



**University Bids and Awards Committee**  
**Resolution No. 135 S. 2024**

**RESOLUTION RECOMMENDING DIRECT CONTRACTING AS AN ALTERNATIVE MODE OF PROCUREMENT AND RECOMMENDING THE AWARD OF CONTRACT TO PHILIPPINE DUPLICATORS, INC FOR THE PURCHASE OF TONER FOR IM C2000 PHOTOCOPIER**

**WHEREAS**, there is an imperative need to acquire and purchase sets of toner for IM C2000 Photocopier for Various Offices at MinSU Bongabong Campus with an Approved Budget for the Contract (ABC) amounting to **Eleven Thousand Two Hundred Fifty Pesos (Php11,250.00)**;

**WHEREAS**, the subject item was included in the Project Procurement Management Plan (PPMP) of the requisitioning office and in the approved Annual Procurement Plan (APP) of MinSU;

**WHEREAS**, the Section 50 of the Revised Implementing Rules and Regulations (IRR) of the Republic Act No. 9184, otherwise known as the Government Procurement Reform Act of 2003 provides that **Direct Contracting** or single source procurement is a method of procurement of Goods that does not require elaborate Bidding Documents. The supplier is simply asked to submit a price quotation or a pro-forma invoice together with the conditions of sale. The offer may be accepted immediately or after some negotiations. Direct contracting may be resorted to by concerned Procuring Entities under any of the following conditions:

- a) *Procurement of Goods of proprietary nature which can be obtained only from the proprietary source, i.e. when patents, trade secrets, and copyrights prohibit others from manufacturing the same item;*
- b) *When the procurement of critical components from a specific supplier is a condition precedent to hold a contractor to guarantee its project performance, in accordance with the provisions of its contract; or*
- c) *Those sold by an exclusive dealer or manufacturer which does not have sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the GoP.*

**WHEREAS**, per Certification issued by RICOH Asia Pacific Operations Ltd., it was confirmed that Philippine Duplicators is their "exclusive distributor in the Philippines for the sale for all IM C2000 Branded copying/printing machines and their consumables and spare parts (see attached certification);

**WHEREAS**, upon review of the abovementioned details, the BAC found that the above conditions for Direct Contracting are gratified;

**WHEREAS**, the BAC received the price quotation, along with its eligibility requirements, for toner of IM C2000 from **Philippine Duplicators, Inc.** amounting to **Eleven Thousand Two Hundred Fifty Pesos (Php11,250.00)**;

**NOW, THEREFORE**, the Bids and Awards Committee (BAC), above premises considered, hereby **RESOLVE** as it is hereby **RESOLVED** to recommend to his Honor, the Head of Procuring Entity, to recommend that the procurement of toner for IM C2000 be done through Direct Contracting; the Award of Contract to **Philippine Duplicators, Inc.** for the purchase of toner for IM C2000 in the amount of **Eleven Thousand Two Hundred Fifty Pesos (Php11,250.00)** with official address at KM 14 West Service Road, Edison Ave., Parañaque City, Metro Manila;



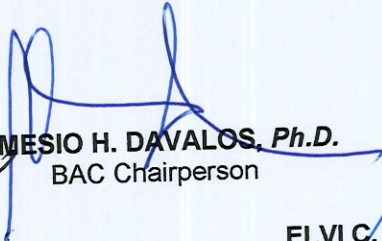
**Mindoro State University**

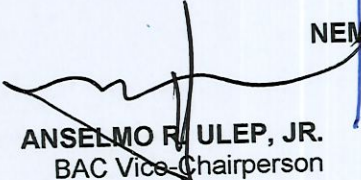
Victoria, Oriental Mindoro 5205 Philippines

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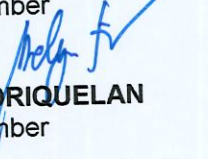
**RESOLVED**, at MinSU Main Campus, Alcate, Victoria, Oriental Mindoro, this 29<sup>th</sup> day of May, 2024.

  
**NEMESIO H. DAVALOS, Ph.D.**  
BAC Chairperson

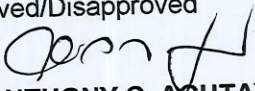
  
**ANSELMO R. ULEP, JR.**  
BAC Vice-Chairperson

  
**CIEDELLE P. SALAZAR Ph.D**  
BAC Member

  
**ELVI C. ESCAREZ, Ph.D.**  
BAC Member

  
**MELGAR G. FADRIQUELAN**  
BAC Member

Approved/Disapproved

  
**CHRISTIAN ANTHONY C. AGUTAYA Ph.D.**  
OIC, Office of the University President  
Date: \_\_\_\_\_



Republic of the Philippines  
**MINDORO STATE UNIVERSITY**  
Main Campus  
Alcate, Victoria, Oriental Mindoro



**PURCHASE REQUEST**

Fund Cluster:

| Office/Section :<br>QA Office |       | PR No.: <u>PR24-0210</u><br>Responsibility Center Code : |     | Date: <u>04/19/2024</u> |                  |
|-------------------------------|-------|----------------------------------------------------------|-----|-------------------------|------------------|
| Stock/<br>Property No.        | Unit  | Item Description                                         | Qty | Unit Cost               | Total Cost       |
|                               |       | <b>Lot 1 Office Supplies</b>                             |     |                         |                  |
|                               | pcs   | Clear folder (Green/Long)                                | 130 | 30.00                   | 3,900.00         |
|                               | pcs   | Certificate Holder (short/Green)                         | 50  | 60.00                   | 3,000.00         |
|                               | reams | Bond paper Long sub 20                                   | 40  | 290.00                  | 11,600.00        |
|                               | reams | Bond paper A4 sub 20                                     | 30  | 280.00                  | 8,400.00         |
|                               | reams | Bond paper Short sub 20                                  | 28  | 220.00                  | 6,160.00         |
|                               | packs | Vellum Board Paper (short)                               | 13  | 150.00                  | 1,950.00         |
|                               | packs | Vellum Board Paper (long)                                | 10  | 150.00                  | 1,500.00         |
|                               | bxs   | Gel Ballpen blk (12's)                                   | 1   | 350.00                  | 350.00           |
|                               | bxs   | Gel Ballpen red                                          | 2   | 350.00                  | 700.00           |
|                               | bxs   | Ballpen (black)                                          | 2   | 400.00                  | 800.00           |
|                               | pcs   | Ballpen (blue)                                           | 30  | 8.00                    | 240.00           |
|                               | bxs   | Ballpen (red)                                            | 2   | 350.00                  | 700.00           |
|                               | bxs   | Binder Clip (1 1/4)                                      | 1   | 90.00                   | 90.00            |
|                               | bxs   | Binder Clip (15mm)                                       | 10  | 35.00                   | 350.00           |
|                               | bxs   | Binder Clips (1")                                        | 5   | 65.00                   | 325.00           |
|                               | bxs   | Binder Clips (19mm)                                      | 10  | 35.00                   | 350.00           |
|                               | bxs   | Binder Clips (2 inches)                                  | 5   | 95.00                   | 475.00           |
|                               | bxs   | Binder Clips 1" (25mm width)                             | 5   | 65.00                   | 325.00           |
|                               | bxs   | Binder Clips 25mm                                        | 5   | 60.00                   | 300.00           |
|                               | bxs   | Binder Clips 3/4" (19mm)                                 | 5   | 52.00                   | 260.00           |
|                               | bxs   | Binder Clips Jumbo                                       | 5   | 95.00                   | 475.00           |
|                               | pcs   | Binding Element 1 1/2 flat                               | 5   | 80.00                   | 400.00           |
|                               | pcs   | Binding Element 1 1/4 flat                               | 5   | 80.00                   | 400.00           |
|                               | pcs   | Binding Element 1" flat                                  | 5   | 55.00                   | 275.00           |
|                               | pcs   | Brown envelop long                                       | 30  | 8.00                    | 240.00           |
|                               | pcs   | CD-RW with case                                          | 2   | 250.00                  | 500.00           |
|                               | reams | Colored paper (assorted)                                 | 2   | 295.00                  | 590.00           |
|                               | pcs   | Correction tape 6m x 5mm                                 | 5   | 45.00                   | 225.00           |
|                               | rolls | Double Side tape 1/2                                     | 5   | 60.00                   | 300.00           |
|                               | pcs   | Double Sided Tape                                        | 5   | 60.00                   | 300.00           |
|                               | pcs   | Expanding envelop with garter (long)                     | 30  | 35.00                   | 1,050.00         |
|                               | reams | Folder long 14 pts 100's                                 | 2   | 800.00                  | 1,600.00         |
|                               | pcs   | Highlighter (yellow-green)                               | 5   | 85.00                   | 425.00           |
|                               | bxs   | Index Clear Tab (white)                                  | 10  | 120.00                  | 1,200.00         |
|                               | btl   | Ink #003 (Black)                                         | 2   | 450.00                  | 900.00           |
|                               | btl   | Ink #003 (Cyan)                                          | 2   | 450.00                  | 900.00           |
|                               |       |                                                          |     |                         | <b>51,555.00</b> |

