



722-195-2021-0-1



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: ACCTG-2021

Total Budget : 150,000.00
 Funding : GF

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
Computer Supplies																
Computer ribbon, EPSON #8750, Genuine	3	pieces	100.00	300.00			3									
AVR, 500W (IC Controlled)	3	unit	410.00	1,230.00			3									
UPS - APS Back Ups CS 800 or higher	5	unit	5,000.00	25,000.00			5									
External Hard Drive, 500GB	3	piece	3,500.00	10,500.00			3									
Sub-Total				37,030.00												
Office Supplies and Materials																
Alcohol, Rubbing, 70% ethyl	38	bottles	37.85	1,438.30			19				19					
Air Freshener, 280ml Orange/Lemon,	6	tubes	148.50	891.00			3				3					
Battery, Alkaline size AA, 2 pcs/pack	6	packet	43.50	261.00			6									
Clip Paper Plastic Gem type 33mm vinyl coated	6	boxes	10.00	60.00			6									
Dust pan, plastic w/handle, large	1	pieces	25.00	25.00			1									
Duster, Cotton	3	pieces	25.00	75.00			3									
Envelope, Mailing ord long classic white S-20 10xx	1	boxes	170.00	170.00			1									
Eraser, STAEDTLER Mars plastic Combi #526 508	4	pieces	29.50	118.00			4									
Eraser, whiteboard,	1	pieces	10.00	10.00			1									
Fastener, Paper, non-rust metal,	24	boxes	84.70	2,032.80			6				6			6		6
Folder, File long 14pts laserwhite	300	piece	15.00	4,500.00			200				100					
Folder, Pressboard long US green, double fold	300	pieces	30.00	9,000.00			200				100					
Ink, Stamp pad violet, w/applicator	4	bottles	23.30	93.20			2				2					
Paper, Bond short 8 x 11 S-20 70gsm US Superwhite	8	reams	250.00	2,000.00			8									
Pen, Whiteboard Marker Pilot black	1	pieces	50.00	50.00			1									
Paper, Copy/Laser paper, long, 70gsm impled qty	40	reams	200.00	8,000.00			20				20					

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
Cartolina, asstd colors, 22-1/2' x 28-1/2' (20pcs/pack)	6	pack	70.85	425.10			6									
Paper, Book, A4 size, 80 gsm, Double A	20	reams	234.00	4,680.00			20									
Paper, Bond Premium grade, A-4 size, 70 gsm	30	reams	131.90	3,957.00			30									
Paper, Bond long 8-1/2 x 13 S-20 good qty	10	reams	173.00	1,730.00			10									
Folder, file, for A4size paper, 14pts	100	pieces	2.00	200.00			100									
Soap, Detergent Powder, Tide/Surf, 80g	12	pieces	10.00	120.00			6		6							
Dishwashing Liquid, 250ml	12	btl	100.00	1,200.00			3			3			6			
Ink Epson 664, black, cyan, magenta, yellow	48	bottle	300.00	14,400.00			24			24						
Pencil, Mongol #2	36	pieces	4.50	162.00			12			12			12			
Plastic Twine 1kl/roll	6	rolls	45.55	273.30			6									
Ink, Refill Pentel Pilot black	6	bottles	65.00	390.00			6									
Pin, Push hammerhead type, asstd colors 100s/pack	1	boxes	23.45	23.45			1									
Staple Wire, #35	12	boxes	36.95	443.40			12									
Tape, Double Sided/Double Stick, Scotch 3M, 1"	3	rolls	65.00	195.00			3									
Pen, Ball, Pilot red	12	pieces	28.00	336.00			12									
Pen, Pentel Pilot Supermarker black, broad tip	6	pieces	31.00	186.00			6									
Rubberband, Everfasting, 50 gms heavy duty	2	boxes	92.90	185.80			2									
Binder, file 14"	4	pcs	250.00	1,000.00			4									
ball pen, violet good quality	24	dozen	10.00	240.00			12			12						
ball pen blue, flexitick #05	38	dozen	10.00	380.00			24			14						
Multi-Purpose Glue, 130 g	6	btl	48.00	288.00			3			3						
Sub-Total				59,539.35												
Photocopying supplies																
Toner TN118	4	tubes	3,437.50	13,750.00			2			2						
Sub-Total				13,750.00												
Grand Total				110,319.35												

Prepared by: *Norieta B. Bustillo* **NORIETA B. BUSTILLO**

Noted by: *Erlinda S. Esguerra* **ERLINDA S. ESGUERRA**
Unit Head/Project Leader

Funds Available: *Myrna S. PANCITO* **MYRNA S. PANCITO**
Head, Budget Office

Date: **07/28/2020**

*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