





**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

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 REQUEST

Department: TERD		P.R. No.:			
Division: IAD		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	2	1,820.00	
		<p>* All are in purple ink</p> <p>** Layout and specifications of stamps are attached in a separate sheet</p> <p>*** MR to Ms. Ermina Palomique</p> <p><b>For marking probationary SIRV</b></p>		TOTAL	3,640.00
Requested by:			Approved By:		
Signature: 			Signature: 		
Printed Name: <b>Atty. Nino Ruperto F. Aquino</b>			Printed Name: <b>Atty. Karen Mae G. Sarinas-Baydo</b>		
Designation: Department Manager - TERD			Designation: ACOO - TEZMS		
prepared by: Edgardo Lorico III					



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Signature: \_\_\_\_\_  
Printed Name: **Atty. Niño Ruperto F. Aquino**  
Designation: Department Manager - TERD

\_\_\_\_\_  
**Atty. Karen Mae G. Sarinas-Baydo**  
ACOO - TEZMS

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Designation: Department Manager - TERD			ACOO - TEZMS		
prepared by: Edgardo Lorico III					



## Charged to TERD

[illegible]



**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) 2022**

**END-USER/UNIT : TERD**

**Charged to TERD**

**Common Office Supplies**

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES											
					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	<b>OFFICE SUPPLIES AVAILABLE AT PS STORES</b>															
	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		3	3	3	3	3	3	2	2	2	2	2	2
	CLIP, BACKFOLD, 25MM, 12 PIECES PER BOX	30 BOX	374.40		3	3	3	3	3	3	2	2	2	2	2	2
	CLIP, BACKFOLD, 32MM, 12 PIECES PER BOX	30 BOX	688.20		3	3	3	3	3	3	2	2	2	2	2	2
	CLIP, BACKFOLD, 50MM, 12 PIECES PER BOX	30 BOX	1,309.80		3	3	3	3	3	3	2	2	2	2	2	2
	CORRECTION TAPE, 6 METERS (M/N), 1 PIECE IN INDIVIDUAL PLASTIC	25 PIECE	936.00		3	2	2	2	2	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	3 BOX	2,238.15		3											
	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		5											
	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		8											
	GLUE, ALL PURPOSE, 300 GRAMS MIN.	5 JAR	265.10		2			1			1			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		3		3		3		3		3		3	

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					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	MARKER, WHITEBOARD, BULLET TYPE, BLUE	15 PIECE	185.10		3		3		3		3		3			
	MARKER, WHITEBOARD, BULLET TYPE, RED	15 PIECE	185.10		3		3		3		3		3			
	MARKER, PERMANENT, BULLET TYPE, BLACK	15 PIECE	173.70		3		3		3		3		3			
	MARKER, PERMANENT, BULLET TYPE, BLUE	15 PIECE	173.70		3		3		3		3		3			
	MARKER, PERMANENT, BULLET TYPE, RED	15 PIECE	173.70		3		3		3		3		3			
	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		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		5		5				5		5		5	
	PAPER CLIP, GEM TYPE 32MM, 100 PIECES/BOX	30 BOX	231.60		5		5				5		5		5	
	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	50 REAM	7,921.00		5	5	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		5											
	RECORD BOOK, 500 PAGES, SIZE: 214MM X 278MM MIN	5 BOOK	521.10		5											
	RUBBER BAND, 70MM MIN. LAY FLAT LENGTH (#18)	10 BOX	1,119.70		5						5					
	SIGN PEN, BLACK	80 PIECE	3,657.60		7	7	7	7	7	7	7	7	6	6	6	6
	SIGN PEN, BLUE	80 PIECE	3,657.60		7	7	7	7	7	7	7	7	6	6	6	6
	SIGN PEN, RED	80 PIECE	3,657.60		7	7	7	7	7	7	7	7	6	6	6	6
	STAMP PAD INK, VIOLET, 50ML	1 BOTTLE	29.56		1											
	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	2	2	2	2	2	2	2	1	1	1	1
	TAPE, MASKING 48MM, 50 METERS LENGTH	20 ROLL	2,521.00		2	2	2	2	2	2	2	2	1	1	1	1
	TAPE, TRANSPARENT, 24MM, 50 METERS	20 ROLL	262.00		2	2	2	2	2	2	2	2	1	1	1	1

