

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



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



45-5-1503-2021-7-0-1

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**CY 2021**

Unit/Office/Dept/Div: **Department of Biotechnology**  
 Project Code: **DBI-2022**  
 Purpose: **For Higher Education's goods and services**

Total Budget : **180,000.00**  
 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
<b>Fertilizers/Pesticide</b>																
Vermicompost, dried, 50 kg-bag	1	bag	500.00	500.00	1											
<b>Sub-Total</b>				<b>500.00</b>												
<b>Laboratory Equipment</b>																
Watch Glass	1	pack	1,500.00	1,500.00	1											
<b>Sub-Total</b>				<b>1,500.00</b>												
<b>Laboratory Supplies</b>																
Grade 1 Qualitative Filter Paper, Diameter: 12.5cm, Pore Size: 11µm, at least 100 pcs./pack	2	packs	700.00	1,400.00	2											
Gloves, Nitrile, Large	2	box	500.00	1,000.00	2											
Gloves, Nitrile, Small	2	box	500.00	1,000.00	2											
Glass Vials 2ml	1	set	800.00	800.00	1											
pGLO Bacterial Transformation Reagent Refill Kit	3	sets	4,800.00	14,400.00	3											
Elisa Immuno Explorer Refill Kit	3	sets	5,800.00	17,400.00	3											
IDEA Kit-Inquiry Dye Electrophoresis Activity	3	sets	4,500.00	13,500.00	3											
Restriction Digestion and Analysis of Lambda DNA Kit	3	sets	7,200.00	21,600.00	3											
<b>Sub-Total</b>				<b>71,100.00</b>												
<b>Office Furniture &amp; Fixture</b>																
Office Chair	5	pieces	5,000.00	25,000.00	5											
<b>Sub-Total</b>				<b>25,000.00</b>												
<b>Office Supplies</b>																
Acetate, transparent, gauge #3, approx. 50m/roll	1	rolls	880.00	880.00	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
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	3	tubes	220.00	660.00	3											
Alcohol, Isopropyl, 70% solution, 500mL	20	btls	140.00	2,800.00	10			10								
Pen, Ball, blue	20	pieces	10.00	200.00	20											
Bathroom Deodorizer, with holder, at least 100g, any scent	10	pcs	60.00	600.00	10											
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	3	pack	115.00	345.00	3											
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	3	pack	125.00	375.00	3											
Binder Clip, 1.5", black	20	pcs	7.50	150.00	20											
Paper, Bond, A4, S-20, 70 gsm	15	reams	253.00	3,795.00	15											
Paper, Bond, Long, S-20, 70 gsm	5	reams	286.00	1,430.00	5											
Paper, Bond, Short, S-20, 70 gsm	5	reams	245.00	1,225.00	5											
Soft Broom (Tambo) 200g minimum, heavy duty	5	pcs	125.00	625.00	5											
Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	1	pcs	420.00	420.00	1											
Calculator, desktop-type, 12 digits, 2-way power, plastic keys	2	unit	530.00	1,060.00	2											
Cartolina, US, Light Blue, at least 160gsm	4	pcs	14.00	56.00	4											
Cartolina, US, Pink, at least 160gsm	4	pcs	14.00	56.00	4											
Cartolina, US, White, at least 160gsm	2	pcs	14.00	28.00	2											
Certificate Holder (A4)	50	pcs	64.00	3,200.00	50											
Soap, Detergent, Powder, 1 kilo/pack, any scent	4	kl	105.00	420.00	4											
Dishwashing Liquid Soap, Refill 350ml	10	pack	120.00	1,200.00	10											
Bleach, Liquid, 99.9% Antibac, 3785 mL	4	gallon	250.00	1,000.00	4											
Rag, (for cleaning & wiping)	4	pieces	5.00	20.00	4											
Rags, large, good quality, size 24"x15", water absorbent	4	pcs	40.00	160.00	4											
Tape, Double Sided, 1" x 10m	5	rolls	35.00	175.00	5											
Tape, Double Sided, 3/4" x 10m	5	rolls	26.00	130.00	5											
Folder, Pressboard, US, Green, Long	50	pcs	30.00	1,500.00	50											
Folder, File, Long, 14pts, White	50	piece	10.00	500.00	50											
Cleaner, Glass, 500mL, any scent	6	btls	198.00	1,188.00	6											
Glue, Multi-Purpose, White, at least 130g (118mL)	10	btls	78.00	780.00	5			5								



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
Index Tab, transparent, self-adhesive, transparent, 5sets/box	5	boxes	65.00	325.00	5											
Tape, Magic, 24mm x 50m	2	rolls	357.00	714.00	2											
Oil, for typewriter, all purpose, 130 ml	1	btls	180.00	180.00	1											
Paper, Specialty 200gsm 8-1/2x11, 10s, LightGreen	5	packs	38.00	190.00	5											
Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	10	packs	38.00	380.00	10											
Paper, Specialty 200gsm 8-1/2x11, 10s, White	10	packs	38.00	380.00	10											
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	5	pack	250.00	1,250.00	5											
Record Book, Big, 300 pages	3	pcs	80.00	240.00	3											
Record Book, Big, 500 pages	3	pcs	115.00	345.00	3											
Tape, Transparent, 24mm x 50m	10	rolls	120.00	1,200.00	10											
Staple wire remover	2	pieces	40.00	80.00	2											
Staple Wire, #35	7	boxes	30.00	210.00	7											
Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	5	pack	40.00	200.00	5											
Sticky Note, 2 x 3, Yellow	5	pads	79.00	395.00	5											
Tissue, Bathroom, 2 Ply, 12rolls/pack	5	pack	204.00	1,020.00	5											
Wall Clock	1	pc	800.00	800.00	1											
Foil, Aluminum, 16m x 30cm (approx. 260g)	1	boxes	290.00	290.00	1											
Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	3	boxes	300.00	900.00	3											
<b>Sub-Total</b>				<b>34,077.00</b>												
<b>Grand Total</b>				<b>132,177.00</b>												

Prepared by:   
**GENALYN M. APAS**

Noted by:   
**KYZA MAE M. RAMONEDA**  
Unit Head/Project Leader

Funds Available:   
**MYRNA S. PANCITO**  
Head, Budget Office

Date: **08/31/2021**

\*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