

7th Floor, Tower 1
DoubleDragon Plaza DD Meridian Park Macapagal Avenue corner **EDSA Extension** 1302 Bay Area, Pasay City

(+632) 249-5900 loc 726

tez.iad@tieza.gov.ph

www.tieza.gov.ph

PURCHASE REQ	UES	T
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		1 ORGINIOL REQ	OLOI		
Departmer Division:	nt:	TERD IAD	P.R. No.: Date:		
Stock No.	Unit	Item Description	Quantity	Estimated Unit Cost	Estimated Total Cost
Purpose:	pc	Probationary SIRV Wet Stamp Size: 2.125 inches x 3.25 inches Font: Calibri Font Size: 8pt * All are in purple ink ** Layout and specifications of stamps are attached in a separate sheet *** MR to Ms. Ermina Palomique For marking probationary SIRV	2	1,820.00	3,640.00
		Requested by:	Approved I	Зу:	
Signature Printed Na Designation	ame:	Atty. Niño Ruperto F. Aquino Department Manager - TERD	Atty. Kar	r en Mae G. Sa ACOO - TE	rinas-Baydo ZMS
nrenared hy Fa	laardo Lorio	o III			





prepared by: Edgardo Lorico III

Designation:

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Department Manager - TERD

ACOO - TEZMS



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Signature Printed N	ame:	Atty. Niño Ruperto F. Aquino	Atty. Kai	ren Mae G. Sa	
Designatio prepared by: Ea		Department Manager - TERD		ACOO - TEZ	LIMS





PROJECT PROCUREMENT MANAGEMENT PLAN 2022 (PPMP)

END-USER/UNIT: TEZ Regulation Department Charged to TERD

Projects	Projects, Programs and Activities (PAPs)															
CODE	GENERAL DESCRIPTION	QUANTITY/	ESTIMATED						SCHEDULI	/MILESTO	SCHEDULE/MILESTONE OF ACTIVITIES	VITIES				
		SIZE	BUDGET	Procurement	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	Travelling Expenses		2,854,200.00							2,854,200.00	00'00					
	Common-Used Supplies and Goods		241,641.29							241,641.29	1.29					
	Fuel, Oil and Lubricants		190,400.00							190,400.00	0.00					
	Сотпипісацоп Expenses		134,300,00		11,191,66	11,191,66	11,191.66	11,191,66	11,191.66	11,191.66	11,191.66	11,191.66	11,191,66	11,191.66	11,191.66	11,191,66
	Representation Expenses		168,000.00		14,000,00	14,600.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000,00	14,000,00	14,000,00
	Subscription Expenses		7,200.00		600.00	600.00	600.00	606.00	800.00	600.00	00'009	600.00	600.00	600.00	600.00	600.00
	Repair & Maintenance - Office & IT Equipments		70,000.00							70,000.00	00'					
	Repair & Maintenance - Transportation Equipment		100,000.00							100,000.00	0.00					
	Consultancy Expenses		480,000.00		40,000.00	40,000.00	40,000,00	40,000.00	40,000,00	40,000,00	40,000.00	40,000.00	40,000,00	40,000,00	40,000.00	40,000.00
	Other Professional Services		479,999,52		39.999.96	39,999.96	39,999.96	39,989,96	39,999.96	39,999.96	39,999.96	39,999,96	36'666'68	39,999,96	39,999,96	39,999,96
	Miscellaneous Expenses		10,000.00							10,000.00	00'					
	Air Purifier Heavy Duty	1	50,000,00	ı												_
	Computer Softwares	20	500,000.00										*			

2002	GENERAL DECOMPANY	QUANTITY/	0	Mode of					SCHEDUL	SCHEDULE/MILESTONE OF ACTIVITIES	NE OF ACTI	VITIES				
1	GENERAL DESCRIPTION	SIZE	BUDGET	Procurement	Jan	Feb	Mar	Apr	Мау	Jun	July	Aug	Sept	Oct	Nov	Dec
	DSLR Mirrorless	H	35,000.00													
	High-End Laptop	23	240,000.00													
	Laptop Standard	2	120,000.00													
	Printer	1	10,000.00													
	Projector	ы	50,000.60													
	Refrigerator 2 Doors	v-i	30,000.00													
							1							=		
TOTAL EST	TOTAL ESTIMATED BUDGET:		5.770.740.81													
1																

