



**SURIGAO STATE COLLEGE
OF TECHNOLOGY**

"For Nation's Greater Heights"

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Page No.	1 of 8

**PROJECT PROCUREMENT AND MANAGEMENT PLAN (PPMP)
For the Year 2021**

Annual Procurement Plan				Name & Address of Agency:							Item in Budget:								
Office Department: COLLEGE OF ENGINEERING & IT				SURIGAO STATE COLLEGE OF TECHNOLOGY							Program Amount: ₱ 7,088,584.00								
NO.	COMMODITY (NOMENCLATURE & DESCRIPTION)	STOCK NO.	UNIT OF MEASURE	Unit Cost	JAN.	FEB.	MAR.	APR.	MAY	JUN.	JUL.	AUG.	SEPT.	OCT.	NOV.	DEC.	TOTAL	TOTAL AMOUNT	
IT EQUIPMENTS																			
1	Ink (Black) EPSON L3110		bot	430.00		10					10						20	8,600.00	
2	Ink (Magenta) EPSON L3110		bot	430.00		5					5						10	4,300.00	
3	Ink (Yellow) EPSON L3110		bot	430.00		5					5						10	4,300.00	
4	Ink (Cyan) EPSON L3110		bot	430.00		5					5						10	4,300.00	
5	Printer - EPSON L3110		pcs	10,500.00		1											1	10,500.00	
6	Photocopier Machine, Fuji Xerox Docuprint, M455df		pcs.	62,400.00		1											1	62,400.00	
7	Laptop (i7 9th gen, 8GB RAM, 500G		pcs	80,000.00		1											1	80,000.00	
8	Garmin Montana 680 Touchscreen GPS/GLONASS Receiver, Worldwide Basemaps with Camera		pcs	40,000.00		2											2	80,000.00	
9	ScanSnap ix1500 (Fujitsu) New;		pcs	50,050.00		1											1	50,050.00	
10	USB Mouse		pcs	260.00		20											20	5,200.00	
																	Sub Total	309,650.00	
OFFICE SUPPLIES																		0	0.00
11	Whiteboard Marker Pilot (Black)		box	895.00		5						5					10	8,950.00	
12	Air Freshener 280 ml		bot.	364.00		7						7					14	5,096.00	
13	Alcohol 70%		bot.	247.00		10						10					20	4,940.00	
14	US Bond Paper; A4 80GSM		reams	273.00		40						40					80	21,840.00	
15	US Bond Paper; Long 80GSM		reams	286.00		40						40					80	22,880.00	
16	Sticky Note		pcs.	26.00		5						5					10	260.00	
17	Paper Fastener (Plastic)		box	45.00		2						2					4	180.00	
18	Staple Wire (Max # 35)		box	72.00		5						5					10	720.00	
19	Stapler #35 with Staple Remover		pc	624.00		2											2	1,248.00	
20	Highlighter Pen		pcs.	39.00		5						5					10	390.00	

NO.	COMMODITY (NOMENCLATURE & DESCRIPTION)	STOCK NO.	UNIT OF MEASURE	Unit Cost	JAN.	FEB.	MAR.	APR.	MAY	JUN.	JUL.	AUG.	SEPT.	OCT.	NOV.	DEC.	TOTAL	TOTAL AMOUNT
21	Cannon Paper (Long)		pack	49.00		5						5					10	490.00
22	Folder 14pts (Long)		pack	560.00						4							4	2,240.00
23	Folder 14pts (Short)		pack	480.00						4							4	1,920.00
24	PVC Cover (LONG)		ream	1,200.00		1											1	1,200.00
25	PVC Cover (A4)		ream	1,100.00		1											1	1,100.00
26	Arco File (side clip)		pcs	300.00		30											30	9,000.00
27	Correction Tape		pcs	30.00		10											10	300.00
28	Pencil Mongol 2		box	120.00		2											2	240.00
29	Elmer's Glue		pcs	70.00		5											5	350.00
30	Record Book 500 Pages		pcs.	190.00		10						10					20	3,800.00
31	Scotch Tape 1"		roll	50.00		10											10	500.00
32	Double Sided Tape 1"		roll	70.00		10											10	700.00
33	Masking Tape 1"		roll	50.00		10											10	500.00
34	Sign Pen, My Gel, Blue		pcs	35.00		5											5	175.00
35	Water Refill		con.	30.00	25	25	25	25	25	25	25	25	25	25	25	25	300	9,000.00
36	Push Pin		box	35.00		3											3	105.00
37	Tabbing (Accreditation)		box	490.00		10											10	4,900.00
38	Paper Clip		box	180.00		4											4	720.00
39	Scissor 12"		pcs.	70.00		2											2	140.00
40	Whiteboard Eraser		pcs.	15.00						10							10	150.00
41	Magazine Filler Red with Cover (Long)		pc	210.00						15							15	3,150.00
42	Wall Clock (12 inches)		pc	760.00		1											1	760.00
43	Glass Cleaner 500 ml		pcs	300.00						4							4	1,200.00
44	Heavy Duty Paper Cutter 8.5" X 14" (For Long Bond Paper Size)		pc	3,000.00		1											1	3,000.00
45	Ring Binder 2"		pcs	78.00		10											10	780.00
46	Ring Binder 1 1/2"		pcs	69.00		10											10	690.00
47	Ring Binder 1"		pcs	58.00		10											10	580.00
48	Ring Binder 1/2"		pcs	49.00		10											10	490.00
49	Certificate Paper		ream	200.00		3											3	600.00
50	Cord Board Standard		pcs	1,000.00		2											2	2,000.00
																	Sub Total	117,284.00
FURNITURE AND FIXTURE																		
51	Steel Cabinet (2 drawer)		pc	6,500.00		1											1	6,500.00
52	Sofa		pc	30,000.00		1											1	30,000.00
																	Sub Total	36,500.00

