

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



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



31-5-402-2021-7-0-4

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2021

Unit/Office/Dept/Div: **Department of Forest Science**
 Project Code: **DFS Higher Education 2022**
 Purpose: **Office use**

Total Budget : **200,000.00**
 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
Agricultural/Farm Supplies																
Pruning Shear (Big Grass Pruning Shear, heavy duty)	1	pcs	1,500.00	1,500.00										1		
Sub-Total				1,500.00												
Farm Tools and Equipment																
Grass cutter set	1	pc	14,999.00	14,999.00										1		
Sub-Total				14,999.00												
Hardware																
Faucet, (PVC) Ball Valve	10	piece	60.00	600.00										10		
Door Knob	5	piece	1,000.00	5,000.00										5		
Padlock, 60mm	10	piece	350.00	3,500.00										10		
Sub-Total				9,100.00												
IT Supplies and Equipment																
Computer Printer, All-in-One/Multifunction Colored-Ink Tank	1	unit	11,000.00	11,000.00										1		
Epson L6160 Black 001	10	btls	400.00	4,000.00										10		
Epson L6160 Yellow 001	5	btls	350.00	1,750.00										5		
Epson L6160 Magenta 001	5	btls	350.00	1,750.00										5		
Epson L6160 Cyan 001	5	btls	350.00	1,750.00										5		
Flash Drive, at least 32GB USB 3.0	3	piece	800.00	2,400.00										3		
External Hard Disk Drive (Portable, 2TB), USB 3.1	1	unit	4,200.00	4,200.00										1		
(G4099) ECOSYS M2640dw Black Toner Cartridge	3	pcs	4,124.73	12,374.19										3		
RS PRO 9V Battery Holder	2	pcs	38.07	76.14										2		

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
Battery Charger for 9 Volts Battery	1	pc	400.00	400.00										1		
Cover for keyboard	1	pieces	50.00	50.00										1		
Netbook Laptop	1	pc	14,999.00	14,999.00										1		
Sub-Total				54,749.33												
Medical & Dental Supplies & Equipment																
Hot water bag (rectangular shape rubber material) 250ml	1	pieces	60.00	60.00												
Sub-Total				60.00										1		
Office Equipment																
Air Condition Non-Inverter Window type 0.5HP, Standard size	1	unit	14,500.00	14,500.00										1		
Sub-Total				14,500.00												
Office Furniture & Fixture																
Steel Cabinet, 4 drawers, Dark Green	1	pcs	8,500.00	8,500.00										1		
Sub-Total				8,500.00												
Office Supplies																
Folder, File, Long, 14pts, White	50	piece	10.00	500.00										50		
Folder, Pressboard, US, Green, Long	50	pcs	30.00	1,500.00										50		
Alcohol, Ethyl, 70% solution, 1 gallon	5	gallons	600.00	3,000.00										5		
Puncher, Heavy Duty	1	pieces	450.00	450.00										1		
Pen, Ball, black	20	pieces	10.00	200.00										20		
Pen, Ball, blue	50	pieces	10.00	500.00										50		
Pen, Ball, red	30	pieces	10.00	300.00										30		
Carolina, US, White, at least 160gsm	200	pcs	14.00	2,800.00										200		
Tape, Double Sided, 1" x 10m	5	rolls	35.00	175.00										5		
Tape, Masking, 2" x 25 yards	5	rolls	95.00	475.00										5		
Tape, Masking, 1/2" x 25 yards	5	rolls	25.00	125.00										5		
PENCIL #2 MEDIUM YELLOW 12/BOX	2	Box of 12s	120.00	240.00										2		
Sharpener, Pencil Heavy Duty good qnty	1	pieces	350.00	350.00										1		
Envelope, Brown, long, good quality	50	pcs	5.00	250.00										50		
Mouse Pad, Rubber	1	pad	250.00	250.00										1		
Soap, Distwashing, Liquid, 250ml	10	btl	150.00	1,500.00										10		
Paper, Bond, A4, S-20, 70 gsm	33	reams	253.00	8,349.00										33		

