



# UNIVERSITY OF THE PHILIPPINES MANILA

Taft Avenue, Manila, Metro Manila, NCR  
VAT Reg. TIN: 000-864-006-00005



NIH10026970

## Purchase Request

Entity Name: UP Manila

Fund Cluster: 07

PPMP No.:

Office/Section: UPM Newborn Screening Reference Center	PR No.: 11185 Responsibility Center Code: MA04098001 - D0000505	Date: May 22, 2020
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Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	un	Heavy Duty Paper Shredder	1	30,000.00	30,000.00
<b>Grand Total</b>					<b>30,000.00</b>

Purpose: Office Equipment - Heavy Duty Paper Shredder for NSRC Office use

Signature: _____	Requested by: _____	Signature: _____	Approved by: _____
Printed Name: _____	Jalad, Dr. Noel Reyes	Lapitan, Dr. Marie Carmela Mortillero	
Designation: _____	Director	Deputy Executive Director	

Certified that all items listed in Purchase Request No. 11185 were included in the 2020 Annual Procurement Plan submitted by UP Manila NSRC.

*Jalad*  
JESUSA B. JALAD  
SAO, NSRC

FUND AVAILABLE FOR: 30,000.00  
CHARGEABLE AGAINST: 201900070-184-142  
ERWIN A. DAIDO  
CHIEF ACCOUNTANT UPM  
U.P. MANILA 6/23/20

Mode of Procurement: small value procurement

NOTED AS TO MODE OF PROCUREMENT

*Santiago*  
MILADILA A. SANTIAGO, MPA 6/17/2020  
Director, UPM - Procurement Office 96.



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**SUPPLEMENTAL PROJECT PROCUREMENT MANAGEMENT PLAN  
For Non-common use Goods**

END-USER/UNIT: **UPM Newborn Screening Reference Center**

Contact No.: **82476002**

Contact Person: **Jesusa B. Jalad**

Email Address: **jbjalad@up.edu.ph**

Address: **Newborn Screening Reference Center, Unit 304, New Gold Bond Building, 1579 F.T. Benitez Street, Ermita Manila**

CODE	GENERAL DESCRIPTION	QTY/ SIZE	ESTIMATED BUDGET	MODE OF PROCUREMENT	SOURCE OF FUND	SCHEDULE/MILESTONE OF ACTIVITIES											
						Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
11138-	Disinfectant Spray	20 pc	6,000.00	NP-53.9 Small Value Procurement	184					15-MAY-20							
11138-	Garbage Plastic Bag-Medium	50 pck	5,000.00	NP-53.9 Small Value Procurement	184					15-MAY-20							
11138-	Garbage Plastic Bag-Small	50 pck	2,500.00	NP-53.9 Small Value Procurement	184					15-MAY-20							
11138-	Handtowel	12 pc	1,200.00	NP-53.9 Small Value Procurement	184					15-MAY-20							
11138-	Ceiling Cleaning Brush - Long Handle	6 pc	6,000.00	NP-53.9 Small Value Procurement	184					15-MAY-20							
11138-	3-ply Disposable Surgical Face Masks (50 pcs/box)	250 box	225,000.00	NP-53.9 Small Value Procurement	184					15-MAY-20							
11138-	Mop Head with Handle	6 pc	3,000.00	NP-53.9 Small Value Procurement	184					15-MAY-20							
11138-	Heavy Duty Vacuum Cleaner	1 un	11,000.00	NP-53.9 Small Value Procurement	184					15-MAY-20							
11138-	Paper Towel	24 pc	1,800.00	NP-53.9 Small Value Procurement	184					15-MAY-20							
11138-	Doormat-Cloth	24 pc	2,400.00	NP-53.9 Small Value Procurement	184					15-MAY-20							
11138-	Garbage Plastic Bag-Extra Large	50 pck	7,500.00	NP-53.9 Small Value Procurement	184					15-MAY-20							
11138-	Soft Broom	12 pc	3,600.00	NP-53.9 Small Value Procurement	184					15-MAY-20							
11138-	Sponges and Scourers	30 pc	1,500.00	NP-53.9 Small Value Procurement	184					15-MAY-20							
11138-	Heavy Duty Paper Shredder	1 un	30,000.00	NP-53.9 Small Value Procurement	184					15-MAY-20							



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						Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
11138-	Toilet Brush and Plunger Set (Wall-mounted)	3 set	3,000.00	NP-53.9 Small Value Procurement	184						15-MAY-20						
11138-	Sanitizing Footbath	1 set	5,000.00	NP-53.9 Small Value Procurement	184						15-MAY-20						
11138-	Laboratory Coats (Washable/Reusable), White, Knee Length Laboratory Overcoat/smock	40 pc	32,000.00	NP-53.9 Small Value Procurement	184						15-MAY-20						
11138-	Alcohol Isopropyl/ethyl 70% Solution	12 gal	8,400.00	NP-53.9 Small Value Procurement	184						15-MAY-20						
11138-	Chlorine Bleach	12 gal	3,600.00	NP-53.9 Small Value Procurement	184						15-MAY-20						
11138-	Safety/Protective Goggles	140 pc	14,000.00	NP-53.9 Small Value Procurement	184						15-MAY-20						
11138-	Portable Printer A4 size	1 un	30,000.00	NP-53.9 Small Value Procurement	184						15-MAY-20						
11138-	Colored Ink Cartridge for portable printer	10 pc	15,000.00	NP-53.9 Small Value Procurement	184						15-MAY-20						
11138-	Disposable Mob Caps or Hair Cover at 100 pcs per box	50 box	25,000.00	NP-53.9 Small Value Procurement	184						15-MAY-20						

**CERTIFIED TRUE COPY**

*Jesusa B. Jalad*  
Jesusa B. Jalad  
SAO, NSRC

**TOTAL AMOUNT: 2,425,700.00**  
 +10% Provision for Inflation **242,570.00**  
 +10% Contingency **242,570.00**  
 Estimated Total Budget **2,910,840.00**

**NOTE:** Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:	Reviewed and recommending Approval:	Certified Funds Availability:	Approved:
<u>Fortaleza, Ms. Ma. Joy Relita</u> Accountant III	 <u>Dr. Noel Reyes</u> Director	<u>Dando, Mr. Erwin Amaro</u> Chief Accountant	<u>Samaniego, Dr. Arlene Alcidi, MD</u> Vice Chancellor for Administration