANSPORTATION EXPENSE</b>																
	Gasoline Expense, Oil and Lubricant Expense	CRASD	24	150,000.00	2	2	2	2	2	2	2	2	2	2	2	
	Crude Oil for Gen Set	RSSO2	1080	70,200.00	80	80	80	80	120	240	80	2	80	80	80	
				<b>220,200.00</b>												
<b>F. CONSULTANCY AND PROFESSIONAL SERVICES</b>																
	Security Services	RSSO2	30	1,184,000.00	6	6	6	6	6	6						
	Janitorial Services	RSSO2	35	740,000.00	7	7	7	7	7	7						
	Contract of Service Workers (COSW)	CRASD	0	811,000.00												
				<b>2,735,000.00</b>												
<b>G. SUBSCRIPTION EXPENSES</b>																
	Newspaper	CRASD	264	8,000.00	22	22	22	22	22	22	22	22	22	22	22	
	Zoom	CRASD	2	6,000.00									2			
				<b>14,000.00</b>												
<b>H. PUBLICITY AND ADVERTISING EXPENSES</b>																
	Advertising Expenses	RSSO2	4	6,000.00	1			1								
	Tarpaulins (Various activities and upport to other agencies)	CRASD	76	54,720.00	4	10	8	4	4	6	1	4	8	10	4	
				<b>60,720.00</b>												
<b>I. PRINTING AND BINDING EXPENSES</b>																
	Annual Report	CRASD	5	20,000.00							5					
				<b>20,000.00</b>												
<b>J. POSTAGE AND COURIER EXPENSES</b>																



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JRS		CRASD	12	96,000.00	1	1	1	1	1	1	1	1	1	1	1	1
<b>L. UTILITIES</b>				<b>96,000.00</b>												
	Water Expenses	CRASD	12	42,000.00	1	1	1	1	1	1	1	1	1	1	1	1
	Electricity Expenses	CRASD	9	1,402,000.00	1	1	1	1	1	1	1	1	1	1	1	1
	Telephone Expenses - Landline	CRASD	20	109,000.00	2	2	2	2	2	2	2	2	2	2	2	2
	Mobile Expenses - (Cellcards ) Globe 300	RSSO2	96	28,800.00	24			24			24			24		24
	Mobile Expenses - (Cellcards ) TM 100	RSSO2	172	17,200.00	43			43			43			43		43
	Mobile Expenses - (Cellcards ) TM 100	RSSO2	56	5,600.00	14			14			14			14		14
	Mobile Expenses - (Cellcards ) TM 300	RSSO2	136	40,800.00	34			34			34			34		34
	Mobile Expenses - (Cellcards ) Smart 100	RSSO2	72	7,200.00	18			18			18			18		18
	Internet Expense	RSSO2	10	60,000.00	1	1	1	1	1	1	1	1	1	1	1	1
	Representation Expenses	RSSO2	36	51,000.00	3	3	3	3	3	3	3	3	3	3	3	3
	Extra and Misc. Expenses	RSSO2	12	116,000.00	1	1	1	1	1	1	1	1	1	1	1	1
	Insurance Expense (Building, PPEs, Vehicles)	CRASD	6	538,881.00												
	Fidelity Bond	CRASD	8	32,300.00												
	LTO Registration and Emission Testing	CRASD	1	8,000.00												
	Transportation and Delivery Expense	CRASD	4	40,000.00	1			1			1			1		1
<b>M. REPAIR AND MAINTENANCE EXPENSES</b>				<b>2,498,791.00</b>												
	Repair and Maintenance - Office Equipment	RSSO2	12	12,141.28	1	1	1	1	1	1	1	1	1	1	1	1
	Repair and Maintenance - ICT Equipment	RSSO2	12	16,880.00	1	1	1	1	1	1	1	1	1	1	1	1
	Repair and Maintenance - Building	RSSO2	4	132,000.00	1			1			1			1		1
	Repair and Maintenance - Transpo Equipment- Motor Vehicle	RSSO2	4	71,367.20		1				1				1		1
	Repair and Maintenance - Furniture and Fixture	RSSO2	4	15,000.00		1				1				1		1
	Dismantling and Installation of Airconditioning Unit and other office equipments	RSSO2	1	45,000.00	1											
				<b>292,388.48</b>												
				<b>7,870,651.00</b>												

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

Prepared By:

*Myrna Jane N. Joli*  
 MYRNA JANE N. JOLI  
 Administrative Officer III

Reviewed by:

*Rose Q. Pacay*  
 ROSE Q. PACAY  
 RBAC, Chairperson

Approved by:

*Girne M. Baylacan*  
 GIRNE M. BAYLACAN  
 Head of the Procuring Entity