

D.3 Evidence of participation of academic unit in budget allocation

UNIVERSITY OF SOUTHERN MINDANAO
PROJECT PROCUREMENT MANAGEMENT PLAN 2024

NOTE: PLEASE HIDE COLUMNS WITH NO "TOTAL AMOUNT FOR THE YEAR" ENTRIES BEFORE PRINTING

Department/College/Project: _____
Department Head/College Dean/Project Leader: _____
Contact Person (if different from Head): _____

Funding Agency (External): _____
Contact Number: _____
Contact Number: _____

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue (as of 28 July 2022)	Total Amount for the year				
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4	Q4 AMOUNT
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																								
MOORE																								
Office Supplies																								
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																								
3 60121413 CB-P01 CLEARBOOK, 20 transparent pockets, A4	piece	5	0	5	10	550.00	5	0	5	10	275.00	5	0	5	10	275.00	5	0	5	10	275.00	25	55.0	1,375.00
4 60121413 CB-P02 CLEARBOOK, 20 transparent pockets, legal	piece	5	0	0	5	325.00	5	0	0	5	325.00	5	0	0	5	325.00	5	0	0	5	325.00	20	65.0	1,300.00
5 60121534 ER-P01 ERASER, plastic/rubber	piece	5	0	0	5	50.00	5	0	0	5	50.00	5	0	0	5	50.00	5	0	0	5	50.00	20	10.0	200.00
6 60121524 SP-Q01 SIGN PEN, Black, liquid or gel	piece	5	5	0	10	450.00	10	0	0	10	450.00	10	0	0	10	450.00	10	0	0	10	450.00	40	45.0	1,800.00
7 60121524 SP-Q02 SIGN PEN, Blue, liquid or gel	piece	5	5	0	10	450.00	5	0	0	5	225.00	5	0	0	5	225.00	5	0	0	5	225.00	25	45.0	1,125.00
8 60121524 SP-Q03 SIGN PEN, Red, liquid or gel	piece	5	5	0	10	450.00	5	0	0	5	225.00	5	0	0	5	225.00	5	0	0	5	225.00	20	45.0	900.00
9 60121124 WR-P01 WRAPPING PAPER, kraft, 50 sheets per pack	pack	5	0	0	5	1,047.80	5	0	0	5	1,047.80	0	0	0	0	0.00	5	0	0	5	1,047.80	15	209.6	3,143.40
MANUFACTURING COMPONENTS AND SUPPLIES																								
62 31201610 CL-J01 GLUE, all-purpose, 200 grams	jar	5	0	0	5	530.40	5	0	0	5	530.40	5	0	0	5	530.40	5	0	0	5	530.40	20	106.1	2,121.60
63 31151804 SW-H01 STAPLE WIRE, heavy duty (binder type), 23/13	box	5	0	0	5	286.00	5	0	0	5	286.00	5	0	0	5	286.00	5	0	0	5	286.00	20	57.2	1,144.00
64 31151804 SW-S01 STAPLE WIRE, standard	box	5	0	0	5	345.00	5	0	0	5	345.00	5	0	0	5	345.00	5	0	0	5	345.00	20	69.0	1,380.00
65 31201502 TA-E01 TAPE, electrical	roll	5	0	0	5	194.50	5	0	0	5	194.50	5	0	0	5	194.50	5	0	0	5	194.50	20	38.9	778.00
66 31201503 TA-M01 TAPE, masking, 24mm	roll	5	0	0	5	402.20	5	0	0	5	402.20	5	0	0	5	402.20	5	0	0	5	402.20	20	80.4	1,608.40
67 31201503 TA-M02 TAPE, masking, 48 mm	roll	5	0	0	5	787.50	5	0	0	5	787.50	5	0	0	5	787.50	5	0	0	5	787.50	20	157.5	3,150.00
68 31201517 TA-P01 TAPE, packaging, 48 mm	roll	5	0	0	5	223.60	5	0	0	5	223.60	5	0	0	5	223.60	5	0	0	5	223.60	20	44.7	894.40
69 31201512 TA-T01 TAPE, transparent, 24mm	roll	5	0	0	5	223.60	5	0	0	5	223.60	5	0	0	5	223.60	5	0	0	5	223.60	20	44.7	894.40
70 31201512 TA-T02 TAPE, transparent, 48 mm	roll	5	0	0	5	223.60	5	0	0	5	223.60	5	0	0	5	223.60	5	0	0	5	223.60	20	44.7	894.40
71 31151507 TW-P01 TWINE, plastic	roll	5	0	0	5	442.00	2	0	0	2	176.80	2	0	0	2	176.80	2	0	0	2	176.80	11	88.4	972.40
MEASURING AND OBSERVING AND TESTING EQUIPMENT																								
72 41111604 RU-P02 RULER, plastic, 450 mm	piece	5	0	0	5	227.50	5	0	0	5	227.50	0	5	0	5	227.50	0	0	0	0	0.00	15	45.5	682.50
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																								
73 44121612 BL-H01 BLADE, for general purpose cutlery/utility knife, 10 pieces per tube	tube	3	0	0	3	165.00	3	0	0	3	165.00	3	0	0	3	165.00	3	0	0	3	165.00	12	55.0	660.00
74 44101602 PS-M01 BINDING AND PUNCHING MACHINE, 50mm binding capacity	unit	2	0	0	2	24,700.00	2	0	0	2	24,700.00	0	0	0	0	0.00	0	0	0	0	0.00	4	12,350.0	49,400.00
76 44121710 CH-W01 CHALK, white, erasable, 100 pieces per box	box	1	0	0	1	120.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	120.0	120.00
77 44122105 BF-C01 CLIP, back-fold, 15mm	box	5	0	0	5	117.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	23.4	117.00
78 44122105 BF-C02 CLIP, back-fold, 25mm	box	5	0	0	5	130.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	26.0	130.00
79 44122105 BF-C03 CLIP, back-fold, 32mm	box	5	0	0	5	195.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	39.0	195.00
80 44122105 BF-C04 CLIP, back-fold, 50mm	box	5	0	0	5	392.10	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	78.4	392.10
81 44121801 CT-R02 CORRECTION TAPE, 8 meters	piece	4	0	0	4	140.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	35.0	140.00
82 44121612 CU-H01 CUTTER/UTILITY KNIFE, for general purpose	piece	5	0	0	5	206.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	41.2	206.20
83 44111515 CF-R01 DATA FILE BOX	piece	5	0	0	5	2,918.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	583.7	2,918.50
84 44122011 CF-F01 DATA FOLDER	piece	10	0	0	10	1,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	180.0	1,800.00
85 44103002 CS-M01 DATING AND STAMPING MACHINE	piece	2	0	0	2	1,534.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	767.0	1,534.00
86 44121506 EN-D01 ENVELOPE, Documentary, A4, 500 pieces per box	box	3	0	0	3	3,607.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,202.5	3,607.50
87 44121506 EN-D02 ENVELOPE, Documentary, legal, 500 pieces per box	box	3	0	0	3	4,367.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,455.8	4,367.50
88 44121506 EN-X01 ENVELOPE, Expanding, Kraft, 100 pieces per box	box	3	0	0	3	5,265.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,755.0	5,265.00
89 44121506 EN-X02 ENVELOPE, Expanding, Plastic	piece	5	0	0	5	292.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	58.5	292.50

