



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 Review Services

Project Code: URS-2021

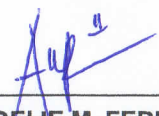
Total Budget : 300,000.00

Funding : IGP

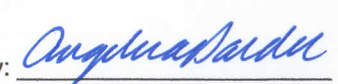
General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantites)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Computer Supplies																
RISO Ink	25	box	2,300.00	57,500.00	25											
RISO Master Roll	25	box	1,320.00	33,000.00	25											
External Hard Drive, 500GB	1	piece	3,500.00	3,500.00	1											
Flatbed Scanner	1	unit	5,000.00	5,000.00	1											
Sub-Total				99,000.00												
Office Appliances/Equipment																
LCD Projector	1	unit	26,000.00	26,000.00	1											
Epson L6170 Wi-Fi Duplex All-in-One Ink Tank Printer with ADF	1	pc	15,500.00	15,500.00	1											
Floor Mounted Aircon	1	unit	75,000.00	75,000.00	1											
Sub-Total				116,500.00												
Office Supplies and Materials																
Paper, colored, green, short	4	reams	130.30	521.20		4										
Paper, colored, yellow, short	4	reams	84.00	336.00		4										
Paper, Mimeo WW 8 x 11 short, 70gsm	200	reams	130.00	26,000.00	100		100									
Paper, Bond Premium grade, A-4 size, 70 gsm	20	reams	131.90	2,638.00	10			10								
Clip Paper Plastic Gem type 33mm vinyl coated	5	boxes	10.00	50.00		5										
Clip Paper Plastic Gem type jumbo vinyl coated	5	boxes	17.35	86.75		5										
Fastener, Paper, plastic	4	boxes	87.00	348.00		4										
Paper, Bond Premium grade, 8 x 13 legal 70gsm	20	reams	172.80	3,456.00		10		10								
Ink, Refill, Epson, 70ml, color black, T6641	10	bottle	300.00	3,000.00				10								
Ink, Refill, Epson, 70ml, Color Blue/Cyan, T6642	10	bottle	300.00	3,000.00				10								
Ink, Refill, Epson, 70ml, color Magenta, T6643,	10	bottle	300.00	3,000.00				10								

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
Ink, Refill, Epson, 70ml, color Yellow, T6644	10	bottle	300.00	3,000.00			10									
Marking Pen, for whiteboard, black, Stabilo	10	pieces	27.15	271.50		5			5							
Envelope, Mailing ord long classic white S-20 10xx	5	boxes	170.00	850.00	5											
Ring Binder, plastic, 1-1/2" black	200	pieces	55.75	11,150.00	200											
Ring Binder, plastic, 1/2" black	200	pieces	4.65	930.00	200											
Specialty board, short 8-1/2 x 11, 120 gsm, yellow (10pcs/pack)	100	pack	65.00	6,500.00	100											
Folder, File long 14pts laserwhite	50	piece	15.00	750.00	50											
Post-it Note pad 2 x 3 3M (color: pink/green/blue)	5	pads	22.29	111.45		5										
Post-it Note pad 3 x 4 3M (color: pink/green/blue)	5	pads	38.60	193.00		5										
Datafilers, 6" x 9-1/2" x 15-1/2" w/ transparent pocket , white color	10	pieces	292.20	2,922.00	10											
Scissors, 8" heavy duty, good quality	1	pieces	300.00	300.00	1											
Rubberband, #16, Brite, rainbow color 200gms/box	5	boxes	82.50	412.50	5											
Book, Record 500 pp w/Official Record Book printing	5	pieces	98.10	490.50	5											
Specialty board, short 8-1/2 x 11, 120 gsm, blue (10pcs/pack)	80	packs	65.00	5,200.00	80											
Toner kit, TASKALFA 180, TK-439	1	tube	7,300.00	7,300.00	1											
Sub-Total				82,816.90												
Grand Total				298,316.90												

Prepared by:


RHEA ANGELIE M. FERNANDEZ

Noted by:


ANGELICA P. BALDOS
Unit Head/Project Leader

Funds Available:

MYRNA S. PANCITO
Head, Budget Office

Date: **07/28/2020**

*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