NO.	COMMODITY (NOMENCLATURE & DESCRIPTION)	STOCK NO.	UNIT OF MEASURE	Unit Cost	JAN.	FEB.	MAR.	APR.	MAY	JUN.	JUL.	AUG.	SEPT.	OCT.	NOV.	DEC.	TOTAL	TOTAL AMOUNT
CEIT ACTIVITIES																		
53	College Week Celebration		lot	15,000.00		1											1	15,000.00
54	Intramurals (Sports Instruments)			20,000.00									1				1	20,000.00
55	New Program Application (BSArch, BSME, BSIE, BSMcE):																	
	Registration			15,000.00				4									4	60,000.00
	Supplies			7,000.00				4									4	28,000.00
	Transportation of Documents			1,000.00				1									1	1,000.00
56	COPC Application (BSCE, BScpE, BSEE, BSECE)			15,000.00			4										4	60,000.00
57	AACCUP Accreditation Activities:																	
	Level I & II Accreditation		lot	30,000.00			3										3	90,000.00
	Level III Accreditation		lot	40,000.00			1										1	40,000.00
58	CEIT Sponsored Seminar-Workshops / Trainings:																	
	Speaker Honorarium			10,000.00				4				3					7	70,000.00
	Hotel Accomodation			2,000.00				4				3					7	14,000.00
	Seminar Kit and Other Materials			5,000.00				4				3					7	35,000.00
	Meals			2,500.00				4				3					7	17,500.00
59	Seminars and Trainings as Dean			20,000.00		1		1		1		1		1			5	100,000.00
60	Registration to Webinars (Faculty)			10,000.00		4		4		4		4		4			20	200,000.00
61	Tarpaulin (PRC Passer, Seminars, Accreditation, etc.)		pcs.	800.00		3		3		3		3		3		3	18	14,400.00
62	Snacks for Regular Faculty Meeting		pax	60.00	45	45	45	45	45	45			45	45	45	45	450	27,000.00
63	GAD Activities			150,000.00			1				1						2	300,000.00
64	DRRM Activities			100,000.00			1					1					2	200,000.00
65	Classroom / Office Repairs			25,000.00					1					1			2	50,000.00
66	Recognition Program for Student Achiever			70,000.00					1					1			2	140,000.00
67	Awards for Employees			30,000.00		5											5	150,000.00
68	Internalization Activities			500,000.00			1				1						2	1,000,000.00
69	Extension Activities			50,000.00			2		2		2		1				7	350,000.00
70	Research Funded Project			150,000.00			2		2		2		1				7	1,050,000.00
																	Sub Total	4,031,900.00
SALARIES / WAGES																		
71	Job Order (c/o HR Office)		per mo.	13,848.00	1	1	1	1	1	1	1	1	1	1	1	1	12	
72	Guest Lecturers (c/o HR Office)		per mo.	4,200.00	21	21	21	21	21	21			21	21	21	21	210	

