

☒ Original PPM

☐ Revised (Changed items, same budget)

☐ Supplemental



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dep't/Div: Office of the Vice President for Research, Extension and Innovation
Project Code: RAISE-KM (20201050.1.105.4)
Purpose: Project and office supplies

Total Budget : 1,857,978.00
Funding : TF
PPMP #: 152-4-2114-2022-6-0-1



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
Communication/Courier Services																
E-Load Card Prepaid 500 (Sun, Smart, Globe, Trt, and TM)	40	pcs	500.00	20,000.00									10	30		
Sub-Total				20,000.00												
Food & Food Ingredients																
X -NULL- LUNCH	20	packs	150.00	3,000.00									10	10		
X NULL SNACKS AM	20	packs	50.00	1,000.00									10	10		
X NULL DINNER	20	packs	150.00	3,000.00										20		
Snacks PM (50.00)	20	packs	50.00	1,000.00										20		
Sub-Total				8,000.00												
Fuel & Lubricants																
Diesel Fuel	100	L	84.00	8,400.00									20	30	30	20
Sub-Total				8,400.00												
IT Supplies and Equipment																
Ink, Epson 003, Genuine Black 65ml	10	btl	350.00	3,500.00										5	5	
Ink, EPSON 003, Genuine Cyan 65ml	8	btl	350.00	2,800.00									4	4		
Ink, EPSON 003, Genuine Yellow 65ml	8	btl	350.00	2,800.00									8			
Ink, EPSON 003, Genuine Magenta 65ml	10	btl	350.00	3,500.00									8	2		
External Hard Disk Drive (Portable, 2TB), USB 3.1	1	unit	4,200.00	4,200.00									1			
Laptop, 14" Core i5 11th Gen	2	unit	55,000.00	110,000.00									1	1		
Printer, A3 Duplex All-In-One Ink Tank, Wi-Fi Direct	1	pc	50,000.00	50,000.00												
Sub-Total				176,800.00												

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
Office Furniture & Fixture																	
Open Type Filing Cabinet		1	pc	10,000.00	10,000.00									1			
Sub-Total					10,000.00												
Office Supplies																	
Alcohol, Isopropyl, 70% solution, 500ml		10	btl	140.00	1,400.00							5	5				
Binder Clip, 2", black		50	pcs	8.50	425.00							4	4	20	20		2
Binder Clip, 1.5", black		50	pcs	7.50	375.00							5	5	20	20		
Binder Clip, 2-inch, 12 pcs/box		10	boxes	100.00	1,000.00								1	1	8		
Scissors, 6" heavy duty, good quality		1	piece	68.00	68.00								1				
Scissors, 8" heavy duty, good quality		1	pieces	75.00	75.00								1				
Stapler, HD No.35		1	pc	350.00	350.00								1				
Staple Wire, #35		1	boxes	30.00	30.00								1				
Staple wire remover		2	pieces	40.00	80.00								1	1			
Sticky Note, 3x5 Colored		20	pads	50.00	1,000.00								1	10	9		
Sticky Note, 2 x 3, Yellow		20	pads	79.00	1,580.00								1	5	5	5	4
Sticky Note, 3 x 3, Yellow		20	pads	84.00	1,680.00								1	5	5	5	4
Tissue, Bathroom, 2 Ply, 12rolls/pack		10	pack	204.00	2,040.00								1	1	1	7	
Soap, Dishwashing, Liquid, 250ml		10	btl	150.00	1,500.00										1	9	
Envelope, Expanding, with garter tie, brown, long		100	pc	15.00	1,500.00								20	20	20	20	20
Envelope, Expanding, with garter tie, blue, long		100	pc	15.00	1,500.00								15	40	15	15	15
Fastener, Paper, non-rust metal, 50 sets/box		5	boxes	50.00	250.00								2	1	1	1	
Fastener, Paper, plastic, 50 sets/box		5	boxes	38.00	190.00								2	1	1	1	
Folder, File, Long, 14pts, White		50	piece	10.00	500.00								10	10	30		
Folder, Ordinary, A4		50	pcs	7.00	350.00								10	10	30		
Folder, Pressboard, US, Green, Long		50	pcs	30.00	1,500.00								10	10	30		
Folder, Pressboard, US, Blue, Long		50	pieces	30.00	1,500.00								10	10	20	10	
Folder, Brown, Long Size 8.5x13"		50	pcs	7.00	350.00								10	10	20	10	
Folder, Expanded, Long (Light Blue)		50	pcs	20.00	1,000.00								10	20	20		
Tape, Duct, 2" x 25m, Black/Grey		20	rolls	180.00	3,600.00									12	7	1	
Tape, Double Sided, 1" x 10m		10	rolls	35.00	350.00								4	2	2	2	
Tape, Double Sided, 2" x 10m		10	rolls	70.00	700.00								2	8			
Tape, Double Sided, 3/4" x 10m		10	rolls	26.00	260.00								2	2	6		
Tape, Masking, 1" x 25 yards		5	rolls	48.00	240.00								2	3			