90	44121506-EN-M02	ENVELOPE, Mailing, 500 pieces per box	box	1	0	0	1	562.28	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	562.28	562.28	
91	44121504-EN-W02	ENVELOPE, Mailing, with window, 500 pieces per box	box	1	0	0	1	643.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	643.50	643.50	
92	44111912-ER-B01	ERASER, felt, for blackboard/whiteboard	piece	2	0	0	2	50.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	50.00	50.00	
93	44101714-FX-M01	FACSIMILE MACHINE	unit	1	0	0	1	11,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	11,200.00	11,200.00	
94	44122118-FA-P01	FASTENER, metal, non-sharp edges, 50 sets per box	box	2	0	0	2	283.92	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	283.92	283.92	
95	44111515-FQ-J01	FILE ORGANIZER, expanding, plastic, legal	piece	3	0	0	3	813.75	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	813.75	813.75	
96	44122018-FI-D01	FILE TAB/INDEX DIVIDER, Bristol board, A4	set	3	0	0	3	2,400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	2,400.00	2,400.00	
97	44122018-FI-D02	FILE TAB/INDEX DIVIDER, Bristol board, legal	set	3	0	0	3	2,722.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	2,722.20	2,722.20	
98	44122011-FQ-F01	FOLDER, Fancy with slide, A4, 50 pieces per bundle	bundle	3	0	0	3	1,054.56	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,054.56	1,054.56	
99	44122011-FQ-F02	FOLDER, Fancy with slide, legal, 50 pieces per bundle	bundle	3	0	0	3	1,117.35	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,117.35	1,117.35	
100	44122011-FQ-L01	FOLDER, L-type, A4, 50 pieces per pack	pack	3	0	0	3	731.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	731.40	731.40	
101	44122011-FQ-L02	FOLDER, L-type, legal, 50 pieces per pack	pack	3	0	0	3	930.42	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	930.42	930.42	
102	44122027-FQ-P01	FOLDER, pressboard, 100 pieces per box	box	3	0	0	3	5,460.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	5,460.00	5,460.00	
103	44122011-FQ-T01	FOLDER with tab, A4, 100 pieces per pack	pack	3	0	0	3	2,254.98	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	2,254.98	2,254.98	
104	44122011-FQ-T04	FOLDER with tab, legal, 100 pieces per pack	pack	3	0	0	3	1,299.72	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,299.72	1,299.72	
105	44122006-IT-T01	INDEX TAB, self-adhesive, transparent, 5 sets per box	box	3	0	0	3	312.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	312.00	312.00	
106	44111515-WI-B02	MAGAZINE FILE BOX, Large	piece	3	0	0	3	540.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	540.00	540.00	
107	44121716-WI-P01	MARKER, Fluorescent, 3 colors per set	set	3	0	0	3	182.25	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	182.25	182.25	
108	44121716-WI-P02	MARKER, Permanent, Black	piece	5	0	0	5	87.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	87.50	87.50	
109	44121716-WI-P03	MARKER, Permanent, Blue	piece	5	0	0	5	87.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	87.50	87.50	
110	44121716-WI-P04	MARKER, Permanent, Red	piece	5	0	0	5	87.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	87.50	87.50	
111	44121716-WI-P05	MARKER, Whiteboard, Black	piece	5	0	0	5	87.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	87.50	87.50	
112	44121716-WI-P06	MARKER, Whiteboard, Blue	piece	5	0	0	5	87.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	87.50	87.50	
113	44121716-WI-P07	MARKER, Whiteboard, Red	piece	5	0	0	5	87.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	87.50	87.50	
114	44122104-PC-G01	PAPER CLIP, vinylplastic coated, 33mm	box	5	0	0	5	88.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	88.20	88.20	
115	44122104-PC-G02	PAPER CLIP, vinylplastic coated, jumbo, 50mm	box	5	0	0	5	137.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	137.80	137.80	
116	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, table top	unit	5	0	0	5	48,488.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	48,488.00	48,488.00	
117	44121706-PE-L01	PENCIL, lead/graphite, with eraser, one (1) dozen per box	box	5	0	0	5	975.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	975.00	975.00	
