

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



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



72-5-123-2022-8-0-0

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

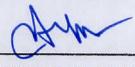
CY 2022

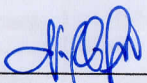
Unit/Office/Dept/Div: **Accounting Office**
 Project Code: **ACCTG-2021**
 Purpose: **For Office use**

Total Budget : **150,000.00**
 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
IT Supplies and Equipment																
Ink, Epson, genuine, (BK) T664, 70 ml	24	pieces	350.00	8,400.00			12			12						
Computer Monitor 24", IPS	2	set	7,500.00	15,000.00			2									
Computer Keyboard USB	2	pcs	400.00	800.00			2									
UPS, 1000 VA	3	unit	3,000.00	9,000.00			3									
External Hard Disk Drive (Portable, 1TB), USB 3.1	2	unit	3,000.00	6,000.00				2								
Sub-Total				39,200.00												
Office Furniture & Fixture																
Office chair, with arm rest	2	pc	5,000.00	10,000.00			2									
Clerical table	2	pc	4,800.00	9,600.00			2									
Sub-Total				19,600.00												
Office Supplies																
Alcohol, Ethyl, 70% solution, 500mL	38	btls	125.00	4,750.00			18			12		8				
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	6	tubes	220.00	1,320.00			6									
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	2	pack	115.00	230.00			2									
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	6	box	30.00	180.00			6									
Dust pan, plastic, stand-up handle, small	1	pc	75.00	75.00			1									
Envelope, Mailing, white, long, 500pcs/box	1	box	395.00	395.00			1									
Eraser, Rubber, high quality	4	pc	45.00	180.00			2			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
Fastener, Paper, non-rust metal, 50 sets/box	6	boxes	50.00	300.00						6						
Folder, File, Long, 14pts, White	300	piece	10.00	3,000.00			150			150						
Folder, File, Short, 14pts, White	50	piece	8.00	400.00			50									
Folder, Pressboard, US, Green, Long	300	pcs	30.00	9,000.00			150			150						
Ink, for stamp pad, violet, 30mL, w/ applicator	3	btl	35.00	105.00						3						
Paper, Pad, Yellow, 8-1/2x13, 90 leaves/pad	3	pads	70.00	210.00			3									
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	1	pack	250.00	250.00			1									
Record Book, Big, 500 pages	3	pcs	115.00	345.00						3						
Paper, Bond, A4, S-24, 80 gsm	50	reams	289.00	14,450.00			50									
Paper, Bond, Long, S-24, 80 gsm	50	reams	328.00	16,400.00			30			20						
Soap, Dishwashing Liquid Refill, 375ml	6	packs	15.00	90.00			3			3						
Broom, Soft (Tambo), Large, Heavy Duty	1	pcs	250.00	250.00			1									
Plastic Twine, 1kl/roll	6	rolls	110.00	660.00			3			3						
Tape, Double Sided, 1" x 10m	3	rolls	35.00	105.00			3									
Tape, Masking, 1" x 25 yards	6	rolls	48.00	288.00			3			3						
Tape, Transparent, 12mm x 50m	6	rolls	68.00	408.00				6								
Pin, Push, hammerhead type, asstd colors 50s/pack	2	boxes	35.00	70.00			1			1						
Rubberband, #18, 350 gms/box	1	boxes	270.00	270.00				1								
Staple Wire, #35	12	boxes	30.00	360.00						12						
Transparent Tape (1")	6	rolls	25.00	150.00			3			3						
Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)	4	pcs	140.00	560.00			4									
Sub-Total				54,801.00												
Grand Total				113,601.00												

Prepared by: 
NORIETA B. BUSTILLO

Noted by: 
NICK FREDDY R. BELLO
Unit Head/Project Leader

Funds Available: 
MYRNA S. PANCITO
Head, Budget Office

Date: **08/27/2021**

*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