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

Prepared By:

Submitted By:

Approved by:

Atty. Karen Mae G. Sarinas-Baydo ACOO - TEZMS

Atty. Niño Reperto F. Aquino Manager - IERD

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) 2022

END-USER/UNIT: TERD
Charged to TERD

Common Office Supplies

2		QUANTITY/	ESTIMATED	Mode of				50	CHEDULE	SCHEDULE/MILESTONE OF ACTIVITIES	NE OF A	CTIVITIE	Š			
000	GENERAL DESCRIPTION	SIZE	BUDGET	Procurement	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	OFFICE SUPPLIES AVAILABLE AT PS STORES															
	AIR FRESHENER, 280 ML/150G MIN	48 CAN	4,792.32		4	4	4	4	4	4	4-	4	4	4	4	4
	ALCOHOL, 70%, ETHYL, 500ML	150 BOTTLE	8,607.00		13	13	13	13	13	13	12	12	12	12	12	12
	CLIP, BACKFOLD, 19MM, 12 PIECES PER BOX	30 BOX	262.20		ω	ω	ω	ω	ίu	ω	N	N	2	2	2	N
	CLIP, BACKFOLD, 25MM, 12 PIECES PER BOX	30 BOX	374,40		ω	ω	ω	ω	3	ω	2	2	2	2	2	23
	CLIP, BACKFOLD, 32MM, 12 PIECES PER BOX	30 BOX	688,20		3	3	ы	W	W	ω	2	2	2	2	2	2
	CLIP, BACKFOLD, 50MM, 12 PIECES PER BOX	30 BOX	1,309.80		w	ω	ω	ω	w	ω	2	2	2	2	2	2
	CORRECTION TAPE, 6 METERS (MIN), 1 PIECE IN INDIVIDUAL PLASTIC	25 PIECE	936.00		ω	2	2	2	N	2	2	2	2	2	2	2
	DATA FILE BOX (5"X9"X15 3/4")	20 PIECE	1,674.80		20											
	ENVELOPE, DOCUMENTARY, FOR A4 SIZE DOCUMENT, 500 PIECES PER BOX	2 BOX	915.70		2											
	ENVELOPE, DOCUMENTARY, FOR LEGAL SIZE DOCUMENT, 500 PIECES PER BOX	2 BOX	1,217.76		2											
	ENVELOPE, EXPANDING, KRAFTBOARD, FOR LEGAL SIZE DOCUMENTS, 100 PCS/BOX	з вох	2,238.15		ω											
	ENVELOPE, MAILING WITH TIEZA LOGO, 500 PIECES PER BOX, 80 GSM	1 BOX	599.04		1											
	ERASER, FELT, FOR BLACKBOARD/WHITEBOARD	1 PIECE	13.33		1											
	ERASER RUBBER SMALL	10 PIECE	27.50		10											
	FASTENER, FOR PAPER, METAL, 50 SETS/BOX	5 BOX	342,55	!	ហ											
	FILE TAB DIVIDER A4 SIZE 5 COLORS/SET	100 SET	1,498.00		100											
	INDEX TAB, Self adhesive. 5 set/box, assorted colors	10 Set	574.80		10											
	FOLDER, L-TYPE, A4, 50 PIECES PACK	8 PACK	1,597.44		co											
	GLUE, ALL PURPOSE, 300 GRAMS MIN.	5 JAR	265.10		N			н			н			1		
	MAGFILE BOX, DOUBLE	25 PIECE	1,248.00		25											
	MARKER FLOURESCENT, 3 COLORS/SET	10 PIECE	426.60		10											
	MARKER, WHITEBOARD, BULLET TYPE, BLACK	15 PIECE	185.10		lω		ω		ω		Łu .		ω			