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																	Sub Total	0.00
BSCS PROGRAM																		
72	Seagate HDD 1 TB Expansion Portable External Hard Drive		pcs	4,000.00	2												2	8,000.00
73	Institutional Membership to Accredited Professional Organizations			3,000.00			1										1	3,000.00
74	Large Lever Arch File Folder with ring		pcs	150.00	30												30	4,500.00
75	Printer - EPSON L3110		pcs	10,500.00	1												1	10,500.00
76	Ink (Black) EPSON L3110		bot	430.00	10												10	4,300.00
77	Ink (Magenta) EPSON L3110		bot	430.00	5												5	2,150.00
78	Ink (Yellow) EPSON L3110		bot	430.00	5												5	2,150.00
79	Ink (Cyan) EPSON L3110		bot	430.00	5												5	2,150.00
																	Sub Total	36,750.00
BSECE PROGRAM																		
80	Seagate HDD 1 TB Expansion Portable External Hard Drive		pcs	4,000.00		2											2	8,000.00
81	Institutional Membership to Accredited Professional Organizations			3,000.00			1										1	3,000.00
82	Large Lever Arch File Folder with ring binder- Long		pcs	150.00		30											30	4,500.00
83	Printer - EPSON L3110		pcs	10,500.00		1											1	10,500.00
84	Ink (Black) EPSON L3110		bot	430.00		10											10	4,300.00
85	Ink (Magenta) EPSON L3110		bot	430.00		5											5	2,150.00
86	Ink (Yellow) EPSON L3110		bot	430.00		5											5	2,150.00
87	Ink (Cyan) EPSON L3110		bot	430.00		5											5	2,150.00
																	Sub Total	36,750.00
BSIS PROGRAM																		
88	Seagate HDD 1 TB Expansion Portable External Hard Drive		pcs	4,000.00	2												2	8,000.00
89	Institutional Membership to Accredited Professional Organizations			3,000.00			1										1	3,000.00

NO.	COMMODITY (NOMENCLATURE & DESCRIPTION)	STOCK NO.	UNIT OF MEASURE	Unit Cost	JAN.	FEB.	MAR.	APR.	MAY	JUN.	JUL.	AUG.	SEPT.	OCT.	NOV.	DEC.	TOTAL	TOTAL AMOUNT
90	Large Lever Arch File Folder with ring binder- Long		pcs	150.00	30												30	4,500.00
91	Printer - EPSON L3110		pcs	10,500.00	1												1	10,500.00
92	Ink (Black) EPSON L3110		bot	430.00	10												10	4,300.00
93	Ink (Magenta) EPSON L3110		bot	430.00	5												5	2,150.00
94	Ink (Yellow) EPSON L3110		bot	430.00	5												5	2,150.00
95	Ink (Cyan) EPSON L3110		bot	430.00	5												5	2,150.00
																	Sub Total	36,750.00
BSIT PROGRAM																		
96	Seagate HDD 1 TB Expansion Portable External Hard Drive		pcs	4,000.00	2												2	8,000.00
97	Institutional Membership to Accredited Professional Organizations			3,000.00			1										1	3,000.00
98	Large Lever Arch File Folder with ring binder- Long		pcs	150.00	30												30	4,500.00
99	Printer - EPSON L3110		pcs	10,500.00	1												1	10,500.00
100	Ink (Black) EPSON L3110		bot	430.00	10												10	4,300.00
101	Ink (Magenta) EPSON L3110		bot	430.00	5												5	2,150.00
102	Ink (Yellow) EPSON L3110		bot	430.00	5												5	2,150.00
103	Ink (Cyan) EPSON L3110		bot	430.00	5												5	2,150.00
																	Sub Total	36,750.00
BSCpE PROGRAM																		
104	Seagate HDD 1 TB Expansion Portable External Hard Drive		pcs	4,000.00	2												2	8,000.00
105	Institutional Membership to Accredited Professional Organizations			3,000.00			1										1	3,000.00
106	Large Lever Arch File Folder with ring binder- Long		pcs	150.00	30												30	4,500.00
107	Printer - EPSON L3110		pcs	10,500.00	1												1	10,500.00
108	Ink (Black) EPSON L3110		bot	430.00	10												10	4,300.00
109	Ink (Magenta) EPSON L3110		bot	430.00	5												5	2,150.00
110	Ink (Yellow) EPSON L3110		bot	430.00	5												5	2,150.00
111	Ink (Cyan) EPSON L3110		bot	430.00	5												5	2,150.00