Purpose: to be used in Quality Assurance Office and Conference Room in the Main and Bongabong Campuses

|                                                  |                           |                     |                                        |
|--------------------------------------------------|---------------------------|---------------------|----------------------------------------|
| Requested by:                                    | Recommending Approval:    | Certified:          | Approved by:                           |
| Signature : <u>[Signature]</u>                   | <u>[Signature]</u>        | Allotment Available | <u>[Signature]</u>                     |
| Printed Name : PORTIA ANGELICA B. ABOG           | NEMESIO H. DAVALOS, Ph.D. | ROVELYN P. ROXAS    | CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.    |
| Designation : OIC-Director for Quality Assurance | VP for Academic Affairs   | Budget Officer III  | OIC-Office of the University President |



Republic of the Philippines  
MINDORO STATE UNIVERSITY  
Main Campus  
Alcate, Victoria, Oriental Mindoro



PURCHASE REQUEST

Fund Cluster:

| Office/Section :<br>QA Office |       | PR No.: PR24-0210<br>Responsibility Center Code :        |     | Date: 04/19/2024 |            |
|-------------------------------|-------|----------------------------------------------------------|-----|------------------|------------|
| Stock/<br>Property No.        | Unit  | Item Description                                         | Qty | Unit Cost        | Total Cost |
|                               |       | Total Balance Brought Forward                            |     |                  | 51,555.00  |
|                               |       | Lot 1 Office Supplies                                    |     |                  |            |
|                               | btls  | Ink #003 (Magenta)                                       | 2   | 450.00           | 900.00     |
|                               | btls  | Ink #664 (Yellow)                                        | 2   | 450.00           | 900.00     |
|                               | bxs   | Marker Permanent (black)                                 | 1   | 600.00           | 600.00     |
|                               | bxs   | Gel ball pen (black)                                     | 2   | 350.00           | 700.00     |
|                               | bxs   | Gel ball pen (blue)                                      | 2   | 350.00           | 700.00     |
|                               | bxs   | Paper Clip (big) (48mm)                                  | 10  | 45.00            | 450.00     |
|                               | bxs   | Paper Clip (small) (32mm)                                | 10  | 25.00            | 250.00     |
|                               | pcs   | Pencil sharpener, rotary w/ clamp                        | 1   | 400.00           | 400.00     |
|                               | rolls | Plastic Cover #6                                         | 1   | 1800.00          | 1,800.00   |
|                               | bxs   | Push Pins                                                | 5   | 40.00            | 200.00     |
|                               | pcs   | Record book 200 lvs                                      | 4   | 90.00            | 360.00     |
|                               | pack  | Toner for Photocopier IM C2000 print Black cartridge ink | 2   | 5625.00          | 11,250.00  |
|                               | bots  | Stamp pad ink Blue 60 ml                                 | 2   | 250.00           | 500.00     |
|                               | pcs   | Stamp pad, felt pad #2 43x22mm                           | 4   | 200.00           | 800.00     |
|                               | bxs   | Staple wire #35                                          | 10  | 45.00            | 450.00     |
|                               | reams | vellum board - long                                      | 1   | 1200.00          | 1,200.00   |
|                               | reams | Vellum board - short                                     | 2   | 500.00           | 1,000.00   |
|                               | pcs   | Specialty Paper matte Short/A4/Pale Cream/90 gsm)        | 10  | 110.00           | 1,100.00   |
|                               | packs | Parchment paper (short/A4)                               | 10  | 150.00           | 1,500.00   |
|                               | box   | Pencil No. 2                                             | 5   | 120.00           | 600.00     |
|                               | box   | Hi-techpoint V10 Grip (blue)                             | 1   | 1,000.00         | 1,000.00   |
|                               | pcs   | Pencil Sharpener                                         | 25  | 15.00            | 375.00     |
|                               | packs | Battery (AA)                                             | 5   | 100.00           | 500.00     |
|                               | pcs   | Portfolio Bags                                           | 50  | 500.00           | 25,000.00  |
|                               | pcs   | MinSU Lanyard                                            | 50  | 100.00           | 5,000.00   |
|                               |       | SUB-TOTAL (LOT 1)                                        |     |                  | 109,090.00 |
|                               |       | Lot 2                                                    |     |                  |            |
|                               | pcs   | Door Knob                                                | 1   | 250.00           | 250.00     |
|                               | pcs   | Electric Bulb                                            | 10  | 150.00           | 1,500.00   |
|                               | pcs   | Emergency Light                                          | 2   | 400.00           | 800.00     |
|                               |       | SUB-TOTAL (LOT 2)                                        |     |                  | 2,550.00   |

Purpose: to be used in Quality Assurance Office and Conference Room in the Main and Bongabong Campuses

|                                                  |                           |                     |                                        |
|--------------------------------------------------|---------------------------|---------------------|----------------------------------------|
| Requested by:                                    | Recommending Approval:    | Certified:          | Approved by:                           |
| Signature :                                      |                           | Allotment Available |                                        |
| Printed Name : PORTIA ANGELICA B. ABOG           | NEMESIO H. DAVALOS, Ph.D. | ROVELYN P. ROXAS    | CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.    |
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Republic of the Philippines  
MINDORO STATE UNIVERSITY  
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PURCHASE REQUEST

Fund Cluster:

