



DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
NEGROS ORIENTAL 3RD
DISTRICT ENGINEERING OFFICE

REGIONAL OFFICE VII
Siaton, Negros Oriental

UPDATED PROJECT PROCUREMENT MANAGEMENT PLAN FY 2020

[illegible]

RECOMMENDED BY:

APPROVED BY:

VIRGINIA D. CATIPAY
BAC Chairman

ANGEL C. BELTRAN JR.
District Engineer

¹PR No. = Purchase Request No.

2ABC = Approved Budget for the Contract

The BAC Secretariat shall consolidate all the Project Procurement Management Plans (PPMP) prepared by the Project Management Offices (PMOs) into an Annual Procurement Plan (APP). The APP shall bear the approval of the head of the procuring entity. Updating the PPMP and the consolidated APP shall be undertaken every six (6) months or as often as required by the procuring entity.

ITEMIZED LIST OF GOODS
Annex to Common Office Equipment / Devices / Supplies & Consumables
FY 2020

DPWH - Negros Oriental 3rd District Engineering Office

	GOODS Category/ Nature and Description/ Specification	UNIT	UNIT PRICE	TOTAL CALENDAR		DISTRIBUTION BY QUARTERS													
				QTY	AMOUNT	1 ST QUARTER		2 ND QUARTER		3 RD QUARTER		4 TH QUARTER							
						QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT						
Common Office Supplies																			
1	A4 Film Paper/Cover (transparent,thick)	pack	850.00	48	40,800.00	12	10,200.00	12	10,200.00	12	10,200.00	12	10,200.00						
2	Acetate PVC Cover (short)	pc	12.00	200	2,400.00		-	100	1,200.00		-	100	1,200.00						
2	Bag Tag w/ Print	pc	160.00	500	80,000.00		-	300	48,000.00		-	200	32,000.00						
3	Ballpen (ordinary)	dozen	180.00	59	10,620.00	10	1,800.00	19	3,420.00	13	2,340.00	17	3,060.00						
4	Ballpen with Eraser 0.4 (blue & black)	dozen	1,080.00	3	3,240.00	2	2,160.00		-		-	1	1,080.00						
5	Ballpen with Eraser 0.5 (blue & black)	dozen	1,000.00	5	5,000.00		-	2	2,000.00	1	1,000.00	2	2,000.00						
6	Ballpen with Eraser Refill 0.4 (blue & black)	dozen	720.00	5	3,600.00	2	1,440.00		-	2	1,440.00	1	720.00						
7	Ballpen with Eraser Refill 0.5 (blue & black)	dozen	720.00	2	1,440.00		-		-		-	2	1,440.00						
8	Ballpen, Fine Retractable (black/blue)	dozen	720.00	34	24,480.00	8	5,760.00	8	5,760.00	8	5,760.00	10	7,200.00						
9	Ballpen, Fine Retractable Refill (black/blue)	dozen	480.00	34	16,320.00	6	2,880.00	8	3,840.00	9	4,320.00	11	5,280.00						
10	Binder Clip 1 1/2"	box	85.00	0	-		-		-		-		-						
11	Binder Clip 1 1/4"	box	85.00	5	425.00		-		-		-	5	425.00						
12	Binder Clip 1"	box	75.00	22	1,650.00	3	225.00	6	450.00	3	225.00	10	750.00						
13	Binder Clip 2"	box	95.00	17	1,615.00	3	285.00	3	285.00	3	285.00	8	760.00						
14	Binder Clip 3/4"	box	50.00	21	1,050.00		-	4	200.00	10	500.00	7	350.00						
15	Blade (heavy duty cutter) 10pcs/pack	pack	200.00	2	400.00		-	1	200.00		-	1	200.00						
16	CD Sleeve	pc	3.00	300	900.00		-	100	300.00	100	300.00	100	300.00						
17	Cork Board 2' x 3'	pc	1,500.00	0	-		-		-		-		-						
18	Correction Pen	pc	95.00	0	-		-		-		-		-						
19	Correction Tape	pc	75.00	20	1,500.00		-		-	10	750.00	10	750.00						
20	Correction Tape No. J-823	dozen	558.00	8	4,464.00	2	1,116.00	2	1,116.00	2	1,116.00	2	1,116.00						
21	Correction Tape, Retractable	dozen	900.00	113	101,700.00	24	21,600.00	29	26,100.00	29	26,100.00	31	27,900.00						
22	Correction Tape, Retractable Refill	dozen	780.00	101	78,780.00	25	19,500.00	26	20,280.00	25	19,500.00	25	19,500.00						
23	Customized Binders A3	pc	300.00	70	21,000.00	28	8,400.00	8	2,400.00	28	8,400.00	6	1,800.00						
24	Customized Binders Legal size	pc	200.00	1374	274,800.00	206	41,200.00	206	41,200.00	606	121,200.00	356	71,200.00						
25	Cutter (Heavy Duty)	pc	400.00	14	5,600.00		-	6	2,400.00	4	1,600.00	4	1,600.00						
26	DTR Card (thick) 100 pcs./pack	pack	150.00	40	6,000.00		-	10	1,500.00	10	1,500.00	20	3,000.00						
27	Engineer's Field Book	pc	80.00	202	16,160.00	48	3,840.00	48	3,840.00	48	3,840.00	58	4,640.00						
	SHEET TOTAL				703,944.00		120,406.00		174,691.00		210,376.00		198,471.00						

