



85-1-618-2021-9-0-1



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: **University Student Services Office**
 Project Code: **USSO/ODS 2021 - Guidance Fee**
 Purpose: **Guidance Office Supplies**

Total Budget : **100,000.00**
 Funding : **STF**

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantites)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Hardwares																
Grass cutter	1	pc	20,000.00	20,000.00				1								
Blade for Grass Cutter	3	piece	75.00	225.00				3								
Sub-Total				20,225.00												
IT Supplies and Equipment																
AVR, 500W (IC Controlled)	2	unit	500.00	1,000.00	1			1								
Mouse, Wired, Optical, USB	5	pieces	210.00	1,050.00	5											
Flash Drive, at least 32GB USB 3.0	2	piece	800.00	1,600.00	2											
Laptop 14" (i3)	1	unit	33,000.00	33,000.00				1								
Computer Webcam	5	pieces	1,000.00	5,000.00				5								
Netbook Laptop, Intel Celeron	1	unit	15,000.00	15,000.00	1											
UPS, 1000 VA	1	unit	3,000.00	3,000.00				1								
Computer Keyboard USB	3	pcs	400.00	1,200.00	3											
EPSON L220 Ink Cartridge Black	15	btls	300.00	4,500.00	10			5								
EPSON L220 Ink Cartridge Cyan	3	btls	300.00	900.00				3								
EPSON L220 Ink Cartridge Magenta	3	btls	300.00	900.00				3								
Sub-Total				67,150.00												
Office Equipment																
Electric fan	1	pc	2,500.00	2,500.00				1								
Sub-Total				2,500.00												
Office Supplies																
Nylon, #300, for grass cutter	5	kl	450.00	2,250.00				5								

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantites)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Paper, Bond, A4, S-24, 80 gsm	20	reams	289.00	5,780.00				20								
Paper, Bond, Colored, Short, S-16, 56gsm, Blue	1	reams	264.00	264.00	1											
Paper, Bond, Colored, Short, S-16, 56gsm, Green	1	reams	264.00	264.00	1											
Paper, Bond, Colored, Short, S-16, 56gsm, Pink	3	reams	264.00	792.00	3											
Paper, Bond, Colored, Short, S-16, 56gsm, Yellow	1	reams	264.00	264.00	1											
Alcohol, Isopropyl, 70% solution, 500mL	2	btls	140.00	280.00	2											
Sub-Total				9,894.00												
Grand Total				99,769.00												

MERIAM M. LUNA

Noted by:

MANOLO B. LORETO
Unit Head/Project Leader

Funds Available: _____

MYRNA S. PANCITO
Head, Budget Office

Date: **10/15/2020**

*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