| Office/Section :<br>QA Office |        | PR No.: PR24-0210<br>Responsibility Center Code :                       |     | Date: 04/19/2024 |                  |
|-------------------------------|--------|-------------------------------------------------------------------------|-----|------------------|------------------|
| Stock/<br>Property No.        | Unit   | Item Description                                                        | Qty | Unit Cost        | Total Cost       |
|                               |        | <b>Lot 3 Other Supplies</b>                                             |     |                  |                  |
|                               | yards  | Fabric (white/brown)                                                    | 25  | 150.00           | 3,750.00         |
|                               | yards  | Fabric (Gray)                                                           | 80  | 150.00           | 12,000.00        |
|                               | pcs    | Blackout Curtain 7 feet long (brown)                                    | 2   | 800.00           | 1,600.00         |
|                               | pc     | Spin Mop with Spin Dry Small Bucket   Set with 1 pc Microfiber Mop Head | 1   | 1,800.00         | 1,800.00         |
|                               | set    | Tornado mop, bucket and squeezer set 4L                                 | 1   | 3,500.00         | 3,500.00         |
|                               | pcs    | Bathroom Tissue 2 Ply 300Sheets Retail Pack 12 Rolls                    | 15  | 150.00           | 2,250.00         |
|                               | roll   | Garbage Bags                                                            | 2   | 150.00           | 300.00           |
|                               | bottle | Handwash Liquid soap 450 ml                                             | 2   | 160.00           | 320.00           |
|                               | bottle | Dishwashing Liquid 240 ml                                               | 3   | 120.00           | 360.00           |
|                               | kg     | Powder Detergent                                                        | 2   | 150.00           | 300.00           |
|                               | gals   | Alcohol 70% solution 1 Galoon                                           | 2   | 650.00           | 1,300.00         |
|                               | btls   | 70% Alcohol Spray Type 330ml Moisturizer                                | 2   | 250.00           | 500.00           |
|                               | pcs    | Air Freshener Spray                                                     | 2   | 300.00           | 600.00           |
|                               | pcs    | bath Soap (large)                                                       | 4   | 80.00            | 320.00           |
|                               | pcs    | Bathroom Freshness                                                      | 4   | 80.00            | 320.00           |
|                               | gals   | Bleach Galoon (original)                                                | 2   | 280.00           | 560.00           |
|                               | pc     | Broom Sticks                                                            | 1   | 180.00           | 180.00           |
|                               | packs  | Detergent powder (1 kilo)                                               | 2   | 280.00           | 560.00           |
|                               | btls   | Disinfectant Floor Cleaner (450ml)                                      | 3   | 150.00           | 450.00           |
|                               | pcs    | Disinfectant spray 340g (lavender)                                      | 2   | 300.00           | 600.00           |
|                               | pcs    | Doormat                                                                 | 3   | 120.00           | 360.00           |
|                               | pcs    | Dust Pan Plastik heavy duty                                             | 2   | 120.00           | 240.00           |
|                               | pcs    | Hand Soap Anti-Bacterial (1000ml)                                       | 2   | 200.00           | 400.00           |
|                               | pcs    | Multi Insect Killer Odorless (500ml)                                    | 2   | 500.00           | 1,000.00         |
|                               | gals   | Muriatic acid (4L) 31.45% hydrochloric acid                             | 2   | 500.00           | 1,000.00         |
|                               | pack   | Heavy Duty Scrub Sponge                                                 | 5   | 50.00            | 250.00           |
|                               | pc     | Toilet Bowl Brush                                                       | 1   | 50.00            | 50.00            |
|                               | btls   | Toilet Bowl Cleaning Liquid, 500ml                                      | 2   | 120.00           | 240.00           |
|                               | pcs    | Toilet Deodorizer (scented gel)                                         | 3   | 85.00            | 255.00           |
|                               | pc     | Walis Tambo                                                             | 1   | 180.00           | 180.00           |
|                               |        | <b>SUB-TOTAL (LOT 3)</b>                                                |     |                  | <b>35,545.00</b> |

Purpose: to be used in Quality Assurance Office and Conference Room in the Main and Bongabong Campuses

|                                                  |                           |                     |                                        |
|--------------------------------------------------|---------------------------|---------------------|----------------------------------------|
| Requested by:                                    | Recommending Approval:    | Certified:          | Approved by:                           |
| Signature :                                      |                           | Allotment Available |                                        |
| Printed Name : PORTIA ANGELICA B. ABOG           | NEMESIO H. DAVALOS, Ph.D. | ROVELYN P. ROXAS    | CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.    |
| Designation : OIC-Director for Quality Assurance | VP for Academic Affairs   | Budget Officer III  | OIC-Office of the University President |



Republic of the Philippines  
**MINDORO STATE UNIVERSITY**  
Main Campus  
Alcate, Victoria, Oriental Mindoro



**PURCHASE REQUEST**

Fund Cluster:

| Office/Section :<br>QA Office |       | PR No.: PR24-0210<br>Responsibility Center Code : |     | Date: 04/19/2024 |                  |
|-------------------------------|-------|---------------------------------------------------|-----|------------------|------------------|
| Stock/<br>Property No.        | Unit  | Item Description                                  | Qty | Unit Cost        | Total Cost       |
|                               |       | <b>Lot 4</b>                                      |     |                  |                  |
|                               | packs | Table Napkin (1000 Sheets)                        | 20  | 100.00           | 2,000.00         |
|                               | dozen | Spoon and Fork                                    | 2   | 400.00           | 800.00           |
|                               | dozen | Plates                                            | 2   | 500.00           | 1,000.00         |
|                               | pcs   | Serving Bowl                                      | 5   | 220.00           | 1,100.00         |
|                               | pcs   | Serving Spoon                                     | 3   | 100.00           | 300.00           |
|                               | pcs   | Glass                                             | 24  | 65.00            | 1,560.00         |
|                               | pcs   | Cups                                              | 24  | 65.00            | 1,560.00         |
|                               | box   | Serving Plates                                    | 5   | 200.00           | 1,000.00         |
|                               | box   | Food Tray                                         | 3   | 200.00           | 600.00           |
|                               | pc    | Water Gallon for water dispenser                  | 1   | 280.00           | 280.00           |
|                               |       | <b>SUB-TOTAL (LOT 4)</b>                          |     |                  | <b>10,200.00</b> |
|                               |       | <b>Lot 5</b>                                      |     |                  |                  |
|                               | set   | Speaker                                           | 1   | 12,000.00        | 12,000.00        |
|                               |       | speaker with wireless microphone - crown          |     |                  |                  |
|                               |       | Pro 5008R Amplified speaker                       |     |                  |                  |
|                               |       | stamp felt pad - 43x22mm                          |     |                  |                  |
|                               |       | Ink - blue -large size                            |     |                  |                  |
|                               |       | With Aux / Line In and Line Out                   |     |                  |                  |
|                               | Unit  | Router                                            | 1   | 1,500.00         | 1,500.00         |
|                               |       | 3000mbps                                          |     |                  |                  |
|                               |       | <b>SUB-TOTAL (LOT 5)</b>                          |     |                  | <b>13,500.00</b> |
|                               |       | <b>Lot 6</b>                                      |     |                  |                  |
|                               | set   | Work Station with mobile cabinet                  | 1   | 80,000.00        | 80,000.00        |
|                               |       | Dimension : 2ft x 4ft                             |     |                  |                  |
|                               |       | Low office partition/cubicles/workstation         |     |                  |                  |
|                               |       | fabric with glass                                 |     |                  |                  |
|                               |       | wooden mobile pedestal, cpu rack                  |     |                  |                  |
|                               |       | panel thickness: 4.68 cm                          |     |                  |                  |
|                               |       | <b>SUB-TOTAL (LOT 6)</b>                          |     |                  | <b>80,000.00</b> |

Purpose: to be used in Quality Assurance Office and Conference Room in the Main and Bongabong Campuses

|                                                  |                           |                                   |                                        |
|--------------------------------------------------|---------------------------|-----------------------------------|----------------------------------------|
| Requested by:                                    | Recommending Approval:    | Certified:<br>Allotment Available | Approved by:                           |
| Signature :                                      |                           |                                   |                                        |
| Printed Name : PORTIA ANGELICA B. ABOG           | NEMESIO H. DAVALOS, Ph.D. | ROVELYN P. ROXAS                  | CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.    |
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Page 4 of 5 PR for QA Office (Main and Bongabong Campuses)

STF - 1071  
164-200



Republic of the Philippines  
MINDORO STATE UNIVERSITY  
Aklan, Victoria, Oriental Mindoro

PROJECT PROCUREMENT MANAGEMENT PLAN (PMP)

MSU UNIT: Quality Assurance Office Main Campus  
MSU UNIT: Quality Assurance Office Main Campus

| DB | GENERAL DESCRIPTION                     | UNIT  | QTY | UNIT COST | TOTAL AMOUNT | MODE OF PROCUREMENT | SCHEDULE/MILESTONES OF ACTIVITIES |     |     |     |     |     |     |     |      |     |     |     |
|----|-----------------------------------------|-------|-----|-----------|--------------|---------------------|-----------------------------------|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|
|    |                                         |       |     |           |              |                     | Jan                               | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
|    | Office Supplies                         |       |     |           |              |                     |                                   |     |     |     |     |     |     |     |      |     |     |     |
|    | Glenn Folder (Green/comp)               | per   | 250 | 30.00     | 7,500.00     | Public Bidding      | ✓                                 |     |     | ✓   |     |     |     |     |      | ✓   |     |     |
|    | Work x Specialty Paper nullo (Short A4) | per   | 20  | 110.00    | 2,200.00     | Public Bidding      | ✓                                 |     |     | ✓   |     |     |     |     |      | ✓   |     |     |
|    | Palo Cream/ 90gsm                       | boxes | 20  | 150.00    | 3,000.00     | Public Bidding      | ✓                                 |     |     | ✓   |     |     |     |     |      | ✓   |     |     |
|    | Parchment Paper (short/4)               | per   | 60  | 60.00     | 3,600.00     | Public Bidding      | ✓                                 |     |     | ✓   |     |     |     |     |      | ✓   |     |     |
|    | Certificate Holder (short/Green)        | per   | 20  | 5.00      | 100.00       | Public Bidding      | ✓                                 |     |     | ✓   |     |     |     |     |      | ✓   |     |     |
|    | Brown Envelope (1 comp)                 | per   | 70  | 290.00    | 20,300.00    | Public Bidding      | ✓                                 |     |     | ✓   |     |     |     |     |      | ✓   |     |     |
|    | Bond Paper Long sub 20                  | reams | 25  | 280.00    | 7,000.00     | Public Bidding      | ✓                                 |     |     | ✓   |     |     |     |     |      | ✓   |     |     |
|    | Bond Paper A4 sub 20                    | reams | 15  | 220.00    | 3,300.00     | Public Bidding      | ✓                                 |     |     | ✓   |     |     |     |     |      | ✓   |     |     |
|    | Bond Paper Short sub 20                 | reams | 3   | 40.00     | 120.00       | Public Bidding      | ✓                                 |     |     | ✓   |     |     |     |     |      | ✓   |     |     |
|    | Scotch's tape transparent 1"            | per   | 3   | 65.00     | 195.00       | Public Bidding      | ✓                                 |     |     | ✓   |     |     |     |     |      | ✓   |     |     |
|    | Scotch's tape transparent 2"            | per   | 4   | 40.00     | 160.00       | Public Bidding      | ✓                                 |     |     | ✓   |     |     |     |     |      | ✓   |     |     |
|    | Double Sided tape 1"                    | box   | 5   | 130.00    | 650.00       | Public Bidding      | ✓                                 |     |     | ✓   |     |     |     |     |      | ✓   |     |     |
|    | Blind Clips 2"                          | box   | 5   | 110.00    | 550.00       | Public Bidding      | ✓                                 |     |     | ✓   |     |     |     |     |      | ✓   |     |     |
|    | Blind Clips 1.25"                       | box   | 3   | 105.00    | 315.00       | Public Bidding      | ✓                                 |     |     | ✓   |     |     |     |     |      | ✓   |     |     |
|    | Blind Clips 1"                          | box   | 10  | 120.00    | 1,200.00     | Public Bidding      | ✓                                 |     |     | ✓   |     |     |     |     |      | ✓   |     |     |
|    | Pencil No. 2                            | box   | 5   | 50.00     | 250.00       | Public Bidding      | ✓                                 |     |     | ✓   |     |     |     |     |      | ✓   |     |     |
|    | Sticky Note 3"x3" (light colors)        | pad   | 25  | 40.00     | 1,000.00     | Public Bidding      | ✓                                 |     |     | ✓   |     |     |     |     |      | ✓   |     |     |
|    | Expanding Envelope Long (Green)         | per   | 25  | 40.00     | 1,000.00     | Public Bidding      | ✓                                 |     |     | ✓   |     |     |     |     |      | ✓   |     |     |
|    | TOTAL                                   |       |     |           | 51,440.00    |                     |                                   |     |     |     |     |     |     |     |      |     |     |     |

51,440.00

BUDGET

By:

MICELAN A. TOLENTINO  
Director for Quality Assurance

Recommendation Approval  
NEMESIO H. DAVALOS, PhD  
Vice President for Academic Affairs

Republic of the Philippines  
MINDORO STATE UNIVERSITY  
Aklan, Victoria, Oriental Mindoro

PROJECT PROCUREMENT MANAGEMENT PLAN (PMP)

SR UNIT: Quality Assurance Office Main Campus  
to STP:

Programs and Activities

| SB | GENERAL DESCRIPTION                       | UNIT | QTY | UNIT COST | TOTAL AMOUNT | MODE OF PROCUREMENT | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |     |     |     |     |     |     |
|----|-------------------------------------------|------|-----|-----------|--------------|---------------------|----------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|    |                                           |      |     |           |              |                     | Jan                              | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|    | Office Supplies                           |      |     |           | 51,440.00    |                     | ✓                                |     |     | ✓   |     |     | ✓   |     |     | ✓   |     |     |
|    | Total Indirect Freight Forwarded          |      |     |           | 130.00       | Public Bidding      |                                  |     |     | ✓   |     |     | ✓   |     |     | ✓   |     |     |
|    | White Coated Paper Clippi No. 33          | box  | 5   | 30.00     | 1,350.00     | Public Bidding      | ✓                                |     |     | ✓   |     |     | ✓   |     |     | ✓   |     |     |
|    | Binding elements (2")                     | pcs  | 30  | 45.00     | 1,350.00     | Public Bidding      | ✓                                |     |     | ✓   |     |     | ✓   |     |     | ✓   |     |     |
|    | Binding elements (1 3/4")                 | pcs  | 30  | 45.00     | 1,350.00     | Public Bidding      | ✓                                |     |     | ✓   |     |     | ✓   |     |     | ✓   |     |     |
|    | Binding elements (1 1/2")                 | pcs  | 30  | 45.00     | 1,350.00     | Public Bidding      | ✓                                |     |     | ✓   |     |     | ✓   |     |     | ✓   |     |     |
|    | Binding elements (1 1/4")                 | pcs  | 30  | 45.00     | 1,350.00     | Public Bidding      | ✓                                |     |     | ✓   |     |     | ✓   |     |     | ✓   |     |     |
|    | Binding elements (1")                     | pcs  | 30  | 40.00     | 1,200.00     | Public Bidding      | ✓                                |     |     | ✓   |     |     | ✓   |     |     | ✓   |     |     |
|    | Binding elements (3/4")                   | pcs  | 30  | 40.00     | 1,200.00     | Public Bidding      | ✓                                |     |     | ✓   |     |     | ✓   |     |     | ✓   |     |     |
|    | Binding elements (5/6")                   | pcs  | 30  | 40.00     | 1,200.00     | Public Bidding      | ✓                                |     |     | ✓   |     |     | ✓   |     |     | ✓   |     |     |
|    | Binding elements (5/8")                   | pcs  | 30  | 40.00     | 1,200.00     | Public Bidding      | ✓                                |     |     | ✓   |     |     | ✓   |     |     | ✓   |     |     |
|    | Black Hi-capacity V10 Grip (blue)         | box  | 2   | 1,000.00  | 2,000.00     | Public Bidding      | ✓                                |     |     | ✓   |     |     | ✓   |     |     | ✓   |     |     |
|    | Black Hi-capacity V10 Grip (blue)         | box  | 3   | 200.00    | 600.00       | Public Bidding      | ✓                                |     |     | ✓   |     |     | ✓   |     |     | ✓   |     |     |
|    | Black Hi-capacity V10 Grip (blue)         | box  | 6   | 200.00    | 1,200.00     | Public Bidding      | ✓                                |     |     | ✓   |     |     | ✓   |     |     | ✓   |     |     |
|    | Toner for copier (IMC 2500) Black         | pcs  | 3   | 5,000.00  | 17,400.00    | Public Bidding      | ✓                                |     |     | ✓   |     |     | ✓   |     |     | ✓   |     |     |
|    | Toner for copier (IMC 2500) Magenta       | pcs  | 2   | 11,000.00 | 22,000.00    | Public Bidding      | ✓                                |     |     | ✓   |     |     | ✓   |     |     | ✓   |     |     |
|    | Toner for copier (IMC 2500) Cyan          | pcs  | 2   | 11,000.00 | 22,000.00    | Public Bidding      | ✓                                |     |     | ✓   |     |     | ✓   |     |     | ✓   |     |     |
|    | Toner for copier (IMC 2500) Yellow        | pcs  | 2   | 11,000.00 | 22,000.00    | Public Bidding      | ✓                                |     |     | ✓   |     |     | ✓   |     |     | ✓   |     |     |
|    | CASIO Mini Desk Double Calculator (MX12B) | unit | 15  | 500.00    | 7,500.00     | Public Bidding      | ✓                                |     |     | ✓   |     |     | ✓   |     |     | ✓   |     |     |
|    | TOTAL                                     |      |     |           | 155,290.00   |                     |                                  |     |     |     |     |     |     |     |     |     |     |     |

