

- ☐ 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    | 14,900.00 | 14,900.00        |                                                  |     |     |     |     |     |     | 1   |     |     |     |     |
| Sub-Total                                                                                   |          |        |           | 14,900.00        |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Office Supplies                                                                             |          |        |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Alcohol, Isopropyl, 70% solution, 500ml                                                     | 20       | btl's  | 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                                               |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                              |          |        |           | <b>69,525.00</b>  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Grand Total</b>                                            |          |        |           | <b>148,645.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |

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Date: 07/01/2021

\*Funding Sources: General Fund(GF), Trust Fund(TF, Special Trust Fund(STF), IGP, Supplemental or Augmentation  
Note: Please make a separate PPMF 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