



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

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MEMORANDUM NO. 24

Series of 2021

TO : All Vice Chancellors, Deans, Directors and Unit Heads

SUBJECT: Deadline of submission of Project Procurement Management Plan (PPMP) in preparation for FY 2022 Indicative Annual Procurement Plan (Indicative APP) for Non-CSE Items (Non-Common-Use) consistent with the FY 2022 NEP

In preparation for the conduct of Early Procurement activities for year 2022, please be guided by the following:

1. End-users whose fund codes are under General Fund (GF) and Revolving Fund (RF) must prepare their respective CY 2022 PPMP(s) (Non-Common Use Items/ Non-Catalog Request).
2. End-users must create their PPMP thru the University Information System (UIS) through <https://uis.up.edu.ph> until **30 June 2021 (Wednesday)**. Kindly refer to Annex A for the guide in categorization.
3. The deadline for PPMP approval on the worklist in the UIS is on **16 July 2021 (Friday)**. The APP (consolidation of approved PPMPs on the cut-off date) shall be generated through the UIS until **30 July 2021 (Friday)**.

For strict compliance.

ROLANDO T. BELLO
Vice Chancellor

Annex A

CLASSIFICATION		EXAMPLE
1	<i>CROPS, FOOD, AGRICULTURAL SUPPLIES, ANIMAL PRODUCTION, PROCESSING INPUTS, AND RELATED SERVICES</i>	
1 a	Agricultural Chemicals	Insecticides, herbicide, fungicide
1 b	Agricultural Products	Seeds, seedlings, plants, plant pots, bamboo poles, nets, garden soil, rice hull, coir dust, charcoal
1 c	Animal Feeds	Calf starter, dairy concentrate, grower concentrate, hog breeder mash, hog starter mash, lactating mash, beef cattle mash
1 d	Dairy Products	
1 e	Fertilizers	Complete, Urea, Solophos, Muriate of Potash
1 f	Food Stuff	
1 g	Live Animals	Layers, broilers, swine, goat, buffalo, rats, rabbit
1 h	Pest Control Products	Pesticide, anti-termite
1 i	Pest Control Services	
1 j	Preserved or Processed Foods	
1 k	Rice Milling Services	
2	<i>HARDWARE, ELECTRICAL, PLUMBING, CONSTRUCTION SUPPLIES, MACHINE AND EQUIPMENT, AND RELATED SERVICES</i>	
2 a	Construction Equipment	Welding machine
2 b	Construction, Hardware, and Plumbing Materials and Supplies	Sand, gravel, pipe, good lumber, paint, plywood, ladder, angle bars, paint brush, cement
2 c	Electrical Supplies	UPS 5000kv and above, electrical wires, circuit breaker, bulbs, surge protector, lamp, electrical tape
2 d	Electrical Systems and Lighting Components	Bulbs, lighting fixtures, magnetic contactor
2 e	Electronic Parts and Components	Sensor shield, sensor case, micropython development board, carbon dioxide sensor, temperature sensor
2 f	Fabrication	Metal fabrication, wooden fabrication
2 g	Power Generating Sets	Portable generator set, generator set trailer mounted, generator set
2 h	Structured Cabling	
2 i	Transmission and Distribution Lines	Overhead distribution lines, transformers
2 j	Water Service Connection Materials/Fittings	Pipe, tee, elbow
2 k	Well Drilling and Construction Services	
3	<i>HOSPITAL, MEDICAL, LABORATORY, SCIENTIFIC EQUIPMENT, SUPPLIES AND RELATED SERVICES</i>	
3 a	Chemical Detergents	
3 b	Chemical and Chemical Products	pH Buffer, Ammonium Hydroxide, acetic acid, sulfuric acid, acetone, potassium nitrate, ethanol, formaldehyde, nitric acid, agarose, Taq DNA polymerase, DNA ladder, agar, Heptamolybdate, Zirconyl chloride, Sodium Fluoride
3 c	Diagnostic and Laboratory Services	Capillary DNA Sequencing, whole genome sequencing, shotgun metagenome analysis, soil analysis, microbial analysis,
3 d	Drugs and Medicines	Loperamide, paracetamol, amlodipine, Cetrizine, salbutamol,
3 e	Hospital / Medical/ Dental/ Radiological/ Diagnostic Equipment and Laboratory Instruments	Cautery machine, BP Apparatus with stand, patient monitor-multi-parameter, patient mover, stretcher bed