BUDGET: 155,290.00

Recommending Approval:  
NEMESIO B. DAVANOS, PhD  
Vice President for Academic Affairs

By: *WILLIAM A. TOLENTINO*  
Director for Quality Assurance

Republic of the Philippines  
MINDORO STATE UNIVERSITY  
Aklan, Victoria, Oriental Mindoro

PROJECT PROCUREMENT MANAGEMENT PLAN (PMP)

SER UNIT: Quality Assurance Office Main Campus  
d to STP:  
Programs and Activities

| SR | GENERAL DESCRIPTION                                        | UNIT  | QTY | UNIT COST | TOTAL AMOUNT      | MODE OF PROCUREMENT | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |     |     |      |     |     |     |
|----|------------------------------------------------------------|-------|-----|-----------|-------------------|---------------------|----------------------------------|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|
|    |                                                            |       |     |           |                   |                     | Jan                              | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
|    | Office Supplies                                            |       |     |           |                   |                     |                                  |     |     |     |     |     |     |     |      |     |     |     |
|    | Total Balance Brought Forward                              |       |     |           | 155,290.00        |                     |                                  |     |     |     |     |     |     |     |      |     |     |     |
|    | Thermofax Printing 4x8 (for accreditation)                 | per   | 8   | 800.00    | 6,400.00          | Public Bidding      |                                  |     |     |     |     |     |     |     |      |     |     |     |
|    | Forms (A4)                                                 | per   | 5   | 300.00    | 1,500.00          | Public Bidding      |                                  |     |     |     |     |     |     |     |      |     |     |     |
|    | Prints (long)                                              | per   | 5   | 400.00    | 2,000.00          | Public Bidding      |                                  |     |     |     |     |     |     |     |      |     |     |     |
|    | Thermofax No. 5324 PX                                      | box   | 1   | 400.00    | 400.00            | Public Bidding      |                                  |     |     |     |     |     |     |     |      |     |     |     |
|    | Penel Sharpener                                            | per   | 50  | 15.00     | 750.00            | Public Bidding      |                                  |     |     |     |     |     |     |     |      |     |     |     |
|    | Battery (A4)                                               | piece | 10  | 100.00    | 1,000.00          | Public Bidding      |                                  |     |     |     |     |     |     |     |      |     |     |     |
|    | Highlighter (yellow/green)                                 | box   | 1   | 250.00    | 250.00            | Public Bidding      |                                  |     |     |     |     |     |     |     |      |     |     |     |
|    | Yellow Bonded Paper (short)                                | piece | 10  | 150.00    | 1,500.00          | Public Bidding      |                                  |     |     |     |     |     |     |     |      |     |     |     |
|    | Yellow Bonded Paper (long)                                 | piece | 10  | 150.00    | 1,500.00          | Public Bidding      |                                  |     |     |     |     |     |     |     |      |     |     |     |
|    | Index Clear Tab                                            | boxes | 10  | 120.00    | 1,200.00          | Public Bidding      |                                  |     |     |     |     |     |     |     |      |     |     |     |
|    | Acrylic Photo Holder/ Desk Name Photo with Halo for Insert | pc    | 15  | 1,000.00  | 15,000.00         | Public Bidding      |                                  |     |     |     |     |     |     |     |      |     |     |     |
|    | Certificate Holder (with Mnsu Logo)                        | per   | 50  | 200.00    | 10,000.00         | Public Bidding      |                                  |     |     |     |     |     |     |     |      |     |     |     |
|    | <b>TOTAL</b>                                               |       |     |           | <b>196,790.00</b> |                     |                                  |     |     |     |     |     |     |     |      |     |     |     |

BUDGET: 196,790.00

By:

Recommending Approval  
NELSON H. DAYALOS, PhD  
Vice President for Academic Affairs

MELLANY A. TOLENTINO  
Director for Quality Assurance

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER UNIT : Quality Assurance Office Bangabong Campus  
Charged to STF  
Project, Programs and Activities

| Project, Programs and Activities |                                      |       | SCHEDULE/MILESTONE OF ACTIVITIES |           |              |     |     |     |     |     |     |     |     |      |     |     |     |
|----------------------------------|--------------------------------------|-------|----------------------------------|-----------|--------------|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|
| CODE                             | GENERAL DESCRIPTION                  | UNIT  | QTY                              | UNIT COST | TOTAL AMOUNT | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
|                                  | Office Supplies                      |       |                                  |           |              |     |     |     |     |     |     |     |     |      |     |     |     |
| ✓                                | Ballpen - (Gel GL 165) blk (12s)     | box   | 1                                | 350.00    | 350.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Ballpen - (Gel GL 165) red/blue      | box   | 2                                | 350.00    | 700.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Ballpen (black)                      | box   | 2                                | 400.00    | 800.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Ballpen (blue)                       | box   | 30                               | 8.00      | 240.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Ballpen (red)                        | box   | 2                                | 350.00    | 700.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Binder Clip (1 1/4)                  | box   | 1                                | 90.00     | 90.00        | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Binder Clip (1 1/4)                  | box   | 10                               | 35.00     | 350.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Binder Clip (1 1/2)                  | box   | 5                                | 65.00     | 325.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Binder Clips (1")                    | box   | 10                               | 35.00     | 350.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Binder Clips (2 inches)              | box   | 5                                | 95.00     | 475.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Binder Clips 1" (25mm width)         | box   | 5                                | 60.00     | 300.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Binder Clips 25mm                    | box   | 5                                | 52.00     | 260.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Binder Clips 3/4" (19mm)             | box   | 5                                | 95.00     | 475.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Binder Clips Jumbo                   | box   | 5                                | 80.00     | 400.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Binding Element 1 1/2 flat           | box   | 5                                | 80.00     | 400.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Binding Element 1 1/4 flat           | box   | 5                                | 80.00     | 400.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Binding Element 1" flat              | box   | 5                                | 55.00     | 275.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Brown envelop long                   | box   | 30                               | 8.00      | 240.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | CD-RW with case                      | box   | 2                                | 250.00    | 500.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Certificate Holder - short           | box   | 20                               | 50.00     | 1,000.00     | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Clear Folder - long/green            | box   | 30                               | 30.00     | 900.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Colored paper (assorted)             | reams | 2                                | 295.00    | 590.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Correction tape 6m x 5mm             | box   | 5                                | 45.00     | 225.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Coupon Bond A4 s 20                  | reams | 20                               | 280.00    | 5,600.00     | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Coupon Bond short sub 20             | reams | 20                               | 275.00    | 5,500.00     | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Coupon Bond long sub 20              | reams | 20                               | 290.00    | 5,800.00     | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Double Sided Tape                    | box   | 5                                | 60.00     | 300.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Expanding envelop with garter (long) | box   | 5                                | 60.00     | 300.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Folder long 14 pin 100%              | box   | 2                                | 35.00     | 70.00        | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Highlighter (yellow-green)           | box   | 5                                | 85.00     | 425.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Index Clear Tab (white)              | box   | 5                                | 120.00    | 600.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Ink #003 (Black)                     | bills | 2                                | 450.00    | 900.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Ink #003 (Cyan)                      | bills | 2                                | 450.00    | 900.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Ink #003 (Magenta)                   | bills | 2                                | 450.00    | 900.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Ink #654 (Yellow)                    | bills | 2                                | 450.00    | 900.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Marker Permanent (black)             | box   | 2                                | 600.00    | 1,200.00     | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | My Gel ball pen (black)              | box   | 2                                | 350.00    | 700.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | My Gel ball pen (blue)               | box   | 2                                | 350.00    | 700.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Paper Clip (big) (48mm)              | box   | 10                               | 45.00     | 450.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Paper Clip (small) (32mm)            | box   | 10                               | 25.00     | 250.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Pencil sharpener, rotary w/ clamp    | box   | 1                                | 400.00    | 400.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Plastic Cover #6                     | box   | 1                                | 1800.00   | 1,800.00     | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Punch Pins                           | box   | 5                                | 40.00     | 200.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Record book 200 lvs                  | box   | 4                                | 90.00     | 360.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Ricoh IM C2000 print cartridge ink   | pack  | 2                                | 5000.00   | 10,000.00    | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Stamp pad ink                        | box   | 4                                | 250.00    | 1,000.00     | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Stamp pad, felt pad #2               | box   | 4                                | 200.00    | 800.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Stamp pad, felt pad #2               | box   | 4                                | 200.00    | 800.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Simple wire #35                      | box   | 10                               | 45.00     | 450.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Vellum 180 gm (long) 10 sheets       | pack  | 5                                | 120.00    | 600.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Vellum board - long                  | reams | 1                                | 1200.00   | 1,200.00     | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Vellum paper (8.5" x 11")            | packs | 10                               | 60.00     | 600.00       | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | Vellum board - short                 | reams | 2                                | 500.00    | 1,000.00     | ✓   |     |     | ✓   |     |     | ✓   |     |      |     | ✓   |     |
| ✓                                | TOTAL                                |       |                                  |           | 56,755.00    |     |     |     |     |     |     |     |     |      |     |     |     |

