

Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
Lucban, Quezon
For the Year 2020

DEPARTMENT/UNIT: RESEARCH SERVICES

SOURCE OF FUND: (X) GAA () STF () IGP () FIDUCIARY


[illegible]

	Post-it (sticky note pad)	12 pcs	50.00	600.00														
	Arc file folder	20 pcs	150.00	3,000.00														
	File divider/ box	30 pcs	150.00	4,500.00														
	Binder clip big	10 boxes	50.00	500.00														
	Binder clip small	10 boxes	50.00	500.00														
	Paper clip jumbo	5 boxes	30.00	150.00														
	Paper clip small	5 boxes	30.00	150.00														
	Paper fastener	8 boxes	35.00	280.00														
	Printer Ink (black)	8 bottles	300.00	2,400.00														
	Printer Ink (magenta/ yellow/red/blue; bottle	24 bottles	300.00	7,200.00														
	Ballpen (black/red/blue)	100 pcs	8.00	800.00														
	Sign pen (blue/black)	10 pcs	50.00	500.00														
	Highlighter pen	10 pcs	30.00	300.00														
	Correction tape	12 pcs	30.00	360.00														
	White board marker	1 boxes	150.00	150.00														
	Pentel pen (black, red, blue)	15 pcs	50.00	750.00														
	Pencil	8 boxes	110.00	880.00		x												
	Stapler	2 pcs	100.00	200.00														
	Staple wire (big)	4 boxes	180.00	720.00														
	Record book (100 sheets)	6 pcs	85.00	510.00														
	Trash can	2 pcs	150.00	300.00														
	Desk Calendar (medium-1x1.5 ft)	2 pcs	150.00	300.00														
	Ring binder	10 pcs	40.00	400.00														
	Isopropyl alcohol	10 bottles	75.00	750.00														
	Tissue paper	36 rolls	15.00	540.00														
	Sub-total			50,095.00														
	D. Other Supplies and Material Expenses				Shopping								x					
	1. Wooden working table - rectangu	2	15,000.00	30,000.00														
	2. Sofa (3 seater) with cushion	1	15,000.00	15,000.00														
	Sub-total			45,000.00														
	E. Communication Expenses				Shopping								x					

1. Mobile - For office use	1	14,000.00	14,000.00														
2. Landline	x	x	x														
3. Internet subscription	x	x	x														
4. Postal/Courier Fees	10	190.00	1,900.00														
5. Licensed Zoom Apps	6	800.00	4,800.00														
Sub-total			20,700.00														
F. Research Exploration & Dev't Expenses																	
1. Inter-collegiate	x	x	x														
2. Awards & Recognition	x	x	x														
G. Professional Services (PS)											x	x	x	x	x	x	
1. RDE Support Staff	12 months	15,500.00	186,000.00	Contract of Service													
H. Repair & Maintenance	x	x	x														
I. Printing and Other Publication											x	x	x	x	x	x	
1. Printing and binding (Terminal Report)			3,000.00	Shopping													
2. Other research-related documents			2,000.00								x	x	x	x	x	x	
Sub-total			5,000.00														
J. Representation Expenses			18,000.00								x	x	x	x	x	x	
TOTAL			624,795.00														

NOTE: Technical specifications for each item/project shall be submitted as part of PPMP.

Requested by:


DELIA R. BABLONIA, PhD
 Director, Research Services

Certified as to Fund
Allotment:


MA. CRISTINE D. ABSULIO
 Budget Officer

Certified as to Fund Availability


ERWIN D. VILLAVERDE, DBA
 Head, Accounting Unit

Recommending Approval:


FREDERICK T. VILLA, DT
 Vice-President, AFA

Approved by:


DORACIE ZOLETA-NANTES, PhD
 University President

Noted by:


MARISSA C. ESPERAL, PhD
 Vice-President, PREPD

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Projects, Programs and Activities (PAPs)