118	44121615-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	5	0	0	5	1,950.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	1,950.00	1,950.00	
119	44101602-PUL-P01	PUNCHER, paper, heavy duty	piece	5	0	0	5	1,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	1,600.00	1,600.00	
120	44122037-RB-P10	RING BINDER, plastic, 32 mm, 10 pieces per bundle	bundle	5	0	0	5	2,625.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	2,625.00	2,625.00	
121	44122101-RU-B01	RUBBER BAND No. 18, 350g	box	3	0	0	3	825.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	825.00	825.00	
122	44121905-SF-P01	STAMP PAD, felt	piece	5	0	0	5	278.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	278.50	278.50	
123	44121618-SL-S01	SCISSORS, symmetrical or asymmetrical	pair	5	0	0	5	292.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	292.50	292.50	
124	44121615-ST-S01	STAPLER, standard type	piece	4	0	0	4	820.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	820.00	820.00	
125	44121615-ST-B01	STAPLER, heavy duty (binder type), desktop	unit	4	0	0	4	5,440.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	5,440.00	5,440.00	
126	44121613-SL-P01	STAPLE REMOVER, plier type	piece	3	0	0	3	225.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	225.00	225.00	
127	44121905-TD-T01	TAPE DISPENSER, table top	piece	5	0	0	5	750.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	750.00	750.00	
PAPER MATERIALS AND PRODUCTS																											
128	44111525-CA-A01	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack	pack	5	0	0	5	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	1,500.00	1,500.00	
129	44111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm, 2,000 s	box	5	0	0	5	8,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	8,000.00	8,000.00	
130	44111506-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm, 2,000 s	box	3	0	0	3	4,920.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	4,920.00	4,920.00	
131	44111506-CF-L21	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 378mm, 1,000 s	box	3	0	0	3	4,920.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	4,920.00	4,920.00	
132	44111506-CF-L22	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm, 1,000 s	box	3	0	0	3	5,640.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	5,640.00	5,640.00	
133	44111506-CF-L31	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm, 500 s	box	4	0	0	4	7,520.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	7,520.00	7,520.00	
134	44111506-CF-L32	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm, 500 s	box	4	0	0	4	7,520.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	7,520.00	7,520.00	
135	44111506-LL-C01	LOOSE LEAF COVER, 50 sets per bundle	bundle	5	0	0	5	5,167.25	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	5,167.25	5,167.25	
136	44111514-NP-S02	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	pad	5	0	0	5	240.90	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	240.90	240.90	
137	44111514-NP-S04	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	pad	5	0	0	5	385.30	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	385.30	385.30	
138	44111514-NP-S01	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	pad	5	0	0	5	338.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	338.00	338.00	
139	44111514-NB-S01	NOTEBOOK, stenographer	piece	5	0	0	5	160.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	160.00	160.00	
140	44111507-PP-M01	PAPER, MULTICOPIY A4, 500 sheets per ream	ream	5	0	0	5	1,656.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	1,656.50	1,656.50	
141	44111507-PP-M02	PAPER, MULTICOPIY LEGAL, 500 sheets per ream	ream	5	0	0	5	2,180.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	2,180.00	2,180.00	
142	44111507-PP-C01	PAPER, MULTIPURPOSE A4, 500 sheets per ream	ream	5	0	0	5	1,635.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	1,635.00	1,635.00	
143	44111507-PP-C02	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	ream	5	0	0	5	1,788.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	1,788.50	1,788.50	
144	44111531-PP-R01	PAD PAPER, ruled	pad	5	0	0	5	215.30	0	0	0	0	0.00	0	0	0	0	0.00	0	0							