

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)																										
MOOE																										
Office Supplies																										
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
3	100121413-CB-P01	CLEARBOOK, 20 transparent pockets, A4	piece	5	0	5	10	550.00	5	0	0	5	275.00	5	0	0	5	275.00	5	0	0	5	275.00	25	55.00	1,375.00
4	100121413-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	85.00	1,700.00
5	100121534-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	10.00	200.00
6	100121524-SP-G01	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	45.00	1,800.00
7	100121524-SP-G02	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	45.00	1,125.00
8	100121524-SP-G03	SIGN PEN, Red, liquid or gel	piece	5	0	0	5	225.00	5	0	0	5	225.00	5	0	0	5	225.00	5	0	0	5	225.00	20	45.00	900.00
9	100121124-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	5	0.00	5	0	0	5	1,047.80	15	209.67	3,143.40
MANUFACTURING COMPONENTS AND SUPPLIES																										
62	31201910-GL-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	106.10	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	57.20	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	69.00	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	38.90	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	80.44	1,608.80
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	157.50	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	44.72	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	44.72	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	44.72	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	88.40	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	45.50	622.50
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
73	44121612-BL-H01	BLADE, for general purpose 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	55.00	660.00
74	44101602-PB-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	12,350.00	49,400.00
76	44121710-CH-W01	CHALK, white animal, 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	120.00	120.00
77	44122105-BF-C01	CLIP, backfold, 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	23.40	117.00
78	44122105-BF-C02	CLIP, backfold, 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	26.00	130.00
79	44122105-BF-C03	CLIP, backfold, 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	39.00	195.00
80	44122105-BF-C04	CLIP, backfold, 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	78.42	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	35.00	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	41.24	206.20
83	44111515-DF-B01	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	583.70	2,918.50
84	44122011-DF-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	180.00	1,800.00
85	44103202-DS-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	767.00	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	1,202.50	3,607.50
87	44121506-EN-D02	ENVELOPE, Documentary, legal, 500 pieces per box	box	3	0	0	3	4,387.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,462.50	4,387.50
88	44121506-EN-K01	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	1,755.00	5,265.00
89	44121506-EN-K02	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	58.50	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	562.3	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	643.5	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	50.0	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	11,200.0	11,200.00	
94	44122118-FA-P01	FASTEENER, 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	142.0	283.92	
95	44111515-FQ-K01	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	271.3	813.75	
96	44122018-FT-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	800.0	2,400.00	
97	44122018-FT-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	907.4	2,722.20	
98	44122011-FG-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	351.5	1,054.56	
99	44122011-FG-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	372.5	1,117.35	
100	44122011-FG-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	243.8	731.40	
101	44122011-FG-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	310.1	930.42	
102	44122027-FG-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	1,820.0	5,460.00	
103	44122011-FG-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	751.7	2,254.98	
104	44122011-FG-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	433.2	1,299.72	
105	44122008-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	104.0	312.00	
106	44111515-MR-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	180.0	540.00	
107	44121716-MA-F01	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	60.8	182.25	
108	44121706-MP-B01	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	13.5	87.50	
109	44121706-MP-B02	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	13.5	87.50	
110	44121706-MP-B03	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	13.5	87.50	
111	44121706-MA-B01	MARKER, Whiteboard, Black	piece	5	0	0	5	97.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	19.5	97.50	
112	44121706-MA-B02	MARKER, Whiteboard, Blue	piece	5	0	0	5	97.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	19.5	97.50	
113	44121706-MA-B03	MARKER, Whiteboard, Red	piece	5	0	0	5	97.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	19.5	97.50	
114	44122104-PC-C01	PAPER CLIP, vinyl/plastic 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	17.6	88.20	
115	44122104-PC-J02	PAPER CLIP, vinyl/plastic 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	27.6	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	9,797.6	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	195.0	975.00	
118	44121619-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	390.0	1,950.00	
119	44101602-PJ-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	320.0	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	525.0	2,625.00	
121	44122101-RJ-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	275.0	825.00	
122	44121905-SF-F01	STAMP PAD, felt	piece	5	0	0	5	279.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	55.9	279.50	
123	44121618-S5-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	58.5	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	205.0	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	1,360.0	5,440.00	
126	44121613-SR-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	75.0	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	150.0	750.00	
PAPER MATERIALS AND PRODUCTS																											
128	14111505-CA-A01	CARTON, 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	300.0	1,500.00	
129	14111506-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	1,200.0	8,000.00	
130	14111506-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	1,640.0	4,920.00	
131	14111506-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	1,640.0	4,920.00	
132	14111506-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	1,880.0	5,640.00	
133	14111506-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	1,880.0	7,520.00	
134	14111506-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	1,880.0	7,520.00	
135	14111606-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	1,033.5	5,167.25	
136	14111514-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	48.2	240.90	
137	14111514-NP-S04	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	pad	5	0	0	5	385.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	77.1	385.20	
138	14111514-NP-S03	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	67.6	338.00	
139	14111514-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	32.0	160.00	
140	14111507-PP-M01	PAPER, MULTICOPY A4, 500 sheets per ream	ream	5	0	0	5	1,658.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	331.3	1,658.50	
141	14111507-PP-M02	PAPER, MULTICOPY 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	436.0	2,180.00	
142	14111507-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	327.0	1,635.00	
143	14111507-PP-C02	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	ream	5	0	0	5	1,768.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	353.7	1,768.50	
144	14111531-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	0	0	0.00	5	43.1	215.30	