TOTAL BUDGET:

Prepared By:

GERONIMO YAVIER, PhD  
QA Coordinator - Bangabong

Recommending Approval

NEMESIO II. DAVALOS, PhD  
Vice President for Academic Affairs

PROJECT PROCUREMENT MANAGEMENT PLAN (PMP)

Part 1: Quality Assurance Office Admin Campus

Part 1: Quality Assurance Office Admin Campus

| GENERAL DESCRIPTION                        | UNIT   | QTY | UNIT COST | TOTAL AMOUNT | MODE OF PROCUREMENT | SCHEDULE/ MILESTONE OF ACTIVITIES |     |     |     |     |     |     |     |       |     |     |     |
|--------------------------------------------|--------|-----|-----------|--------------|---------------------|-----------------------------------|-----|-----|-----|-----|-----|-----|-----|-------|-----|-----|-----|
|                                            |        |     |           |              |                     | Jan                               | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept. | Oct | Nov | Dec |
| Other Supplies                             |        |     |           |              |                     |                                   |     |     |     |     |     |     |     |       |     |     |     |
| 1. Fabric (White/Brown)                    | yards  | 25  | 150.00    | 3,750.00     | Public Bidding      | ✓                                 |     |     | ✓   |     |     | ✓   |     |       | ✓   |     |     |
| 2. Fabric (Gray)                           | yards  | 80  | 150.00    | 12,000.00    | Public Bidding      | ✓                                 |     |     | ✓   |     |     | ✓   |     |       | ✓   |     |     |
| 3. Spin Mop with Spin Dry Small Basket Set | pc     | 1   | 1,800.00  | 1,800.00     | Public Bidding      | ✓                                 |     |     | ✓   |     |     | ✓   |     |       | ✓   |     |     |
| 4. 1 pc Microfiber Mop Head                | pc     | 15  | 150.00    | 2,250.00     | Public Bidding      | ✓                                 |     |     | ✓   |     |     | ✓   |     |       | ✓   |     |     |
| 5. Bathroom Tissue 2 Ply 300 Sheets Retail | packs  | 20  | 100.00    | 2,000.00     | Public Bidding      | ✓                                 |     |     | ✓   |     |     | ✓   |     |       | ✓   |     |     |
| 6. Table Napkin in (1000 Sheets)           | dozen  | 2   | 400.00    | 800.00       | Public Bidding      | ✓                                 |     |     | ✓   |     |     | ✓   |     |       | ✓   |     |     |
| 7. Spoon and Fork                          | dozen  | 2   | 500.00    | 1,000.00     | Public Bidding      | ✓                                 |     |     | ✓   |     |     | ✓   |     |       | ✓   |     |     |
| 8. Intex                                   | pcs    | 3   | 220.00    | 1,100.00     | Public Bidding      | ✓                                 |     |     | ✓   |     |     | ✓   |     |       | ✓   |     |     |
| 9. Cleaning Bowl                           | pcs    | 3   | 100.00    | 300.00       | Public Bidding      | ✓                                 |     |     | ✓   |     |     | ✓   |     |       | ✓   |     |     |
| 10. Cleaning Spoon                         | pcs    | 24  | 65.00     | 1,560.00     | Public Bidding      | ✓                                 |     |     | ✓   |     |     | ✓   |     |       | ✓   |     |     |
| 11. Glass                                  | pcs    | 24  | 65.00     | 1,560.00     | Public Bidding      | ✓                                 |     |     | ✓   |     |     | ✓   |     |       | ✓   |     |     |
| 12. Cups                                   | box    | 3   | 200.00    | 1,000.00     | Public Bidding      | ✓                                 |     |     | ✓   |     |     | ✓   |     |       | ✓   |     |     |
| 13. Serving Table                          | box    | 3   | 200.00    | 600.00       | Public Bidding      | ✓                                 |     |     | ✓   |     |     | ✓   |     |       | ✓   |     |     |
| 14. Food Tray                              | roll   | 2   | 150.00    | 300.00       | Public Bidding      | ✓                                 |     |     | ✓   |     |     | ✓   |     |       | ✓   |     |     |
| 15. Garbage Bags                           | bottle | 2   | 160.00    | 320.00       | Public Bidding      | ✓                                 |     |     | ✓   |     |     | ✓   |     |       | ✓   |     |     |
| 16. Handwash Liquid Soap 450ml             | bottle | 3   | 120.00    | 360.00       | Public Bidding      | ✓                                 |     |     | ✓   |     |     | ✓   |     |       | ✓   |     |     |
| 17. Dishwashing Liquid 240ml               | bottle | 3   | 150.00    | 450.00       | Public Bidding      | ✓                                 |     |     | ✓   |     |     | ✓   |     |       | ✓   |     |     |
| 18. Powder Detergent                       | kg     | 50  | 500.00    | 25,000.00    | Public Bidding      | ✓                                 |     |     | ✓   |     |     | ✓   |     |       | ✓   |     |     |
| 19. Toilet Paper                           | pc     | 1   | 280.00    | 280.00       | Public Bidding      | ✓                                 |     |     | ✓   |     |     | ✓   |     |       | ✓   |     |     |
| 20. Water Cation for Water Dispenser       | pc     | 50  | 100.00    | 5,000.00     | Public Bidding      | ✓                                 |     |     | ✓   |     |     | ✓   |     |       | ✓   |     |     |
| 21. AirSn Laundry                          | pcs    | 50  | 100.00    | 5,000.00     | Public Bidding      | ✓                                 |     |     | ✓   |     |     | ✓   |     |       | ✓   |     |     |
| TOTAL                                      |        |     |           | 61,280.00    |                     |                                   |     |     |     |     |     |     |     |       |     |     |     |

61,280.00

GRT:

Recommending Approval:  
NEMESIO H. DIAZALOS, PhD  
Vice President for Academic Affairs