3	f	Hospital / Medical Equipment and Dental Services	
3	g	Laboratory Supplies	Distilled water in carboy, scalpel, forcep, graduated cylinder, filter paper, cover slips, glass slides, beaker, bottle brush, rubber stopper, Erlenmeyer flask, wash bottle, micropipette, volumetric flask, filters, centrifuge tube, petri dish, test tube, glass stirring rod, forcep, pipette pipettor tip, pcr tubes
		Laboratory Equipment	Autoclave, thermal cycler, pH meter, analytical balance, biosafety cabinet, fumehood, centrifuge, digital brix meter, biological microscope,
3	h	Medical and Dental Supplies for Hospital Use	Bandage, alcohol, first aid kit, hand sanitizers, face mask, thermal scanner, alcohol dispenser, gloves, thermal paper, x-ray developer solution, automatic blood pressure monitor, bandages
3	i	Veterinary Products and Supplies	Bird cages, canine distemper, enzymatic cleaner, lytic solution, anesthetic, anti-tetanus toxin, antibiotic, catheter, dewormer, ivermectin
3	j	Laboratory Furniture	
3	k	Gas	LPG, Liquid Nitrogen, Helium, Oxygen
4	INFORMATION TECHNOLOGY, PARTS, ACCESSORIES, SUPPLIES AND RELATED SERVICES		
4	a	Audio and Visual Equipment	projectors, screens, microphones, speakers, headset, clicker webcam, sound mixer, and related accessories, audio recorder, LED video light, audion power amplifier, hdmi
4	b	Automation Equipment (computer related)	Biometrics, Face detection
4	c	Communication Equipment, Parts and Accessories	radio, telephone
4	d	Information Technology	Desktop computer, laptops, softwares, tablet
4	e	Information Technology Parts & Accessories & Peripherals	printer, scanners, mouse, keyboard, UPS, RJ45, HDMI cable, external hard drive, flash drive
4	f	IT Broadcasting and Telecommunications	
4	g	Internet Services	
4	h	Systems Integration	
5	JANITORIAL SUPPLIES, EQUIPMENT AND SERVICES		
5	a	Janitorial Equipment	Floor polishers, vacuum cleaner, hand dryer,
5	b	Janitorial Services	Janitorial services
5	c	Janitorial Supplies	Detergent powder, disinfectant spray, dishwashing liquid, furniture cleaner, rags, mop, deodorizer, brush, air freshener, fabric conditioner, scouring pad, sponge, bleach, gloves, plungers, paper towel, trash bags, liquid hand soap, steel wool, bleach, toilet tissue, hand soap, trashbag, floorwax, rubber mat
6	OFFICE EQUIPMENT, SUPPLIES, AND CONSUMABLES		
6	a	Office Equipment	copiers, duplicating machine, binding and punching machine, laminating machine, paper shredder, high speed scanner, whiteboard
6	b	Office Equipment Parts and Accessories	Parts and accessories of copiers, duplicating machines
6	c	Office Equipment Supplies and Consumables	toners for copiers and duplicating machine
6	d	Office Supplies and Devices	Bond paper, ballpen, sticker paper, restickable flags, note pad, sign pen, tape, pencil, board paper, masking tape, parchment paper, sharpener, stapler, fastener, magazine file holder, paper clip, binder clip, scissors, folder, correction tape, cutter

7 OTHER SUPPLIES, ACCESSORIES AND CONSUMABLES		
7 a	Arts and Crafts Accessories and Supplies	
7 b	Beverages	Distilled water, mineral water, purified water, juice, soda
7 c	Books, Maps and Other Publications	Ceramics for beginners: animals & figures / Susan Halls. Lark. 2018. ISBN: 978-1-4547-1060-8 (hbk)
7 d	Corporate Giveaways, Tokens and Awards	Customized tokens, plaque
7 e	Educational Materials and Supplies	
7 f	Flags	
7 g	Games and Toys	
7 h	Garments, and Textiles	Field hats, t-shirts, laboratory gown
7 i	Grocery Items	Coffee, creamer, tea, sugar
7 j	Kitchenware	
7 k	Mailing Supplies	
7 l	Newspapers	
7 m	Packaging Supplies and Materials	Boxes, foil packaging
7 n	Plastic Products	Resealable plastic bags, plastic storage box, plastic drum, plastic tray, plastic pail
7 o	Prepaid Cards	Cell cards (globe/smart/tm/talk n text/sun)
7 p	Printing Supplies	toners and inks for printers, ink for Epson L1445 black, cyan, magenta, yellow, ink for Canonmedicine
7 q	Purses, handbags and bags	Messenger bag, cloth bag
7 r	Signage and Accessories	No entry sign, one way sign, no parking sign Accessories i.e Wide Retroreflector Tape
7 s	Sporting Goods	Basketball ball for men.athlete's tape, ball cage, agility speed ladder, badminton shuttlecock feather, basketball net, beach volleyball ball
8 VEHICLE, PARTS, ACCESSORIES, SUPPLIES, AND SERVICES		
8 a	Vehicle Parts and Accessories	Tire, air filter, oil filter, fuel filter, automotice car battery, carbon brush, spark plug, hydraulic floor jack, microfiber glass towel, car synthetic spray wax, power steering belt
8 b	Vehicle Repair and Maintenance	Change oil, repair and maintenance of vehicle, periodic maintenance
8 c	Vehicles	Pick-up, AUV, motorcycle, trucks
8 d	Fuels/Fuel Additives and Lubricants	Break fluid, coolant. ATF, engine oil, penetrating oil & rust remover, gear oil
9 TRAVEL, ACCOMMODATIONS, AND CATERING SERVICES		
9 a	Catering Services	(Refer to OVCA Memo No. 36 Series of 2018 dated 16 September 2018)
9 b	Hotel and Lodging and Meeting Facilities	
9 c	Travel, Food, Lodging and Entertainment Services	
10 FURNITURE, FIXTURES, APPLIANCES		
10 a	Appliances	Microwave, electric fan, refrigerator, freezer, oven, coffee maker, water dispenser
10 b	Computer Furniture	
10 c	Fixtures	Blinds
10 d	Furniture, Parts and Accessories	Conference table, office chairs, ergonomic chair, partition/work station, filing cabinet

