

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

SCAN HERE



PPMP-2022-0318-22079

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: **OFFICE OF THE CHIEF LEGAL OFFICER**

Project Code: **DPO-2022**

Purpose: **Office use**

Total Budget : **50,000.00**

Funding : **GF-MOOE**

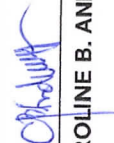
PPMP #: **153-5-1171-2022-2-0-1**

Date *Privacy*

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																	
Computer Printer, All-in-One/Multifunction Colored-Ink Tank		1	unit	11,000.00	11,000.00				1								
External Hard Disk Drive (Portable, 1TB), USB 3.1		1	unit	3,000.00	3,000.00				1								
Ink, Epson, genuine, (BK) T664, 70 ml		4	pieces	350.00	1,400.00				4								
Ink, Epson, genuine (M) T664, 70 ml		2	pieces	350.00	700.00				2								
Ink, Epson, genuine (C) 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					17,500.00												
Office Furniture & Fixture																	
Open Type Filing Cabinet		1	pc	10,000.00	10,000.00				1								
Sub-Total					10,000.00												
Office Supplies																	
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms		5	box	30.00	150.00				5								
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)		5	boxes	14.00	70.00				5								
Fastener, Paper, plastic, 50 sets/box		5	boxes	38.00	190.00				5								
Paper, Bond, A4, S-24, 80 gsm		15	reams	289.00	4,335.00				15								
Paper, Bond, Long, S-24, 80 gsm		5	reams	328.00	1,640.00				5								
Alcohol, Ethyl, 70% solution, 500mL		2	btl	125.00	250.00				2								
Folder, File, Long, 14pts, White		200	piece	10.00	2,000.00				200								
Envelope, Document, Brown, 150 lbs, Long		20	pc	7.00	140.00				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
Pen, Ball, blue	10	pieces	10.00	100.00				10								
Pen, Sign, .5mm, Gel-type, Blue	15	piece	35.00	525.00				15								
Glue Stick, All-purpose, at least 21g	2	pcs	55.00	110.00				2								
Calculator, desktop-type, 12 digits, 2-way power, plastic keys	2	unit	530.00	1,060.00				2								
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	4	pack	115.00	460.00				4								
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	4	pack	125.00	500.00				4								
Pen, Permanent Marker, black, broad tip	5	pieces	60.00	300.00				5								
Pen, Whiteboard Marker, black	5	pieces	50.00	250.00				5								
Puncher, Heavy Duty	1	pieces	450.00	450.00				1								
Note Pad, 3" x 3", post-it, assorted colors	5	pads	35.00	175.00				5								
Record Book, Big, 300 pages	2	pcs	80.00	160.00				2								
Pencil, Lead, #2, w/ eraser	1	pieces	10.00	10.00				1								
Ink, for stamp pad, violet, 30mL, w/ applicator	2	btls	35.00	70.00				2								
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	4	pcs	195.00	780.00				4								
Datafiler	5	pc	250.00	1,250.00				5								
Scissors, 6" heavy duty, good quality	2	piece	68.00	136.00				2								
Eraser, whiteboard, magnetic flannel	1	pc	60.00	60.00				1								
Whiteboard, Wall Mount, 3' x 4', w/ aluminum frame	1	pcs	1,680.00	1,680.00				1								
Staple Wire, #35	5	boxes	30.00	150.00				5								
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	5	boxes	46.00	230.00				5								
Sub-Total				17,231.00												
Grand Total				44,731.00												

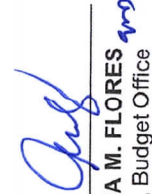
Prepared by:


CAROLINE B. ANDUYAN

Noted by:


RYSAN C. GUINOCOR
Unit Head/Project Leader

Funds Available:


ALICIA M. FLORES
Head, Budget Office

Date: **03/18/2022**

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