

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



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



135-5-1006-2021-7-0-0

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2021

Unit/Office/Dept/Div: **Procurement Office**
 Project Code: **PO-2021**
 Purpose: **For office and BAC use**

Total Budget : **165,000.00**
 Funding : **GF- MOOE**

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantites)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Fuel & Lubricants																
Gasoline, Premium	20	liter	55.00	1,100.00		5			5			5			5	
Diesel	1000	liters	50.00	50,000.00	83	83	83	83	83	83	83	83	83	83	83	87
Sub-Total				51,100.00												
IT Supplies and Equipment																
Flash Drive, at least 32GB USB 3.0	3	piece	800.00	2,400.00			3									
Wireless Optical Mouse	2	pcs	1,000.00	2,000.00			2									
Ink, Epson 003,Genuine Black 65mL	15	btl	350.00	5,250.00			15									
Ink, Epson, genuine, (Y) T664, 70 ml	7	pieces	350.00	2,450.00			7									
Ink, EPSON 003,Genuine Cyan 65mL	10	btl	350.00	3,500.00			10									
Ink, EPSON 003,Genuine Magenta 65mL	10	btl	350.00	3,500.00			10									
Ink, EPSON 003,Genuine Yellow 65mL	10	btl	350.00	3,500.00			10									
Ink, Epson, genuine (C) T664, 70 ml	7	pieces	350.00	2,450.00			7									
Ink, Epson, genuine (M) T664, 70 ml	7	pieces	350.00	2,450.00			7									
Ink, Epson, genuine, (BK) T664, 70 ml	17	pieces	350.00	5,950.00			17									
Sub-Total				33,450.00												
Office Supplies																
Paper, Bond, A3, S-24, 80 gsm	5	reams	580.00	2,900.00			3	2								
Paper, Bond, A3, S-20, 70 gsm	2	reams	466.00	932.00			2									
Paper, Bond, A4, S-24, 80 gsm	30	reams	289.00	8,670.00			30									
Paper, Bond, A4, S-20, 70 gsm	50	reams	253.00	12,650.00			50									
Paper, Bond, Long, S-20, 70 gsm	30	reams	286.00	8,580.00			30									

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantites)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Staple Wire, #35	10	boxes	30.00	300.00			10									
Alcohol, Ethyl, 70% solution, 500mL	10	btls	125.00	1,250.00			10									
Pen, Ball, blue	50	pieces	10.00	500.00			50									
Pen, Highlighter, orange	10	pieces	46.00	460.00			10									
Ring Binder, plastic, 84, 25mm ,1" black	20	pieces	30.00	600.00			20									
Ring Binder, plastic,84 12mm , 1/2" black	30	pieces	12.00	360.00			30									
Ring Binder, plastic, 84 38mm , 1-1/2" black	5	pieces	46.00	230.00			5									
Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	60	pcs	140.00	8,400.00			60									
Correction Tape, 8m x 5mm wide	5	pc	40.00	200.00			5									
Transparency Film, A4, 100pcs/pack	10	pack	372.00	3,720.00			10									
Pen, Permanent Marker, black, fine tip	3	pieces	60.00	180.00			3									
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00			100									
Folder, Pressboard, US, Blue, Long	80	pieces	30.00	2,400.00			80									
Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	20	pack	65.00	1,300.00			20									
Envelope, Document, Brown, 150 lbs, Long	100	pc	7.00	700.00			100									
Envelope, Expanding, with garter tie, blue, long	30	pc	15.00	450.00			30									
Cartolina, Vellum, White, at least 180gsm	42	pcs	35.00	1,470.00			40	2								
Envelope, Mailing, white, long, 500pcs/box	1	box	395.00	395.00			1									
Tape, Packaging, 2" x 100 yards, Tan	3	rolls	55.00	165.00			3									
Tape, Transparent, 12mm x 50m	5	rolls	68.00	340.00			5									
Tape, Masking, 1" x 25 yards	3	rolls	48.00	144.00			3									
Paper, Construction, Assorted Colors, 20 shts/pack	3	packs	46.00	138.00			3									
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	5	pack	115.00	575.00			5									
Cleaner, Glass, 500mL, any scent	5	btls	198.00	990.00			5									
Bleach, Liquid, 99.9% Antibac, 3785 mL	1	gallon	250.00	250.00			1									
Toilet Bowl and Urinal Cleaner, at least 500mL	10	btls	125.00	1,250.00			10									
Soap, Dishwashing, Liquid, 250mL	5	btls	150.00	750.00			5									
Soap, Detergent, Powder, 1 kilo/pack, any scent	2	kl	105.00	210.00			2									
Broom, Soft (Tambo), Large, Heavy Duty	4	pcs	250.00	1,000.00			4									
Ink, for stamp pad, violet, 30mL, w/ applicator	2	btls	35.00	70.00			2									

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantites)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	5	boxes	20.00	100.00			5									
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	5	boxes	28.00	140.00			5									
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	5	boxes	70.00	350.00			5									
Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	10	boxes	13.00	130.00			10									
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									
Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	1	pcs	1,500.00	1,500.00			1									
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	2	pack	250.00	500.00			2									
Fastener, Paper, plastic, 50 sets/box	5	boxes	38.00	190.00			5									
Sticky Note, 3 x 3, Yellow	5	pads	84.00	420.00			5									
Sticky Note, 2 x 3, Yellow	5	pads	79.00	395.00			5									
Sub-Total				67,694.00												
Grand Total				152,244.00												

Prepared by: _____

JESSAMINE C. ECLEO

Noted by: _____

JESSAMINE C. ECLEO
Unit Head/Project Leader

Funds Available: _____

MYRNA S. PANCITO
Head, Budget Office

Date: **02/22/2021**

*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