11	AGRICULTURAL MACHINERY, INDUSTRIAL, ENGINEERING AND FOOD PROCESSING EQUIPMENT	
11 a	Agricultural Machinery and Equipment	tractor, flail mower, hydraulic hammer, leaf blower, pressure washer, knapsack sprayer, grasscutter, and related accessories)
11 b	Engineering and Laboratory Testing Equipment	Electromyography wireless EMG System
11 c	Food Processing Equipment	Ice cream maker
11 d	Industrial Machinery and Equipment	
11 e	Industrial pumps and compressors	
11 f	Industrial Safety Equipment	
11 g	Institutional Food Services equipment	
11 h	Machine Tools	
11 i	Surveying Instruments	Aerial photogrammetry/professional drone, GPS
12	OTHER EQUIPMENT, RELATED PARTS AND ACCESSORIES	
12 a	Airconditioning and Airconditioning Systems	Split-type airconditioning units with installation, window type airconditioning units, airconditioning units, accessories and supplies
12 b	Environmental Health/Safety Equipment	
12 c	Fire Fighting, Rescue and Safety Equipment	Fire extinguisher, fire extinguisher refill
12 d	Geotechnical Instrumentation	
12 e	Hydrological Instruments	
12 f	Lifting equipment and accessories	
12 g	Meteorological Equipment and Instruments	Automatic weather station
12 h	Microfilm Equipment, Supplies and Accessories	
12 i	Musical Instrument, Parts and Accessories	
12 j	Navigation Equipment	
12 k	Photographic Equipment, Parts, Supplies and Accessories	DSLR camera and accessories, webcam, tripod, camcorder, video capture card,
13	SECURITY EQUIPMENT AND SERVICES	
13 a	Ammunitions and Explosives	
13 b	Guns and Weapons	
13 c	Security Services	
13 d	Security Surveillance and Detection Equipment	CCTV , IP Camera, Surveillance drive, digital video recorder, video monitor
13 e	Traffic Control Systems	
14	SERVICES	
14 a	Airconditioning Maintenance Services	Repair and Maintenance
14 b	CAD Services	
14 c	Cargo Forwarding and Hauling Services	
14 d	Events Management	
14 e	General Repair and Maintenance Services	Labor for the repair of fumehood, labor for the rehabilitation of room
14 f	Laundry Services	
14 g	Lease and Rental of Property or Building	

14	h	Photography Services	
14	i	Print and Broadcast and Aerial Advertising	
14	j	Printing Services	Printing of commencement program and flyers, diploma and jacket folder, printing of journals, printing of tarpaulins, printing of brochures
14	k	Reproduction Services	Photocopying
14	l	Services (others)	Enumerators, field maintenance
14	m	Surveying Services	
14	n	Telecommunications Provider	PLDT services
14	o	Transportation and Communications Services	Van rental, jeepney rental
14	p	Video Production Services	
14	q	Water and Waste Water Treatment Supply or Disposal	
15	CONSULTING SERVICES		
15		Consulting Services	Detailed Architectural and Engineering Designs
16	INFRA/ CIVIL WORKS/ CONSTRUCTION PROJECTS		
16	a	Architectural Design	
16	b	Construction Management Services	
16	c	Construction Projects	Labor and materials with Capital Outlay as nature of budget
16	d	General Contractor	Labor and materials with repair, rehabilitation and renovation as nature of labor; labor
16	e	General Engineering Services	

GUIDELINES:

1. Bidders/suppliers can only supply items that were registered in the BIR (refer to the bidder's/supplier's BIR 2303). HENCE, BIDDER/SUPPLIER CAN ONLY SUPPLY GOODS UNDER ITS REGISTERED LINE OF BUSINESS;

FREQUENTLY ASKED QUESTIONS (EXAMPLES):

1. Can "labor" and "materials" be incorporated in one classification (MOOE-funded)?
Answer: Depending on the nature of labor. If the labor is considered as "repair", "rehabilitation", "renovation" and "fabrication", then the labor and materials can be incorporated in one classification. Otherwise, labor and materials shall be separate classification.
2. Can "split-type" airconditioning unit and "labor (installation)" be incorporated in one classification?
Answer: For split-type airconditioning units, it is strongly recommended that labor and unit shall be incorporated in one classification for the unit's warranty to be valid.
3. "Dishwashing liquid" will be used in laboratory. Should we input the item under "laboratory supplies"?
Answer: Dishwashing liquid IS STILL under janitorial supplies and not under laboratory supplies. Kindly refer to Item 1 in Guidelines.