ALBINO  
ALBINO A. TOLENTINO  
Director for Quality Assurance

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

71 : Quality Assurance Office Bangabong Campus

71 : Quality Assurance Office Bangabong Campus

| GENERAL DESCRIPTION                      | UNIT | QTY | UNIT COST | TOTAL AMOUNT     | MODE OF PROCUREMENT | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |     |     |      |     |     |     |
|------------------------------------------|------|-----|-----------|------------------|---------------------|----------------------------------|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|
|                                          |      |     |           |                  |                     | Jan                              | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
| <b>Water Supplies</b>                    |      |     |           |                  |                     |                                  |     |     |     |     |     |     |     |      |     |     |     |
| Alcohol 70% solution 1 gallon            | gals | 2   | 650.00    | 1,300.00         | Public Bidding      |                                  |     |     |     |     | ✓   |     |     |      |     |     |     |
| 7% Alcohol Spray Type 2:10ml Moisturizer | btl  | 2   | 250.00    | 500.00           | Public Bidding      |                                  |     |     |     |     | ✓   |     |     |      |     |     |     |
| 10 Freshener spray                       | pcs  | 2   | 300.00    | 600.00           | Public Bidding      |                                  |     |     |     |     | ✓   |     |     |      |     |     |     |
| 10 Soap (large)                          | pcs  | 4   | 80.00     | 320.00           | Public Bidding      |                                  |     |     |     |     | ✓   |     |     |      |     |     |     |
| 10 Aircon Freshener                      | pcs  | 4   | 80.00     | 320.00           | Public Bidding      |                                  |     |     |     |     | ✓   |     |     |      |     |     |     |
| 10 Toilet Curtains 7 feet Long (brown)   | pcs  | 2   | 800.00    | 1,600.00         | Public Bidding      |                                  |     |     |     |     | ✓   |     |     |      |     |     |     |
| 10 Each Gallon (original)                | gals | 2   | 280.00    | 560.00           | Public Bidding      |                                  |     |     |     |     | ✓   |     |     |      |     |     |     |
| 1000 Tumbler                             | pcs  | 2   | 180.00    | 360.00           | Public Bidding      |                                  |     |     |     |     | ✓   |     |     |      |     |     |     |
| 1000 Powder (1 kilo)                     | pkts | 2   | 280.00    | 560.00           | Public Bidding      |                                  |     |     |     |     | ✓   |     |     |      |     |     |     |
| 1000 Floor Cleaner (450ml)               | btl  | 3   | 150.00    | 450.00           | Public Bidding      |                                  |     |     |     |     | ✓   |     |     |      |     |     |     |
| 1000 Spray 340g (lavender)               | pcs  | 2   | 300.00    | 600.00           | Public Bidding      |                                  |     |     |     |     | ✓   |     |     |      |     |     |     |
| 1000 Insect Killer                       | pcs  | 2   | 360.00    | 720.00           | Public Bidding      |                                  |     |     |     |     | ✓   |     |     |      |     |     |     |
| 1000 First Aid Kit                       | pcs  | 2   | 120.00    | 240.00           | Public Bidding      |                                  |     |     |     |     | ✓   |     |     |      |     |     |     |
| 1000 First Aid Kit                       | pcs  | 2   | 200.00    | 400.00           | Public Bidding      |                                  |     |     |     |     | ✓   |     |     |      |     |     |     |
| 1000 First Aid Kit                       | pcs  | 2   | 500.00    | 1,000.00         | Public Bidding      |                                  |     |     |     |     | ✓   |     |     |      |     |     |     |
| 1000 First Aid Kit                       | pcs  | 2   | 500.00    | 1,000.00         | Public Bidding      |                                  |     |     |     |     | ✓   |     |     |      |     |     |     |
| 1000 First Aid Kit                       | pcs  | 2   | 50.00     | 100.00           | Public Bidding      |                                  |     |     |     |     | ✓   |     |     |      |     |     |     |
| 1000 First Aid Kit                       | pcs  | 2   | 50.00     | 100.00           | Public Bidding      |                                  |     |     |     |     | ✓   |     |     |      |     |     |     |
| 1000 First Aid Kit                       | pcs  | 2   | 120.00    | 240.00           | Public Bidding      |                                  |     |     |     |     | ✓   |     |     |      |     |     |     |
| 1000 First Aid Kit                       | pcs  | 2   | 85.00     | 170.00           | Public Bidding      |                                  |     |     |     |     | ✓   |     |     |      |     |     |     |
| 1000 First Aid Kit                       | pcs  | 2   | 3,500.00  | 7,000.00         | Public Bidding      |                                  |     |     |     |     | ✓   |     |     |      |     |     |     |
| 1000 First Aid Kit                       | pcs  | 2   | 180.00    | 360.00           | Public Bidding      |                                  |     |     |     |     | ✓   |     |     |      |     |     |     |
| 1000 First Aid Kit                       | pcs  | 2   | 250.00    | 500.00           | Public Bidding      |                                  |     |     |     |     | ✓   |     |     |      |     |     |     |
| 1000 First Aid Kit                       | pcs  | 10  | 150.00    | 1,500.00         | Public Bidding      |                                  |     |     |     |     | ✓   |     |     |      |     |     |     |
| 1000 First Aid Kit                       | pcs  | 2   | 400.00    | 800.00           | Public Bidding      |                                  |     |     |     |     | ✓   |     |     |      |     |     |     |
| <b>TOTAL</b>                             |      |     |           | <b>17,375.00</b> |                     |                                  |     |     |     |     |     |     |     |      |     |     |     |

17,375.00

GUT:

Recommending Approval:  
NEMESIO H. DAVALOS, PhD  
Vice President for Academic Affairs

Director for Quality Assurance  
JELANY A. TOLENTINO



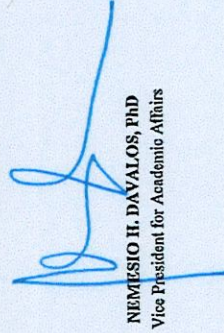
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

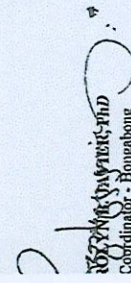
: Quality Assurance Office Bongabong Campus

