

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



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2023

Unit/Office/Dept/Div: National Coconut Research Center-Visayas
 Project Code: NCRC-V-OC-2023
 Purpose: Office use

Total Budget : 27,000.00
 Funding : GF-MOOE
 PPMP #: 23-5-10-2023-8-0-1



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
IT Supplies and Equipment																
Ink, Epson, genuine (C) T664, 70 ml	2	pieces	350.00	700.00				2								
Ink, Epson, genuine (M) T664, 70 ml	2	pieces	350.00	700.00				2								
Ink, Epson, genuine, (BK) T664, 70 ml	2	pieces	350.00	700.00				2								
Ink, Epson, genuine, (Y) T664, 70 ml	2	pieces	350.00	700.00				2								
Sub-Total				2,800.00												
Medical & Dental Supplies & Equipment																
Gauze Pad 4x8x8 Ply (sterile)	1	box of 10 packs	600.00	600.00			1									
Plaster Micropore 3mm	1	box of 50's	1,000.00	1,000.00			1									
Sub-Total				1,600.00												
Office Supplies																
absorbent cotton	1	packs	300.00	300.00			1									
Folder, Sliding, Plastic, w/ Binder, A4, Transparent	20	piece	10.00	200.00	10											
A4 Matte Photo Paper	5	packs	70.00	350.00				5								
Tape, Transparent, 12mm x 50m	2	rolls	68.00	136.00				2								
Tape, Double Sided, 1" x 10m	5	rolls	35.00	175.00				5								
Soap, Dishwashing, Liquid, 250ml	5	blts	150.00	750.00				5								
Soap, Detergent, Powder, 1 kilo/pack, any scent	5	kl	105.00	525.00				5								
Alcohol, Ethyl, 70% solution, 500ml	5	blts	125.00	625.00				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
Pen, Whiteboard Marker, black	8	pieces	50.00	400.00				8								
Glue, Multi-Purpose, White, at least 130g (118mL)	5	btl's	78.00	390.00				5								
Ring Binder, plastic, 10mm, 3/8" black	3	pieces	10.00	30.00				3								
Ring Binder, plastic, 51mm 2" black	3	pieces	55.00	165.00				3								
Muriatic Acid concentrated scented	2	gal	350.00	700.00				2								
Correction Pen, rolling ball-metal tip	2	pc	220.00	440.00				2								
Pencil, Lead, #2, w/ eraser	36	pieces	10.00	360.00				36								
Pen, Ball, black	15	pieces	10.00	150.00				15								
Pen, Ball, blue	15	pieces	10.00	150.00				15								
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	4	box of 50's	30.00	120.00				4								
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	6	boxes	14.00	84.00				6								
Envelope, Mailing, white, long, 500pcs/box	1	box of 50's	395.00	395.00				1								
Scouring Pad, big economy size, good quality	6	pieces	50.00	300.00	3			3								
Soft Broom (Tambo) 200g minimum, heavy duty	3	pcs	220.00	660.00				3								
Paper, Bond, A4, S-20, 70 gsm	20	reams	253.00	5,060.00	10			10								
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	3	pcs	195.00	585.00				3								
Envelope, brown, ordinary, A4 size	25	pcs	10.00	250.00	10			15								
Envelope, Brown, long, good quality	25	pcs	5.00	125.00	15			10								
Envelope, Expanding, with garter tie, golden yellow, short	24	pc	11.00	264.00				24								
Staple Wire No. 35-5M Leg Length 6mm (1/4")	3	boxes	80.00	240.00				3								
Pen, Permanent Marker, black, fine tip	5	pieces	60.00	300.00				5								
Ink, Refill, for Permanent Marker, Black, 30mL	5	btl's	115.00	575.00				5								
Sticker Paper, high gloss A4 size, 50 sheets/pack	1	pack	155.00	155.00				1								
Cleaner, Glass, 500mL, spray type, any scent	5	btl's	200.00	1,000.00				5								
Record Book, Big, 500 pages	3	pcs	115.00	345.00				3								
Folder, Ordinary, A4	10	pcs	7.00	70.00				10								
Ring Binder, plastic, 25mm, 1" black	3	pieces	30.00	90.00				3								
Ring Binder, plastic, 12mm, 1/2" black	3	pieces	12.00	36.00				3								
Sub-Total				16,500.00												

