

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	15	reams	286.00	4,290.00	5		5	5								
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	6	pack	115.00	690.00	2	3		1								
Record Book, Big, 500 pages	3	pcs	115.00	345.00	2		1									
Sticky Note, 3 x 4, Yellow	3	pads	140.00	420.00	2			1								
Tape, Masking, 3/4" x 25 yards	15	rolls	36.00	540.00	5		5	5								
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	12	boxes	14.00	168.00	6			6								
Tape, Double Sided, 2" x 10m	8	rolls	70.00	560.00	5		3									
Folder, File, Long, 14pts, White	40	piece	10.00	400.00	20		20									
Folder, File, Short, 14pts, White	50	piece	8.00	400.00	20		20	10								
Staple Wire, #35	12	boxes	30.00	360.00	3		3	4	2							
Disinfectant Spray, 170g	3	can	280.00	840.00	2		1									
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	5	tubes	220.00	1,100.00	2		2	1								
Battery, Rechargeable, AA (4pcs) w/ Charger	2	set	2,500.00	5,000.00	1			1								
Paper, Photo, high gloss, A4, 230G, 20 snts/pack	8	pack	250.00	2,000.00	2		4	2								
Soap, Dishwashing, Liquid, 250ml	8	btl's	150.00	1,200.00	3		3	2								
Pen, Ball, blue	100	pieces	10.00	1,000.00	30		20	30		20						
Paper, Manila	50	pcs	6.00	300.00	20		20	10								
Pen, Permanent Marker, black, fine tip	15	pieces	60.00	900.00	12		3									
Pen, Whiteboard Marker, blue,	12	pieces	50.00	600.00	5		5	2								
Tissue, Bathroom, 2 Ply, 12rolls/pack	3	pack	204.00	612.00	1		1	1								
Sub-Total				27,645.00												
Grand Total				74,445.00												

Prepared by:

ULDERICO B. ALVIOLA

Noted by:

ULDERICO B. ALVIOLA

Unit Head/Project Leader

Funds Available:

MYRNA S. PANCITO

Head, Budget Office

Date: 10/05/2020

*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



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2021

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

Unit/Office/Dept/Div: **Information Office**
 Project Code: **INFORMATION OFFICE-2021**
 Purpose: **For office use.**

Total Budget: **75,000.00**
 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
Construction and Electrical Supplies																
Universal Coax Compression Crimping Tools	1	pc	2,600.00	2,600.00	1											
Sub-Total				2,600.00												
IT Supplies and Equipment																
Ink, Epson, genuine, (BK) T664, 70 ml	12	pieces	350.00	4,200.00	3	3	3	3								
Ink, Epson, genuine (C) T664, 70 ml	7	pieces	350.00	2,450.00	3		3	1								
Ink, Epson, genuine (M) T664, 70 ml	7	pieces	350.00	2,450.00	2	2	2	1								
Ink, Epson, genuine, (Y) T664, 70 ml	7	pieces	350.00	2,450.00	2	2	2	1								
External Hard Disk Drive (Portable, 2TB), USB 3.0	1	unit	5,500.00	5,500.00	1											
HDMI Splitter (8 Port)	3	unit	7,000.00	21,000.00	2			1								
Memory Card Holder	1	pc	200.00	200.00	1											
Memory Card Reader	1	pc	650.00	650.00	1											
SD Card, MicroSD, 32GB	1	pc	500.00	500.00	1											
SD Card, 64GB	1	pcs	800.00	800.00	1											
HDMI Extender	1	pc	4,000.00	4,000.00	1											
Sub-Total				44,200.00												
Office Supplies																
Alcohol, Ethyl, 70% solution, 500ml	8	btl	125.00	1,000.00	3		3	1		1						
Paper, Bond, A4, S-20, 70 gsm	15	reams	253.00	3,795.00	4		4	3	4							
Glue, Multi-Purpose, White, at least 130g (118mL)	5	btl	78.00	390.00	2		2	1								
Pen, Highlighter, yellow	3	pieces	45.00	135.00	2		1									
Pen, Whiteboard Marker, black	12	pieces	50.00	600.00	2		3	3	4							