1		/YTITNAUQ	ESTIMATED	Mode of				s	CHEDULE	SCHEDULE/MILESTONE OF	NE OF A	ACTIVITIES	S			
CODE	GENERAL DESCRIPTION	SIZE	BUDGET	Procurement	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	MARKER, WHITEBOARD, BULLET TYPE, BLUE	15 PIECE	185.10		ω		w		ω		ω		ω			
	MARKER, WHITEBOARD, BULLET TYPE, RED	15 PIECE	185.10		u		Lu .		ы		ω		ω			
	MARKER, PERMANENT, BULLET TYPE, BLACK	15 PIECE	173.70		ω		μ		ы		Lú)		W			
	MARKER, PERMANENT, BULLET TYPE, BLUE	15 PIECE	173.70		ш		ω		ω		ω		ω			
	MARKER, PERMANENT, BULLET TYPE, RED	15 PIECE	173.70		ω		ω		ω		ω		ω			
	NOTEBOOK, STENOGRAPHER'S , 40 LEAVES, SPIRAL	30 PIECE	374.40		20						10					
	NOTEPAD, STICK-ON (2" X 2")	40 PAD	1,497.60		10			10			10			10		
	NOTEPAD, STICK-ON (3" X 3")	40 PAD	1,946.00	х	10			10			10			10		
	NOTEPAD, STICK-ON (3" X 5")	40 PAD	2,594.80		10			10			10			10		
-	PAPER MEMO PAD WITH TIEZA LETTERHEAD	10 PAD	219.10		10											
	PAPER CLIP, GEM TYPE 48MM, 100 PIECES/BOX	30 BOX	462.60		υı		vī		. Сл		Сп		Uл		υη	
	PAPER CLIP, GEM TYPE 32MM, 100 PIECES/BOX	30 BOX	231.60		uh		51		tn .		Uт		tn.		υī	
	PAPER, MULTI-COPY, 80GSM, SIZE: 210MM X 297MM	350 REAM	47,173.00		30	30	29	29	29	29	29	29	29	29	29	29
	PAPER, MULTI-COPY, 80GSM, SIZE: 216MM X 330MM	SO REAM	7,921.00		51	И	4	4	4	4	4	4	4	4	4	4
	PARCHMENT PAPER, A4 SIZE, 80 GSM, 100 SHEETS PER PACK	20 REAM	2,121.60		20											
	PENCIL, LEAD, W/ ERASER, ONE (1) DOZEN PER BOX	10 BOX	235.40		10											
	RECORD BOOK, 300 PAGES, SIZE: 214MM X 278MM MIN	5 BOOK	361.90		Un											
	RECORD BOOK, 500 PAGES, SIZE: 214MM X 278MM MIN	5 BOOK	521.10		ъ											
	RUBBER BAND, 70MM MIN. LAY FLAT LENGTH (#18)	10 BOX	1,119.70		VI						VI					
	SIGN PEN, BLACK	80 PIECE	3,657.60		7	7	7	7	7	7	7	7	o,	თ	o,	6
	SIGN PEN, BLUE	80 PIECE	3,657.60		7	7	7	7	7	7	7	7	Ø	6	D)	6
	SIGN PEN, RED	80 PIECE	3,657.60		7	7	7	7	7	7	7	7	on.	6	6	6
	STAMP PAD INK, VIOLET, 50ML	1 BOTTLE	29.56		ь											
	STAMP PAD, FELT PAD, MIN 60MM X 100MM	1 PIECE	33.19		1											
	TAPE, MASKING 24MM, 50 METERS LENGTH	20 ROLL	1,322.80		2	N	2	2	N	2	N	2	д	ь	н	ь
:	TAPE, MASKING 48MM, 50 METERS LENGTH	20 ROLL	2,521.00		2	22	2	2	2	2	2	2	14	н	ы	ı
	TAPE, TRANSPARENT, 24MM, 50 METERS	20 ROLL	262.00		2	2	2	2	2	2	2	N	н	ı	Р	н