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
Paper, Bond, Long, S-20, 70 gsm	20	reams	286.00	5,720.00										20		
Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	2	pcs	192.00	384.00										2		
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	1	tubes	220.00	220.00										1		
Battery, Rechargeable, 9 volts	3	pcs	600.00	1,800.00										3		
Battery, Rechargeable, Nickel-Metal Hydride, Size: AAA, 2 pcs/pack	5	pack	785.00	3,925.00										5		
4 Layer File Tray (Office Organizer)	1	unit	300.00	300.00												
7 in 1 set Office Supplies Organizer	1	unit	300.00	300.00										1		
Soft Broom (Tambo) 200g minimum, heavy duty	3	pcs	125.00	375.00										3		
Stick Broom (tingling) 6" fr the top, approx 370 pcs	3	piece	40.00	120.00										3		
Floor Mop with wooden handle, heavy duty	3	pcs	240.00	720.00										3		
Bathroom Deodorizer, with holder, at least 100g, any scent	15	pcs	60.00	900.00										15		
Cartolina, US, Green, at least 160gsm	10	pcs	14.00	140.00										10		
Cartolina, US, Neon Green, at least 160gsm	10	pcs	14.00	140.00										10		
Cartolina, US, Gold, at least 160gsm	10	pcs	14.00	140.00										10		
Cleaner, Glass, 500mL, any scent	2	btl	198.00	396.00										2		
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	2	boxes	20.00	40.00										2		
Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	2	boxes	70.00	140.00										2		
Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box	1	boxes	55.00	55.00										1		
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	3	boxes	14.00	42.00										3		
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	2	box	30.00	60.00										2		
Cork Board, Wall Mount, w/ aluminum frame, 3' x 5'	1	pcs	1,950.00	1,950.00										1		
Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	2	pcs	880.00	1,760.00										2		
Disinfectant Spray, 170g	5	can	280.00	1,400.00										5		
Envelope, Expanding, with garter tie, green, long	15	pc	15.00	225.00										15		
Eraser, whiteboard, magnetic flannel	2	pc	60.00	120.00										2		
Pen, Whiteboard Marker, black	6	pieces	50.00	300.00										6		
Pin, Push, hammerhead type, asstd colors 50s/pack	3	boxes	35.00	105.00										3		
Fastener, Paper, non-rust metal, 50 sets/box	2	boxes	50.00	100.00										2		

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	5	pieces	10.00	50.00										5		
Ring Binder, plastic, 22mm, 7/8" black	5	pieces	27.00	135.00										5		
Rubber Mat	3	meter	175.00	525.00										3		
Staple wire remover	2	pieces	40.00	80.00										2		
Tissue, Bathroom, 2 Ply, 12rolls/pack	1	pack	204.00	204.00										1		
Ring Binder, plastic, 20mm, 3/4" black	3	pieces	22.00	66.00										3		
Ring Binder, plastic, 14mm, 9/16" black	2	pieces	15.00	30.00										2		
My-Gel Gel Ink Pen refill 0.5mm, Blue	8	piece	25.00	200.00										8		
AAA battery charger Compact Charger	1	pc	200.00	200.00										1		
USB 3.0 Hub 7 port	1	pc	500.00	500.00										1		
Sub-Total				44,831.00												
Grand Total				148,239.33												

Prepared by: 

ANATOLIO N. POLINAR

Noted by: 

ANATOLIO N. POLINAR

Unit Head/Project Leader

Funds Available: 

ALICIA M. FLORES

Head, Budget Office

Date: **09/07/2021**

*Funding Sources: General Fund(GF), Trust Fund(TF, Special Trust Fund(STF), IGP, Supplemental or Augmentation
Note: Please make a separate PMP 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