and Activities

| GENERAL DESCRIPTION                                         | UNIT  | QTY | UNIT COST | TOTAL AMOUNT     | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |     |     |      |     |     |     |
|-------------------------------------------------------------|-------|-----|-----------|------------------|----------------------------------|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|
|                                                             |       |     |           |                  | Jan                              | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
| <b>for Supplies</b>                                         |       |     |           |                  |                                  |     |     |     |     |     |     |     |      |     |     |     |
| Alcohol 70% solution 1 Galoon                               | gals  | 2   | 650.00    | 1,300.00         | ✓                                |     |     |     |     | ✓   |     |     |      |     |     |     |
| Alcohol Spray Type 330ml Moisturizer                        | bills | 2   | 250.00    | 500.00           | ✓                                |     |     |     |     | ✓   |     |     |      |     |     |     |
| Freshener Spray                                             | pcs   | 2   | 300.00    | 600.00           | ✓                                |     |     |     |     | ✓   |     |     |      |     |     |     |
| Soap (large)                                                | pcs   | 4   | 80.00     | 320.00           | ✓                                |     |     |     |     | ✓   |     |     |      |     |     |     |
| Room Freshness                                              | pcs   | 4   | 80.00     | 320.00           | ✓                                |     |     |     |     | ✓   |     |     |      |     |     |     |
| Acoustic Curtain 7 feet long (brown)                        | pcs   | 2   | 800.00    | 1,600.00         | ✓                                |     |     |     |     | ✓   |     |     |      |     |     |     |
| Acoustic Galoon (original)                                  | gals  | 2   | 280.00    | 560.00           | ✓                                |     |     |     |     | ✓   |     |     |      |     |     |     |
| Acoustic Tambo                                              | pcs   | 2   | 180.00    | 360.00           | ✓                                |     |     |     |     | ✓   |     |     |      |     |     |     |
| Acoustic powder (1 kilo)                                    | packs | 2   | 280.00    | 560.00           | ✓                                |     |     |     |     | ✓   |     |     |      |     |     |     |
| Acoustic Floor Cleaner (450ml)                              | bills | 3   | 150.00    | 450.00           | ✓                                |     |     |     |     | ✓   |     |     |      |     |     |     |
| Acoustic spray 340g (lavender)                              | pcs   | 2   | 300.00    | 600.00           | ✓                                |     |     |     |     | ✓   |     |     |      |     |     |     |
| Acoustic mat                                                | pcs   | 3   | 120.00    | 360.00           | ✓                                |     |     |     |     | ✓   |     |     |      |     |     |     |
| Acoustic Fan Plastik heavy duty                             | pcs   | 2   | 120.00    | 240.00           | ✓                                |     |     |     |     | ✓   |     |     |      |     |     |     |
| Acoustic Soap Anti-Bacterial (1000ml)                       | pcs   | 2   | 200.00    | 400.00           | ✓                                |     |     |     |     | ✓   |     |     |      |     |     |     |
| Acoustic Insect Killer Odorless (500ml)                     | pcs   | 2   | 500.00    | 1,000.00         | ✓                                |     |     |     |     | ✓   |     |     |      |     |     |     |
| Acoustic Insect acid (4L) 31.45% hydrochloric acid solution | gals  | 2   | 500.00    | 1,000.00         | ✓                                |     |     |     |     | ✓   |     |     |      |     |     |     |
| Acoustic Bright with Foam                                   | pack  | 5   | 50.00     | 250.00           | ✓                                |     |     |     |     | ✓   |     |     |      |     |     |     |
| Acoustic Bowl Brush                                         | pcs   | 1   | 50.00     | 50.00            | ✓                                |     |     |     |     | ✓   |     |     |      |     |     |     |
| Acoustic Bowl Cleaning Liquid, 500ml                        | bills | 2   | 120.00    | 240.00           | ✓                                |     |     |     |     | ✓   |     |     |      |     |     |     |
| Acoustic Deodorizer (scented gel)                           | pcs   | 3   | 85.00     | 255.00           | ✓                                |     |     |     |     | ✓   |     |     |      |     |     |     |
| Acoustic mop, bucket and squeezer set 4L bucket             | set   | 1   | 3,500.00  | 3,500.00         | ✓                                |     |     |     |     | ✓   |     |     |      |     |     |     |
| Acoustic is Tambo                                           | pcs   | 2   | 180.00    | 360.00           | ✓                                |     |     |     |     | ✓   |     |     |      |     |     |     |
| Acoustic Knob                                               | pcs   | 1   | 250.00    | 250.00           | ✓                                |     |     |     |     | ✓   |     |     |      |     |     |     |
| Acoustic Inc Bulb                                           | pcs   | 10  | 150.00    | 1,500.00         | ✓                                |     |     |     |     | ✓   |     |     |      |     |     |     |
| Acoustic Agency Light                                       | pcs   | 2   | 400.00    | 800.00           | ✓                                |     |     |     |     | ✓   |     |     |      |     |     |     |
| <b>TAL</b>                                                  |       |     |           | <b>17,375.00</b> |                                  |     |     |     |     |     |     |     |      |     |     |     |

Recommending Approval:

  
NEMESIO H. DAVALOS, PhD  
Vice President for Academic Affairs

  
Nemesio H. Davalos, PhD  
Coordinator - Bongabong

## Programs and Activities

**BUDGET:**

GEROLYN B. JAVIER, PH.D.

GEROLYN B. JAVIER, PhD  
QA Coordinator - MBC

**Recommending Approval:**

**NEMESIO H. DAVALOS, PhD**  
Vice President for Academic Affairs

Republic of the Philippines  
**MINDORO STATE UNIVERSITY**  
 Marikina, Marikina, Marikina

**PROJECT PROCUREMENT MANAGEMENT PLAN (PMP)**

ISSUE UNIT: Quality Assurance Office Main Campus  
 Date: 8/1/2017  
 Programs and Activities

| DE | GENERAL DESCRIPTION                                        | UNIT | QTY | UNIT COST | TOTAL AMOUNT     | MODE OF PROCUREMENT | SCHEDULED MILESTONES OF ACTIVITIES |     |     |     |     |     |     |     |     |     |     |     |
|----|------------------------------------------------------------|------|-----|-----------|------------------|---------------------|------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|    |                                                            |      |     |           |                  |                     | Jan                                | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|    | SEMI-EXPENDABLE TECHNICAL AND SCIENTIFIC EQUIPMENT         |      |     |           |                  |                     |                                    |     |     |     |     |     |     |     |     |     |     |     |
|    | Microwave Oven                                             | unit | 1   | 15,000.00 | 15,000.00        | Public Bidding      |                                    | ✓   |     |     |     |     |     |     |     |     |     |     |
|    | 30-liter large capacity digital control                    |      |     |           |                  |                     |                                    |     |     |     |     |     |     |     |     |     |     |     |
|    | 4 in 1 (microwave, grill, convection, air fryer) functions |      |     |           |                  |                     |                                    |     |     |     |     |     |     |     |     |     |     |     |
|    | 5 power levels                                             |      |     |           |                  |                     |                                    |     |     |     |     |     |     |     |     |     |     |     |
|    | Child safety lock                                          |      |     |           |                  |                     |                                    |     |     |     |     |     |     |     |     |     |     |     |
|    | stainless steel cavity                                     |      |     |           |                  |                     |                                    |     |     |     |     |     |     |     |     |     |     |     |
|    | 10 auto menus                                              |      |     |           |                  |                     |                                    |     |     |     |     |     |     |     |     |     |     |     |
|    | Delicet by time and weight                                 |      |     |           |                  |                     |                                    |     |     |     |     |     |     |     |     |     |     |     |
|    | Heavy duty handle                                          |      |     |           |                  |                     |                                    |     |     |     |     |     |     |     |     |     |     |     |
|    | Microwave type                                             |      |     |           |                  |                     |                                    |     |     |     |     |     |     |     |     |     |     |     |
|    | 16kg                                                       |      |     |           |                  |                     |                                    |     |     |     |     |     |     |     |     |     |     |     |
|    | Power Consumption                                          |      |     |           |                  |                     |                                    |     |     |     |     |     |     |     |     |     |     |     |
|    | 1450W                                                      |      |     |           |                  |                     |                                    |     |     |     |     |     |     |     |     |     |     |     |
|    | Voltions Capnely 30 L                                      |      |     |           |                  |                     |                                    |     |     |     |     |     |     |     |     |     |     |     |
|    | Dimension (LxW xH)                                         |      |     |           |                  |                     |                                    |     |     |     |     |     |     |     |     |     |     |     |
|    | 520x508x326                                                |      |     |           |                  |                     |                                    |     |     |     |     |     |     |     |     |     |     |     |
|    | <b>TOTAL</b>                                               |      |     |           | <b>15,000.00</b> |                     |                                    |     |     |     |     |     |     |     |     |     |     |     |

**15,000.00**

**15,000.00**

By:

Recommending Approval

*Mellany A. Tolentino*  
**MELLANY A. TOLENTINO**  
 Director for Quality Assurance

*Nemesio H. Davalos PhD*  
**NEMESIO H. DAVALOS PhD**  
 Vice President for Academic Affairs

## PROJECT PROCUREMENT PLAN (PMP)

## Programas and actividades

# INDEX

Recommendation Approval: ( )

**NEMESIO H. DÁVALOS, PhD**  
Vice President for Academic Affairs

[illegible]

1 By:

Recommending Approval:

**GEROLYN B. JAVIER, PhD**  
QA Coordinator - MBC

**NEMESIO H. DAVALOS, PhD**  
Vice President for Academic Affairs