											Ì															CODE	
HP GT52 INK BOTTLE YELLOW	HP GT52 INK BOTTLE CYAN		OTHER YTEMS NOT AVAILABLE AT PS BUT REGULARLY PRUCHASED FROM OTHER SOURCES	DISINFECTANT SPRAY	FIRE EXTINGUISHER, DRY CHEMICAL FOR ABC CLASS OF FIRE, STORED PRESSURE TYPE, NON-ELECTRICAL CONDUCTOR	COMMON JANITORIAL SUPPLIES	STAPLER WIRE, HEAVY DUTY, STANDARD	WASTE BASKET, NON-RIGID PALSTIC	STAPLER HEAVY DUTY	CUTTER KNIFE, HEAVY DUTY	CUTTER BLADE, HEAVY DUTY CUTTER, 10 PIECES PER TUBE	COMMON OFFICE DEVICES	BATTERY, DRY CELL AAA, 2 PIECES PER BLISTER PACK		COMMON ELECTRICAL SUPPLIES	OTHER SUPPLIES AND MATERIALS AVAILABLE AT PS STORES	EXTERNAL HDD 2.5" 1TB	DVD REWRITTABLE, 4 X SPEED, 4.7 GB CAPACITY	COMMON COMPUTER SUPPLIES	RULER, PLASTIC, 450MM	RING BINDER, PLASTIC. 32MM, 10PCS/BUNDLE	FOLDER, PRESSBOARD, LEGAL SIZE, GREEN 100PCS/BOX	FOLDER, TAGBOARD, LEGAL SIZE 14 PTS	TAPE, PACKAGING, 48MM, 50METERS LENGTH	TAPE, TRANSPARENT, 48MM, 50 METERS	GENERAL DESCRIPTION	
40 BOTTLE	40 BOTTLE	40 BOTTLE		48 CANS	2 UNIT		20 PIECE	10 PIECE	10 PIECE	2 PIECE	4 TUBE		10 PACK	10 PACK			3 PIECE	100 PIECE		10 PIECE	5 PIECE	3 вох	8 вох	20 ROLL	20 ROLL	SIZE	/YTITNAUG
13,200.00	13,200.00	13,200.00		6,190.08	2,593.34		561.60	286.80	985.90	47.42	44.12		180.40	209.00			10,146.24	2,615.00		185.80	1,541.20	2,688.18	1,721.12	785.80	636,40	BUDGET	ESTIMATED
																										Procurement	Mode of
4	4	4		.4	2		10	10	10	2	4		10	10			ω	100		10	Lη	2	4	2	2	Jan	
4	4	4		4																				2	2	Feb	
4	4	4		4																				2	2	Mar	
4	4	4		4																				2	2	Apr	60
w	W	ω		4																				N	2	Мау	CHEDULE
3	3	ω		4																				2	2	Jun	SCHEDULE/MILESTONE OF
W	ω	ω		4			10															1	4	2	2	July	
w	(sa)	ω		4																				2	2	Aug	ACTIVITIES
ω	w	(JJ)		4																				ь	1	Sept	G
u	3	نيا		4																				н	ь	0 C‡	
w	ω	ω		4		····																		н	ь	Nov	
ω	ω	ω		4.																				μ.	ь	Dec	

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									0	200
SURGICAL MASK 3-PLY	SURGICAL GLOVES	FACE SHIELD	PPP SUPPLIES	WATER DISPENSER	MICROWAVE OVEN	CALCULATOR, COMPACT, ELECTRONIC, 12 DIGITS CAP, 1 UNIT IN INDIVIDUAL BOX	OTHER SUPPLIES AND MATERIALS SEMI- EXPENDABLE-OFFICE EQUIPMENT	HP GT51 INK BOTTLE BLACK		GENERAL DESCRIPTION
875 PIECE	875 PIECE	60 PIECE		1 UNIT	1 UNIT	10 UNIT		40 BOTTLE	SIZE	QUANTITY/
20,020.00	2,686.25	7,488.00		8,000.00	5,000.00	1,622.40		13,200.00	BUDGET	ESTIMATED
								ı	Procurement	Mode of
73	73	60		1	+	10		4	Jan	
73	73							4	Feb	
73	73		25					4	Mar	
73	73							4	Apr	
73	73							ω	Мау	SCHEDUL
73	73							з	Jun	:/MILEST
73	73							W	July	ONE OF A
73	73							ы	Aug	SCHEDULE/MILESTONE OF ACTIVITIES
73	73							ы	Sept	VS.
73	73							ω	0ct	
73	73							w	Nov	
72	72							ω	Dec	

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

EDGARDOH. LORICO III
Enterprise Services Specialist, IAD

TOTAL BUDGET:

241,641.29

Submitted By:

ATTY. NIÑO RUPERTO F. AQUINO Manager, TERD

Approved by:

ATTY. KAREN MAE G. SARINAS-BAYDO ACOO - TEZMS