



UNIVERSITY OF THE PHILIPPINES

MANILA

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



PO10000411

Purchase Request

Entity Name: UP Manila

Fund Cluster: 05

PPMP No.:

Office/Section: UPM Procurement Office		PR No.: 10286 <i>1-08/07/2020</i> Responsibility Center Code: MA03046001 --		Date: Jan 20, 2020	
Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pc	Computer Desktop, Intel Core i7 processor 7th <i>or better</i> Generation Intel Core, 19:5 LED monitor, keyboard/speakers/optical mouse <i>* with ready, back up UPS ab.</i>	<i>6</i>	65,000.00	390,000.00
	pc	Laserjet printer, Print-scan-copy, capable in wireless printing, with ADF, Ink cartridges/toner carts, (black & colored)	3	19,000.00	57,000.00
Grand Total					447,000.00
Purpose: Office Equipment for Procurement Office (Desktop & Printer)					

Signature: Printed Name: Designation:	Requested by: <i>Miladilla Andaya</i> Santiago, Ms. Miladilla Andaya Director <i>ab.</i>	Approved by: <i>For: Samaniego, Dr. Arlene Alcid, MD</i> Samaniego, Dr. Arlene Alcid, MD Vice Chancellor for Administration <i>JUL 29 2019</i>
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Certified that all items listed in Purchase Request
No. 10286 were included in the 2020 Annual
Procurement Plan submitted by UP Manila.
Mode of Procurement Small Value Procurement
Miladilla A. Santiago, MPA
MILADILLA A. SANTIAGO, MPA
Director, UPM-Procurement Office *ab. - 1/20/2020*

NOTED BY:

Geoffrey A. Solano
GEOFFREY A. SOLANO, M.Sc.
Director, IMS *ab. 2/27/20*

BUDGET CLEARANCE

Fund Source: RF-164
Approved Amount: P 447,000.
Lovellette C. Saguid
LOVELLETTE C. SAGUID
Chief Budget Officer, UPM
Date:

Office of the Vice Chancellor
for Administration
Received by: *Miladilla Andaya*
Date/Time: *JUL 27 2020*

2:32 8/14/20
19 Aug. 2020 9:00AM
FEB 28 2020
UPM - Procurement Office
RECEIVED
SPENCER D. SESE
Office Aide (JO)

Sumali
02 MAR 2020

Sheng 3/6
21 JAN 2020

for 2/26/2020 2:37pm



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TIN: 000-864-006-00005

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) 2020

For Non-common use Goods

END-USER/UNIT: UPM Procurement Office

Contact Person:

Address:

Contact No.:

Email Address:

CODE	GENERAL DESCRIPTION	QTY/	ESTIMATED BUDGET	MODE OF PROCUREMENT	SOURCE OF FUND	SCHEDULE/MILESTONE OF ACTIVITIES											
		SIZE				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
8290-	Cellphone and Load	2 un	40,000.00	NP-53.9 Small Value Procurement	164	02-JAN-20											
8290-	Computer Desktop, Intel Core i7 processor 7th Generation Intel® Core™, 19.5" LED monitor, Keyboard/speakers/optical mouse	6 un	390,000.00	NP-53.9 Small Value Procurement	164	02-JAN-20											
8290-	Electric Typewriter, ribbon and correction tape	1 un	40,000.00	NP-53.9 Small Value Procurement	164	02-JAN-20											
8290-	Laserjet Printer, Print-Scan-Copy, capable in wireless printing, with ADF, ink cartridges/Toner carts, (black & colored) & Spare parts	3 un	57,000.00	NP-53.9 Small Value Procurement	164	02-JAN-20											
8290-	Photocopier, type of machine, console system (build in scanner), printing and copying function, print system, Laser, paper feeder, Toner and spareparts	1 un	500,000.00	NP-53.9 Small Value Procurement	164	02-JAN-20											
8290-	Water Dispenser, Hot and Cold	1 un	3,500.00	NP-53.9 Small Value Procurement	164	02-JAN-20											

TOTAL AMOUNT: 1,030,500.00
+10% Provision for Inflation 103,050.00
+10% Contingency 103,050.00
Estimated Total Budget 1,236,600.00

NOTE: Mode of Procurement indicated in the PPMP/APP and noted by the Bids and Awards Committee/ Procurement Office are subject to compliance of requirements as indicated in Revised 2016 IRR of RA 9184 and its ANNEX H.

MILADILIA A. SANTIAGO, MPA
Director, UPM - Procurement Office

NOTE:

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

Prepared By:

Hidalgo, Ms. Kathlyn Kaye Tumangbing

Reviewed and recommending approval:

Santiago, Ms. Miladilla Andaya

Approved:

Samaniego, Dr. Arlene Alcid, MD

275-9727-5785238

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Subject to the following:

IOB-RF/other fund source - FY2020
Supplies and materials ceiling of the unit/college
Section 7.6, Rule II of the Revised IRR of RA No.9184