

- ☐ Original PPMP
- ☒ Revised (Changed items, same budget)
- ☐ Supplemental



Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte



73-5-802-2021-7-0-0

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2021

Unit/Office/Dept/Div: **Office of the Cashier**
 Project Code: **CaO-2021**
 Purpose: **For Office use**

Total Budget : **150,000.00**
 Funding : **GF-MOOE**

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
IT Supplies and Equipment																
Ink, Epson, genuine (C) T664, 70 ml	5	pieces	350.00	1,750.00	5											
Ink, Epson, genuine (M) T664, 70 ml	5	pieces	350.00	1,750.00	5											
Ink, Epson, genuine, (BK) T664, 70 ml	15	pieces	350.00	5,250.00	15											
Ink, Epson, genuine, (Y) T664, 70 ml	5	pieces	350.00	1,750.00	5											
Toner, KyoceraTASKalfa 1800	1	piece	7,000.00	7,000.00	1											
Ribbon Cartridge EPSON S015639	20	pieces	165.00	3,300.00	20											
Mouse, Wired, Optical, USB	2	pieces	210.00	420.00	2											
Laptop 14" (i3)	1	unit	33,000.00	33,000.00	1											
Sub-Total				54,220.00												
Office Equipment																
Refrigerator - at least 3.5 cu. ft., Two-door Personal Refrigerator (Direct Cool), inverter	1	unit	10,000.00	10,000.00							1					
Sub-Total				10,000.00												
Office Furniture & Fixture																
Sofa, 2 Seater, Fabric, Black, 1335mm W x 800mm D x 860mm H, at least Pillows included	1	set	15,000.00	15,000.00							1					
Sub-Total				15,000.00												
Office Supplies																
Alcohol, Isopropyl, 70% solution, 500mL	20	btls	140.00	2,800.00	20											
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	2	tubes	220.00	440.00	2											

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cleaner, Glass, 500mL, any scent	2	btls	198.00	396.00	2											
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	10	box	30.00	300.00	10											
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	10	boxes	14.00	140.00	10											
Soap, Dishwashing, Liquid, 250mL	3	btls	150.00	450.00	3											
Soap, Detergent, Powder, 1 kilo/pack, any scent	1	kl	105.00	105.00	1											
Empty Water Bottle (5 gallon), round, blue	2	pc	150.00	300.00	2											
Paper, Bond, A4, S-24, 80 gsm	115	reams	289.00	33,235.00	70			45								
Paper, Bond, Long, S-24, 80 gsm	30	reams	328.00	9,840.00	30											
Paper, Bond, Short, S-24, 80 gsm	30	reams	277.00	8,310.00	30											
Pen, Sign, .5mm, Gel-type, Blue	120	piece	35.00	4,200.00	70			50								
Pen, Sign, .5mm, Gel-type, Red	24	piece	35.00	840.00	24											
Pen, Permanent Marker, black, broad tip	10	pieces	60.00	600.00	10											
Pen, Sign, .5mm, Gel-type, Black	48	piece	35.00	1,680.00	48											
Record Book, Big, 500 pages	5	pcs	115.00	575.00	5											
Ink, for stamp pad, violet, 30mL, w/ applicator	5	btls	35.00	175.00	5											
Stamping Pad size 2	5	pieces	155.00	775.00	5											
Rubberband, #18, 350 gms/box	3	boxes	270.00	810.00	3											
Scissors, 8" heavy duty, good quality	2	pieces	75.00	150.00	2											
Scouring Pad, big economy size, good quality	5	pieces	50.00	250.00	5											
Soap, Detergent, Bar, at least 350g, any scent	2	bar	38.00	76.00	2											
Stapler, HD No.35	1	pc	350.00	350.00	1											
Plastic Twine, 1kl/roll	4	rolls	65.00	260.00	4											
Puncher, Heavy Duty	1	pieces	450.00	450.00	1											
Folder, File, Long, 14pts, White	30	piece	10.00	300.00	30											
Rag, (for cleaning & wiping)	10	pieces	5.00	50.00	10											
Glue, Multi-Purpose, White, at least 130g (118mL)	6	btls	78.00	468.00	6											
Tape, Transparent, 24mm x 50m	10	rolls	120.00	1,200.00	10											
Sub-Total				69,525.00												
Grand Total				148,745.00												

Prepared by: _____

DAHLIA R. ARPOCEPLE

Noted by: _____

QUEEN-EVER Y. ATUPAN
Unit Head/Project Leader

Funds Available: _____

MYRNA S. PANCITO
Head, Budget Office

Date: **06/24/2021**

*Funding Sources: General Fund(GF), Trust Fund(TF, Special Trust Fund(STF), IGP, Supplemental or Augmentation

Note: Please make a separate PPMP for each funding source.

Categorize the entries such as Office Supplies, Office Appliance & Equipment, Office Furniture, Laboratory Supplies, IT Equipment, Construction & Electrical Supplies, Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies