

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



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



83-5-366-2021-4-0-1

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2021

Unit/Office/Dept/Div: **Office of the Graduate School**
 Project Code: **VSU-1P-2021-8a (Component 1)**
 Purpose: **Office Supplies**

Total Budget : **100,000.00**
 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
Communication/Courier Services																
Globe Prepaid Cell Card, 300Php	80	pc	330.00	26,400.00						80						
Sub-Total				26,400.00												
Hardwares																
Raincoat, Jacket and Pants, Large, Transparent	4	pair	350.00	1,400.00						4						
Raincoat, Jacket and Pants, Medium, Transparent	1	pair	125.00	125.00						1						
Rainboots, Size: 12 (Men), Black	2	pair	450.00	900.00						2						
Rainboots, Size: 6 (Women), Blue	1	pair	365.00	365.00						1						
Rainboots, Size: 8 (Men), Black	2	pair	365.00	730.00						2						
Sub-Total				3,520.00												
IT Supplies and Equipment																
Ink, Epson, genuine (C) T664, 70 ml	10	pieces	350.00	3,500.00										10		
Ink, Epson, genuine (M) T664, 70 ml	10	pieces	350.00	3,500.00										10		
Ink, Epson, genuine, (BK) T664, 70 ml	20	pieces	350.00	7,000.00										20		
Ink, Epson, genuine, (Y) T664, 70 ml	10	pieces	350.00	3,500.00										10		
Lapel Voice Amplifier	1	unit	800.00	800.00						1						
Sub-Total				18,300.00												
Medical & Dental Supplies & Equipment																
Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	3	boxes	300.00	900.00										3		
face shield	10	pieces	100.00	1,000.00										10		
Sub-Total				1,900.00												
Office Supplies																

General Description	Quantity	Unit	UnitCost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Paper, Bond, A4, S-24, 80 gsm	10	reams	289.00	2,890.00									10			
Pen, Ball, blue	100	pieces	10.00	1,000.00									100			
Pencil, Lead, #2, w/ eraser	50	pieces	10.00	500.00									50			
Cartolina, US, White, at least 160gsm	100	pcs	14.00	1,400.00									100			
Cartolina, US, Red, at least 160gsm	30	pcs	14.00	420.00									30			
Cartolina, US, Green, at least 160gsm	30	pcs	14.00	420.00									30			
Cartolina, US, Yellow, at least 160gsm	30	pcs	14.00	420.00									30			
Cartolina, US, Orange, at least 160gsm	30	pcs	14.00	420.00									30			
Tape, Masking, 1" x 25 yards	15	rolls	48.00	720.00									15			
Transparent Tape (1")	10	rolls	25.00	250.00									10			
Tape, Double Sided, 1" x 10m	10	rolls	35.00	350.00									10			
Paper, Manila	100	pcs	6.00	600.00									100			
Envelope, Document, Brown, 150 lbs, Long	100	pc	7.00	700.00									100			
Pen, Permanent Marker, black, broad tip	15	pieces	60.00	900.00									15			
Pen, Permanent Marker, black, fine tip	15	pieces	60.00	900.00									15			
Clip Board, Plastic, with PVC Cover, A4, any color	20	pcs	198.00	3,960.00									20			
Alcohol, Ethyl, 70% solution, 500mL	30	btl	125.00	3,750.00									30			
Stapler, HD No.35	3	pc	350.00	1,050.00									3			
Staple Wire, #35	20	boxes	30.00	600.00									20			
Puncher, #10	3	pieces	155.00	465.00									3			
Paper Cutter Knife, 6" steel blade, plastic handle, good quality	10	pcs	150.00	1,500.00									10			
Scissors, 6" heavy duty, good quality	5	piece	68.00	340.00									5			
Scissors, 8" heavy duty, good quality	5	pieces	75.00	375.00									5			
Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	10	pcs	140.00	1,400.00									10			
Envelope, Expanding, Plastic, Long, with Handle	20	pcs	100.00	2,000.00									20			
Clear Book (Display Book), Refillable, Legal, 20 shts, any color	50	pcs	78.00	3,900.00									50			
Record Book, Big, 300 pages	20	pcs	80.00	1,600.00									20			
Pen, Whiteboard Marker, black	20	pieces	50.00	1,000.00									20			
Multi-Purpose Glue, 130 g	10	btl	60.00	600.00									10			
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	3	boxes	14.00	42.00									3			

General Description	Quantity	Unit	UnitCost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Pen, Sign, .5mm, Gel-type, Blue	20	piece	35.00	700.00									20			
Tissue, Bathroom, 2 Ply, 12rolls/pack	1	pack	204.00	204.00									1			
Sub-Total				35,376.00												
Grand Total				85,496.00												

Prepared by: WENIFREDA T. OCLINARIA

Noted by: ANABELLA B. TULIN
Unit Head/Project Leader

Funds Available: MYRNA S. PANCITO
Head, Budget Office

Date: 05/14/2021

*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