

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



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



33-5-786-2022-7-0-0

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2022

Unit/Office/Dept/Div: **College of Engineering and Technology**

Project Code: **Office of the Dean-CET 2022**

Purpose: **For office operation**

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
Hardwares																
Plywood, Marine, 3/4"(thickness) x 4' x 8'	5	piece	1,200.00	6,000.00	5											
Sub-Total				6,000.00												
IT Supplies and Equipment																
EPSON L220 Ink Cartridge Black	5	btls	350.00	1,750.00							5					
EPSON L220 Ink Cartridge Cyan	4	btls	350.00	1,400.00							4					
EPSON L220 Ink Cartridge Magenta	4	btls	350.00	1,400.00							4					
EPSON L220 Ink Cartridge Yellow	4	btls	350.00	1,400.00							4					
Flash Drive, 128GB, USB 3.0	3	pcs	1,500.00	4,500.00			3									
Sub-Total				10,450.00												
Office Furniture & Fixture																
Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,	1	pc	10,500.00	10,500.00	1											
Sub-Total				10,500.00												
Office Supplies																
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	12	tubes	220.00	2,640.00			12									
Alchol, Isopropyl, 70% solution, 500mL, pump type	12	btls	250.00	3,000.00	6						6					
Bathroom Deodorizer, with holder, at least 100g, any scent	24	pcs	60.00	1,440.00	12						12					
Broom, Soft (Tambo), Large, Heavy Duty	5	pcs	250.00	1,250.00				5								
Cleaner, Glass, 500mL, any scent	12	btls	198.00	2,376.00	6						6					

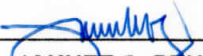
General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Chlorine Granules, 1kg/pack	2	packs	85.00	170.00	2											
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	5	boxes	20.00	100.00				5								
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	5	boxes	70.00	350.00				5								
Cork Board, Wall Mount, w/ aluminum frame, 2' x 3'	1	pcs	880.00	880.00				1								
Cork Board, Wall Mount, w/ aluminum frame, 3' x 6'	2	pcs	2,300.00	4,600.00				2								
Soap, Detergent, Liquid, 1 gal, any scent	1	gal	350.00	350.00	1											
Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm	1	pcs	820.00	820.00	1											
Cutting Mat, self-healing rubber, green, A3	1	pc	700.00	700.00				1								
Disinfectant Spray, 340g	12	can	465.00	5,580.00	6						6					
Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity	3	pcs	960.00	2,880.00	3											
Envelope, Document, Brown, 150 lbs, Long	24	pc	7.00	168.00				24								
Envelope, Document, Brown, 150 lbs, Short	24	pc	5.00	120.00				24								
Envelope, Expanding, Kraft board, w/ garter tie, Legal	50	pcs	14.00	700.00				25						25		
Fabric Conditioner, 4L, any scent	2	gallon	1,210.00	2,420.00	2											
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00	100											
Folder, Pressboard, US, Green, Long	24	pcs	30.00	720.00	24											
Folder, Sliding, Plastic, w/ binder, Short, transparent	12	pcs	9.00	108.00				12								
Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	12	btls	120.00	1,440.00	6						6					
Index Tab, transparent, self-adhesive, transparent, 5sets/box	10	boxes	65.00	650.00			10									
Paper, Bond, Long, S-20, 70 gsm	10	reams	286.00	2,860.00			10									
Paper, Haspi, maroon, 20" x 26"	5	pieces	80.00	400.00				5								
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	10	pack	250.00	2,500.00			10									
Pen, Permanent Marker, black, broad tip	6	pieces	60.00	360.00				6								
Pen, Ball, blue	24	pieces	10.00	240.00	24											
Pen, Permanent Marker, blue, fine tip	6	pieces	60.00	360.00				6								
Pen, Highlighter, yellow	12	pieces	45.00	540.00				12								
Pen, Sign, .5mm, Gel-type, Blue	12	piece	35.00	420.00	12											
Pen, Whiteboard Marker, black	12	pieces	50.00	600.00				12								
Pen, Whiteboard Marker, red	12	pieces	50.00	600.00				12								
Pen, Whiteboard Marker, blue,	12	pieces	50.00	600.00				12								

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, plastic, 10mm, 3/8" black	10	pieces	10.00	100.00				10								
Scissors, 6" heavy duty, good quality	5	piece	68.00	340.00			5									
Soap, Toilet, regular size	12	pieces	35.00	420.00	12											
Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	3	pcs	1,500.00	4,500.00	3											
Tape, Double Sided, 1" x 10m	12	rolls	35.00	420.00	12											
Tape, Masking, 1" x 25 yards	12	rolls	48.00	576.00	12											
Tape, Packaging, 2" x 100 yards, Clear	12	rolls	55.00	660.00	12											
Tape, Transparent, 12mm x 50m	12	rolls	68.00	816.00	12											
Stick Broom (tingting) 6" fr the top, approx 370 pcs	5	piece	40.00	200.00				5								
Sticker Paper, high gloss A4 size, 50 sheets/pack	5	pack	155.00	775.00				5								
Thumb Tacks, Small Box	12	boxes	12.00	144.00				12								
Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black	12	pack	25.00	300.00				12								
Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black	12	pack	85.00	1,020.00				12								
Tissue, Bathroom, 2 Ply, 12rolls/pack	36	pack	204.00	7,344.00	24						12					
Trash bins (with color coded cover) 55L (yellow)	1	piece	1,400.00	1,400.00	1											
Trash bins (with color coded cover) 55L (green)	1	piece	1,400.00	1,400.00	1											
Trash bins (with color coded cover) 55L (blue)	1	piece	1,400.00	1,400.00	1											
Computer Brush, 1.5"	6	piece	10.00	60.00	6											
Alcohol, Ethyl, 70% solution, 1 gallon	1	gallons	600.00	600.00				1								
Nylon, #300, for grass cutter	2	kl	450.00	900.00	1						1					
Received Stamp with Office Name	2	unit	500.00	1,000.00	2											
Hand Towel, cloth, cotton, 12 pcs/pack	2	piece	258.00	516.00	2											
Dishwashing Liquid Scap, Refill 350ml	5	pack	120.00	600.00	5											
My-Gel Gel Ink Pen refill 0.5mm, Blue	24	piece	25.00	600.00	24											
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	4	pack	125.00	500.00	4											
Sub-Total				70,533.00												
Grand Total				97,483.00												


Prepared by:


MICHELLE A. BORLEO

Noted by:


JANNET C. BENCURE
Unit Head/Project Leader

Funds Available:


MYRNA S. PANCITO
Head, Budget Office

Date: **08/26/2021**

*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

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