CODE/ ITEM NO.	GENERAL DESCRIPTION	QTY	UNIT	UNIT COST	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES												Remarks
		SIZE					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	
	I. PERSONAL SERVICES (PS)																		
	A. Incentives for Researchers/or Research Presenters																		
	1. Cash award recognition (Comp. Res.)	10		10,000.00	100,000.00							X	X	X	X	X	X	X	
	2. Research presentation				100,000.00								X	X	X	X	X	X	
	Total for PS				200,000.00														
	II. MAINTENANCE & OTHER OPERATING EXPENSES (MOOE)																		
	A. Traveling Expenses - Foreign												X	X	X	X	X	X	
	1. Foreign				100,000.00														
	2. Local																		
	M & E Team monitoring of projects (Fare, lodging, food)				100,000.00								X	X	X	X	X	X	
	Sub-total				200,000.00														
	B. Other Office Materials and Supplies																		
	1. Office Supplies																		
	Circuit breaker and case (30 amph.)	1	set	2,000.00	2,000.00												X	X	
	High Definition web cam with built-in	1	set	2,000.00	2,000.00														
	Office table with mobile drawer	2	pcs	15,000.00	30,000.00														
	Steel Filing Cabinet 2 doors with lock	3	pcs	15,000.00	45,000.00														
	Plastic ring binder - For long docs	1	unit	25,000.00	25,000.00														
	Cork board (2 x 3 ft)	2	pcs	750.00	750.00														
	White board (90 x 120 cm)	1	pc	10,000.00	10,000.00														
	Plastic container box	3	pcs	1,000.00	3,000.00														
	Steel Filing Cabinet 2 doors with lock	3		15,000.00	45,000.00														
	Wall clock	1	pc	1,000.00	1,000.00														

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		SIZE					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	
	Curtain brackets, rods and end cap	2	sets	2,000.00	4,000.00														
	(2 pairs brackets black, 3/4 diameter,																		
	2 pcs metal rod black, 3/4; black end																		
	cap, 3/4 diameter)																		
	Sofa (3 seater) with cushion	1	pc	15,000.00	15,000.00														
	Sub-total				182,750.00														
	2. Commemoratives for:					Shopping									X				
	Workshops	1			1,000.00											X			
	Writesops	3			3,000.00											X			
	Research screening	8			4,000.00								X				X		
	Sub-total				8,000.00														
	3. Licensed Zoom Apps	5	hosts	800.00	4,000.00	Shopping							X			X			
	Sub-total				4,000.00														
	4. Training					Shopping													
	a. Workshop (Online/Blended) - Publication Writing (Food, Meals, Supplies, others)	25	Particip.		30,000.00										X				
	b. Writesops (Blended) - 3 events				90,000.00														
	Natural Sciences category	25	Particip.													X			
	Social Sciences category	25	Particip.													X			
	Development Category	25	Particip.													X			
	Sub-total				120,000.00														
	5. Food/ Meals for:																		
	Research proposal presentation	2	events	5,000.00	5,000.00													X	
	Meeting of researchers	2	events	2,000.00	4,000.00								X					X	
	Meeting of Research Committee	3	events	1,500.00	4,500.00								X		X		X		
	Meeting of Research Coordinators	2	events	1,500.00	3,000.00								X						
	Meeting of Research Staff	2	events	1,500.00	3,000.00								X			X			
	Sub-total				19,500.00														

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CODE/ ITEM NO.	GENERAL DESCRIPTION	QTY	UNIT	UNIT COST	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES												Remarks
		SIZE					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	
	C. Printing and Publication Expenses	100	copies		700,000.00	Bidding										X			
	(20 pages/res. x P25/page x 14)																		
	D. Professional Services																		
	1. Consultancy - Apiculture Center (Tiaong)	6	months	10,000.00	60,000.00								X	X	X	X	X	X	
	2. Resource Speakers																		
	Workshop - 3days/event	3	days	10,000.00	30,000.00										X				
	Writeshop - 2 days/event	6	days	10,000.00	60,000.00											X			
	Sub-total				150,000.00														
	E. S&T Week Activities	x	x	x	x														
	F. In-house Review Activities	x	x	x	x														
	G. Research Projects and Services																		
	1. On-going researches (Jul-Dec)				414,981.00								X	X	X	X	X	X	
	2. Newly approved researches (Jul-Dec)				906,542.00								X	X	X	X	X	X	
	3. Inception and Contract Signing	2	events	2,000.00	4,000.00								X					X	
	4. Notarial fee	32	docs	250.00	8,000.00								X					X	
	Sub-total				1,333,523.00														
	H. Research Presentation Expenses				100,000.00														
	(Registration - on-line)												X	X	X	X	X	X	
	Total for MOOE				2,817,773.00														
	TOTAL				3,017,773.00														

Requested by:

Certified as to Fund Allotment:

Certified as to Fund Availability:

Recommending Approval:

Approved by:

Delia R. Bablonia
DELIA R. BABLONIA, PhD
Director, Research Services

MA. CRISTINE D. ABSULIO
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Budget Officer

ERWIN D. VILLAVARDE
ERWIN D. VILLAVARDE, DBA
Head, Accounting Unit

FREDERICK T. VILLA
FREDERICK T. VILLA, DT
Vice-President, AFA

DORACIE B. ZOLETA-NANTES
DORACIE B. ZOLETA-NANTES, PhD
University President

Noted by:

MARISSA C. ESPERAL
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Vice-President, PREPD