GOODS Category/ Nature and Description/ Specification	UNIT	UNIT PRICE	TOTAL CALENDAR		DISTRIBUTION BY QUARTERS												
			QTY	AMOUNT	1 ST QUARTER		2 ND QUARTER		3 RD QUARTER		4 TH QUARTER						
					QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT					
Common Office Supplies																	
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Common Office Supplies													

GOODS Category/ Nature and Description/ Specification	UNIT	UNIT PRICE	TOTAL CALENDAR		DISTRIBUTION BY QUARTERS								4 TH QUARTER	
			QTY	AMOUNT	1 ST QUARTER		2 ND QUARTER		3 RD QUARTER		4 TH QUARTER		QTY	AMOUNT
					QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT		
Common Office Supplies														
BALANCE FORWARDED														
125 T-Shirt w/ print	pc	340.00	283	96,220.00		525,816.00		649,476.00		628,001.00		856,876.00		
126 Typewriter Ribbon (black)	pc	35.00	12	420.00	161	54,740.00	61	20,740.00			61	20,740.00		
127 Whiteboard 12' x 18'	pc	600.00	6	3,600.00	3	105.00	3	105.00	3	105.00	3	105.00		
128 Whiteboard 18' x 24'	pc	1,000.00	0	-		-		-	6	3,600.00		-		
129 Whiteboard Eraser	pc	55.00	10	550.00	1	55.00	1	55.00	7	385.00	1	55.00		
130 Whiteboard Marker (blue, red, black)	pc	80.00	10	800.00	1	80.00	7	560.00	1	80.00	1	80.00		
131 Whiteboard Marker Refill (blue, black, red)	bottle	95.00	10	950.00	2	190.00	2	190.00	3	285.00	3	285.00		
132 Writing Board (with stand)	pc	300.00	1	300.00		-		-		-	1	300.00		
133 Yellow Pad	pad	40.00	16	640.00	4	160.00	4	160.00	4	160.00	4	160.00		
Common Goods														
134 Air Freshener	bottle	350.00	96	33,600.00	12	4,200.00	24	8,400.00	24	8,400.00	36	12,600.00		
135 Alcohol 70% Solution	bottle	130.00	276	35,880.00	44	5,720.00	92	11,960.00	70	9,100.00	70	9,100.00		
136 Alcohol 70% Solution	gal	800.00	8	6,400.00		-	6	4,800.00		-	2	1,600.00		
137 Broom (soft)	pc	185.00	74	13,690.00	12	2,220.00	26	4,810.00	12	2,220.00	24	4,440.00		
137 Bowl Vleaner 1000 ml	bot	450.00	25	11,250.00		-	10	4,500.00		-	15	6,750.00		
138 Data Rack/Magazine Stand (double)	pc	450.00	51	22,950.00	12	5,400.00	12	5,400.00	12	5,400.00	15	6,750.00		
139 Disposable 3-Ply Face Mask	box	150.00	30	4,500.00		-		-		-	30	4,500.00		
140 Dustpan (big)	pc	200.00	12	2,400.00		-		-	12	2,400.00		-		
141 Floor Rug	pc	150.00	40	6,000.00	1	150.00	13	1,950.00	1	150.00	25	3,750.00		
142 Floor Spin Mop w/ bucket	pc	1,900.00	1	1,900.00		-	1	1,900.00		-		-		
143 Metal Shelf (5 layers)	pc	7,000.00	5	35,000.00	2	14,000.00	1	7,000.00	1	7,000.00	1	7,000.00		
144 Mop with Head	pc	190.00	24	4,560.00		-	12	2,280.00		-	12	2,280.00		
145 Muriacic Acid	gal	170.00	14	2,380.00	2	340.00	3	510.00	4	680.00	5	850.00		
146 Spray, Dis-infectant and Insect	bot	700.00	11	7,700.00		-	1	700.00	2	1,400.00	8	5,600.00		
147 Steel Cabinet	pc	8,000.00	12	96,000.00	3	24,000.00	3	24,000.00	3	24,000.00	3	24,000.00		
148 Trash Bin w/ cover (pedal bin ; plastic)	pc	1,200.00	8	9,600.00	2	2,400.00	2	2,400.00	2	2,400.00	2	2,400.00		
149 Trash Liner/Bag (Big)	pc	100.00	12	1,200.00		-		-		-	12	1,200.00		
150 Trash Can (big)	pc	350.00	0	-		-		-		-		-		
151 Unforseen Contengencies	ls			1,912,866.00		420,000.00		472,866.00		470,000.00		550,000.00		
TOTAL PROGRAM AMOUNT				4,971,525.00		1,059,576.00		1,224,762.00		1,165,766.00		1,521,421.00		

PREPARED/SUBMITTED BY:

RECOMMENDED BY:

APPROVED BY:

RENEE S. DAVAD
Head, Procurement Unit

VIRGINIA SCATIPAY
BAC CHAIRMAN

ANGEL C. BELTRAN, JR.
District Engineer