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	TAPE, TRANSPARENT, 48MM, 50 METERS	20 ROLL	636.40		2	2	2	2	2	2	2	2	1	1	1	1
	TAPE, PACKAGING, 48MM, 50METERS LENGTH	20 ROLL	755.80		2	2	2	2	2	2	2	2	1	1	1	1
	FOLDER, TAGBOARD, LEGAL SIZE 14 PTS	8 BOX	1,721.12		4						4					
	FOLDER, PRESSBOARD, LEGAL SIZE, GREEN 100PCS/BOX	3 BOX	2,698.18		2						1					
	RING BINDER, PLASTIC, 32MM, 10PCS/BUNDLE	5 PIECE	1,541.20		5											
	RULER, PLASTIC, 450MM	10 PIECE	185.80		10											
	<b>COMMON COMPUTER SUPPLIES</b>															
	DVD REWRITABLE, 4 X SPEED, 4.7 GB CAPACITY	100 PIECE	2,615.00		100											
	EXTERNAL HDD 2.5" 1TB	3 PIECE	10,146.24		3											
	<b>OTHER SUPPLIES AND MATERIALS AVAILABLE AT PS STORES</b>															
	<b>COMMON ELECTRICAL SUPPLIES</b>															
	BATTERY, DRY CELL AA, 2 PIECES PER BUSTER PACK	10 PACK	205.00		10											
	BATTERY, DRY CELL AAA, 2 PIECES PER BUSTER PACK	10 PACK	180.40		10											
	<b>COMMON OFFICE DEVICES</b>															
	CUTTER BLADE, HEAVY DUTY CUTTER, 10 PIECES PER TUBE	4 TUBE	44.12		4											
	CUTTER KNIFE, HEAVY DUTY	2 PIECE	47.42		2											
	STAPLER HEAVY DUTY	10 PIECE	985.90		10											
	WASTE BASKET, NON-RIGID PALSTIC	10 PIECE	286.80		10											
	STAPLER WIRE, HEAVY DUTY, STANDARD	20 PIECE	561.60		10						10					
	<b>COMMON JANITORIAL SUPPLIES</b>															
	FIRE EXTINGUISHER, DRY CHEMICAL FOR ABC CLASS OF FIRE, STORED PRESSURE TYPE, NON- ELECTRICAL CONDUCTOR	2 UNIT	2,593.34		2											
	DISINFECTANT SPRAY	48 CANS	6,190.08		4	4	4	4	4	4	4	4	4	4	4	4
	<b>OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PRUCHASED FROM OTHER SOURCES</b>															
	HP GT52 INK BOTTLE MAGENTA	40 BOTTLE	13,200.00		4	4	4	4	4	3	3	3	3	3	3	3
	HP GT52 INK BOTTLE CYAN	40 BOTTLE	13,200.00		4	4	4	4	4	3	3	3	3	3	3	3
	HP GT52 INK BOTTLE YELLOW	40 BOTTLE	13,200.00		4	4	4	4	4	3	3	3	3	3	3	3



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					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	HP GTS1 INK BOTTLE BLACK	40 BOTTLE	13,200.00		4	4	4	4	3	3	3	3	3	3	3	3
	<b>OTHER SUPPLIES AND MATERIALS SEMI-EXPENDABLE-OFFICE EQUIPMENT</b>															
	CALCULATOR, COMPACT, ELECTRONIC, 12 DIGITS CAP, 1 UNIT IN INDIVIDUAL BOX	10 UNIT	1,622.40		10											
	MICROWAVE OVEN	1 UNIT	5,000.00		1											
	WATER DISPENSER	1 UNIT	8,000.00		1											
	<b>PPP SUPPLIES</b>															
	FACE SHIELD	60 PIECE	7,498.00		60											
	SURGICAL GLOVES	875 PIECE	2,686.25		73	73	73	73	73	73	73	73	73	73	73	72
	SURGICAL MASK 3-PLY	875 PIECE	20,020.00		73	73	73	73	73	73	73	73	73	73	73	72

TOTAL BUDGET:

241,641.29

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

Prepared By:

Submitted By:

Approved by:

  
EDGARDO M. LORICO III  
Enterprise Services Specialist, IAD

  
ATTY. NIÑO RUPERTO F. AQUINO  
Manager, TERD

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