



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

Visca, Baybay City, Leyte

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2021

Unit/Office/Dept/Div: Director for Admin. & Human Resource Devt. Office
Project Code: ODAHRD-2021

ODAHRD-2021

Total Budget : 150,000.00

Funding : GF

☒ Original PPM

☐ Revised (Changed items, same budget)

☐ Supplemental

☐ Revised (Changed items, same budget)☐ Supplemental[illegible]

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
Folder, Ordinary White Long	500	piece	6.00	3,000.00	300						200					
Pen, Ball, Pilot BP-S Fine, blue	20	pieces	15.00	300.00	10						10					
Ballpen, 0.5 Blue	1	boxes	120.00	120.00	1											
Paper, Manila	100	pieces	2.50	250.00	100											
Puncher, Heavy Duty, Tian Shou	1	pieces	98.00	98.00	1											
Floor mop,w/mop bucket,microfiber spin rotating 360 ?	1	pc	1,500.00	1,500.00	1											
Mop rug, heavy duty 100% cotton	10	pieces	35.00	350.00	5						5					
Battery, Alkaline size AA, 2 pcs/package	5	packet	43.50	217.50	5											
Binder Clip 2"	3	boxes	70.00	210.00	3											
Tissue Paper, 250 twin-ply shts,	20	piece	8.15	163.00	10						10					
DOMEX, lemon scent, 500 ml	10	bottles	75.60	756.00	5						5					
Soap, Hand, liquid, 250 ml	10	bottles	90.00	900.00	5						5					
Soap, Detergent Powder, Tide/Surf, 80g	30	pieces	10.00	300.00	15						15					
Soap, Dish washing Liquid Refill Lemon 200ml	10	pack	36.00	360.00	5						5					
Ring Binder, plastic, 1/8" black	20	pieces	58.35	1,167.00	10						10					
Ring Binder, plastic, 1" black	100	pieces	13.00	1,300.00	50						50					
Ring Binder, plastic, 1/2" black	100	pieces	4.65	465.00	50						50					
Ring Binder, plastic, 1-1/2" black	50	pieces	55.75	2,787.50	25						25					
Ring Binder, plastic, 2" black	50	pieces	34.65	1,732.50	25						25					
Ink, Stamp pad violet, w/applicator	2	bottles	23.30	46.60	2											
Ink Epson 664, black, cyan, magenta, yellow	20	bottle	300.00	6,000.00	10						10					
Refill Ink Epson 664 Black	20	pcs	340.00	6,800.00	10						10					
Paper, Bond long 8-1/2 x 13 S-20 good qlty	50	reams	173.00	8,650.00	25						25					
Paper, Bond Premium grade, A-4 size, 70 gsm	100	reams	131.90	13,190.00	25			25			25			25		
Tape Dispenser HD for 1tape UK	1	pieces	300.00	300.00	1											
Stapler, HD, L/17	1	pc	4,500.00	4,500.00	1											
Heavy Duty Office File Document Storage Box	2	boxes	435.00	870.00	2											
Pen, Pentel Pilot JUMBO blue	20	pieces	106.95	2,139.00	10						10					
Datafile Box, 5' x 9' x 15-3/4" w/closed ends & finger ring	50	piece	60.00	3,000.00	25						25					
Specialty Paper, long, 8-1/2 x 13, 90gsm, color: cream (10pcs/package)	5	pack	50.00	250.00	5											
Paper, Specialty Sterling 200gsm 8-1/2x11 White	10	packs	38.00	380.00	5						5					
Paper, Specialty Sterling 200gsm 8-1/2x11 Cream	20	packs	38.00	760.00	10						10					

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
Ring Binder, spring plastic, 1" black	20	pcs	55.00	1,100.00	10						10					
Ring Binder, plastic, 1/4" white	10	piece	15.00	150.00	5						5					
Ring Binder, plastic, 1/2" white	10	piece	30.00	300.00	10											
Ring Binder, plastic, 9/16" black	1	pieces	159.65	159.65	1											
Paper Cutter HD (Betholy) size 15x12	1	pieces	2,000.00	2,000.00	1											
HOTS Color Paper 23 x 35 89gsm Blue	20	pieces	21.00	420.00	10						10					
HOTS Color Paper 23 x 35 89gsm Cherry	20	pieces	21.00	420.00	10						10					
HOTS Color Paper 23 x 35 89gsm Daffodil	20	pieces	21.00	420.00	10						10					
HOTS Color Paper 23 x 35 89gsm Emerald	1	pieces	95.00	95.00	1											
HOTS Color Paper 23 x 35 89gsm Fuchsia	20	pieces	21.00	420.00	10						10					
HOTS Color Paper 23 x 35 89gsm Grape	20	pieces	11.25	225.00	10						10					
HOTS Color Paper 23 x 35 89gsm Green	20	pieces	11.25	225.00	10						10					
HOTS Color Paper 23 x 35 89gsm Lemon	20	pieces	21.00	420.00	10						10					
HOTS Color Paper 23 x 35 89gsm Lime	20	pieces	21.00	420.00	10						10					
HOTS Color Paper 23 x 35 89gsm Orange	20	pieces	95.00	1,900.00	10						10					
HOTS Color Paper 23 x 35 89gsm Turquoise	20	pieces	21.00	420.00	10						10					
Paper, Bond long 8-1/2 x 13, S-20 70gsm US Superwhite	50	reams	275.00	13,750.00	25						25					
Soap, Detergent Powder, 500gms	1	pack	52.00	52.00	1											
Sub-Total				98,004.75												
Grand Total				149,994.35												

Prepared by:

MA/FE/L. GAYANILLO

Noted by:

LOURDES B. CANO
Unit Head/Project Leader

Funds Available:

MYRNA S. PANCITO
Head, Budget Office

Date: 07/30/2020

*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