



725-123-2021-10-9



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

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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2021

Unit/Office/Dept/Div: Accounting Office
 Project Code: ACC102021
 Purpose: For office use

Total Budget : 150,000.00
 Funding : G/F- 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
IT Supplies and Equipment																
Ink, Epson, genuine (C) T664, 70 ml	3	pieces	350.00	1,050.00	3											
Ink, Epson, genuine, (BK) T664, 70 ml	36	pieces	350.00	12 600.00	18			18								
Ink, Epson, genuine, (Y) T664, 70 ml	3	pieces	350.00	1,050.00	3											
Ink, Epson, genuine (M) T664, 70 ml	3	pieces	350.00	1,050.00	3											
Toner, TN118 (Genuine), for Ineo 206/226	4	tubes	3,437.50	13 750.00	4											
External Hard Disk Drive (Portable, 1TB), USB 3.0	4	unit	3,800.00	15 200.00	2			2								
Sub-Total				44,700.00												
Office Supplies																
Alcohol, Ethyl, 70% solution, 500mL	38	bills	125.00	4,750.00		19		19								
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	6	tubes	220.00	1,760.00		4			4							
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	2	pack	115.00	230.00		2										
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	5	boxes	14.00	84.00		6										
Dust pan, plastic, stand-up handle, small	1	pc	75.00	75.00		1										
Duster, Microfiber (Cotton)	3	pcs	102.00	306.00		3										
Envelope, Manila, white, long, 500pcs/box	1	box	395.00	395.00	1											
Eraser, whiteboard, magnetic flannel	1	pc	50.00	50.00	1											
Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	1	pcs	880.00	880.00			1									
Eraser, Rubber, high quality	4	pc	45.00	180.00	4											
Fastener, Paper, non-rust metal, 50 sets/box	24	boxes	50.00	1 200.00		12		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
Folder, File, Long, 14pts, White	300	piece	10.00	3,000.00	200			100								
Folder, Pressboard, US, Green, Long	300	pcs	30.00	9,000.00	200			100								
Ink, Refill, for Permanent Marker, Black, 30mL	4	bills	115.00	460.00			2		2							
Ink, for stamp pad, violet, 30mL, w/ applicator	4	bills	35.00	140.00	2					2						
Fiber, Pad, Yellow, 6-1/2x13, 90 leaves/pad	6	pads	70.00	420.00	3			3								
Fiber, Photo, high g/ccs, A4, 230G, 20 sheets/pack	1	pack	250.00	250.00	1											
Fiber, Bond, Short, S-20, 70 gsm	10	reams	245.00	2,450.00	10											
Fiber, Permanent Marker, black, broad tip	24	pieces	60.00	1,440.00	12			12								
Pen, Whiteboard Marker, black	1	pieces	50.00	50.00				1								
Pen, Whiteboard Marker, blue,	1	pieces	50.00	50.00				1								
Record Book, Big, 300 pages	3	pcs	115.00	345.00	3											
Paper, Bond, A4, S-24, 80 gsm	30	reams	288.00	8,670.00	30											
Paper, Bond, Long S-24, 80 gsm	30	reams	328.00	9,840.00	30											
Carboline, US, Blue, at least 150gsm	6	pcs	14.00	84.00	6											
Carboline, US, Pink, at least 150gsm	6	pcs	14.00	84.00	6											
Carboline, US, Light Green, at least 160gsm	6	pcs	14.00	84.00	6											
Paper, Bond, A4, S-20, 70 gsm	20	reams	253.00	5,060.00	20											
Paper, Bond, Long S-20, 70 gsm	15	reams	286.00	4,290.00	15											
Soap, Detergent, Powder, 1 kilo/pack, any scent	3	kl	105.00	315.00	3			6								
Soap, Dishwashing, Liquid, 250mL	12	bills	150.00	1,800.00	6											
Broom, Soft (Tambol), Large, Heavy Duty	2	pcs	250.00	500.00	2											
Staple Wire, #10	6	boxes	11.00	66.00	6											
Staple Wire, #35	24	boxes	30.00	720.00	24											
Plastic Twine, 1kg/roll	6	rolls	65.00	390.00	3			3								
Tape, Double Sided, 1" x 10m	2	rolls	35.00	70.00	2											
Tape, Masking, 1" x 25 yards	4	rolls	48.00	192.00	4											
Tape, Transparent, 12mm x 50m	6	rolls	68.00	408.00	6											
Tape, Magic, 24mm x 50m	3	rolls	357.00	1,071.00	3											
Pin, Push, hammerhead type, assorted colors 50s/pack	2	boxes	35.00	70.00	2											
Fluorescent, #18, 350 gms/box	1	boxes	270.00	270.00	1											
Glue, Multi-Purpose, White, at least 130g (118mL)	6	bills	78.00	468.00	6											
Pencil, Lead, #2, w/ eraser	36	pieces	10.00	360.00	24			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
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	8	box	30.00	180.00	8											
Binder, file, 14" lever arch folder w/ ring binder & metal pull, new black color	4	pc	250.00	1,000.00	4											
Sub-Total				63,517.00												
Grand Total				108,217.00												

Prepared by: NORIETA B. BUSTILLO

Noted by: ERLINDA S. ESQUERRA
Unit Head/Project Leader

Funds Available: MYRNA S. PANCITO
Head, Budget Office

Date: 08/22/2020

*Funding Sources: General Fund(GF), Trust Fund(TF), Special Trust Fund(STF), IGP, Supplemental or Augmentation
Note: Please make a separate PPNIP for each funding source.

Categorize the entries such as Office Supplies, Office Appliances & Equipment, Office Furniture, Laboratory Supplies, IT Equipment, Construction & Electrical Supplies, Farm & Agricultural Supplies, Foods & Food Ingredients, Medical & Dental Supplies, Auto Supplies