



104-5-707-2021-8-0-0



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: **LEGAL OFFICE**Project Code: **Legal Office**Purpose: **Office Use**Total Budget : **100,000.00**Funding : **GF- MOOE**

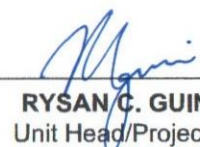
General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantites)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
IT Supplies and Equipment																
Desktop Microphone	1	pieces	650.00	650.00	1											
Flash Drive, at least 32GB USB 3.0	2	piece	800.00	1,600.00	2											
Web Camera for PC	1	unit	2,500.00	2,500.00	1											
Ink, Epson, genuine, (BK) T664, 70 ml	1	pieces	350.00	350.00	1											
Ink, Epson, genuine (C) T664, 70 ml	1	pieces	350.00	350.00	1											
Ink, Epson, genuine (M) T664, 70 ml	1	pieces	350.00	350.00	1											
Ink, Epson, genuine, (Y) T664, 70 ml	1	pieces	350.00	350.00	1											
Speaker, for PC, Sound Blaster, with subwoofer, at least 50w, Black	1	unit	1,270.00	1,270.00	1											
Desktop Computer (w/o Monitor)	1	unit	24,000.00	24,000.00	1											
Toner, TN118 (Genuine), for Ineo 206/226	1	tubes	3,437.50	3,437.50	1											
Sub-Total				34,857.50												
Office Furniture & Fixture																
Office chair, with arm rest	1	pc	5,000.00	5,000.00	1											
Sub-Total				5,000.00												
Office Supplies																
Alcohol, Ethyl, 70% solution, 500mL	6	btls	125.00	750.00	3							3				
Paper, Bond, A4, S-24, 80 gsm	58	reams	289.00	16,762.00	38							20				
Envelope, Document, Brown, 150 lbs, Long	50	pc	7.00	350.00	30							20				
Folder, Pressboard, US, Green, Long	10	pcs	30.00	300.00								10				
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00	50							50				

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
Pen, Sign, .5mm, Gel-type, Blue	10	piece	35.00	350.00	6						4					
Pen, Ball, blue	10	pieces	10.00	100.00	5						5					
Ink, for stamp pad, violet, 30mL, w/ applicator	2	btls	35.00	70.00	1						1					
Notebook, ordinary 60 leaves, 60 gsm	1	pieces	13.00	13.00	1											
Pen, Whiteboard Marker, black	2	pieces	50.00	100.00	2											
Pen, Permanent Marker, black, broad tip	1	pieces	60.00	60.00	1											
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	6	pack	125.00	750.00	3						3					
Fastener, Paper, plastic, 50 sets/box	5	boxes	38.00	190.00	5											
Puncher, Heavy Duty	1	pieces	450.00	450.00	1											
Rags, large, good quality, size 24"x15", water absorbent	3	pcs	40.00	120.00	3											
Soap, Detergent, Powder, 1 kilo/pack, any scent	6	kl	105.00	630.00	6											
Hand Sprayer, plastic, 150 ml cap.	2	pieces	100.00	200.00	2											
Hand Towel, cloth, cotton	6	piece	15.00	90.00	3						3					
Duster, Feather	2	pcs	45.00	90.00	1						1					
Sharpener, Pencil Heavy Duty good qlty	1	pieces	350.00	350.00	1											
Stapler, HD No.35	1	pc	350.00	350.00	1											
Soap, hand, liquid, 250 ml	2	btls	90.00	180.00	2											
Paper, Bond, Long, S-24, 80 gsm	10	reams	328.00	3,280.00	10											
Sub-Total				26,535.00												
Grand Total				66,392.50												

Prepared by:


RYSAN C. GUINOCOR

Noted by:


RYSAN C. GUINOCOR
 Unit Head/Project Leader

Funds Available:


MYRNA S. PANCITO
 Head, Budget Office 09/23

Date: **09/23/2020**

*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