

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



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



34-5-478-2022-7-0-0

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2022

Unit/Office/Dept/Div: **College of Agricultural & Food Science**

Project Code: **CAFS2022**

Purpose: **Office supplies and materials for the CAFS Dean's Office operation.**

Total Budget : **55,000.00**

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
Hardwares																
Glass Cutter	1	piece	300.00	300.00		1										
Plywood, Marine, 1/4"(thickness) x 4' x 8'	3	piece	450.00	1,350.00			3									
Plywood, Marine, 3/4"(thickness) x 4' x 8'	2	piece	1,200.00	2,400.00			2									
Garden Pruning Shear	1	piece	350.00	350.00			1									
Sub-Total				4,400.00												
IT Supplies and Equipment																
Ink, Epson 003,Genuine Black 65mL	10	btl	350.00	3,500.00		10										
Ink, EPSON 003,Genuine Cyan 65mL	3	btl	350.00	1,050.00					3							
Ink, EPSON 003,Genuine Magenta 65mL	3	btl	350.00	1,050.00					3							
Ink, EPSON 003,Genuine Yellow 65mL	3	btl	350.00	1,050.00					3							
Sub-Total				6,650.00												
Office Equipment																
Paper shredder machine, heavy duty	1	pieces	6,000.00	6,000.00					1							
Sub-Total				6,000.00												
Office Supplies																
Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	2	pcs	192.00	384.00		2										
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	2	tubes	220.00	440.00		2										
Alcohol, Isopropyl, 70% solution, 500mL, pump type	3	btls	250.00	750.00		3										
Board, Illustration, 30" x 40" (2 Ply)	2	pcs	56.00	112.00					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
Broom, Soft (Tambo), Large, Heavy Duty	2	pcs	250.00	500.00					2							
Car Freshener, Gel, at least 70g, Lemon/Orange scent	3	cans	180.00	540.00		3										
Cleaner, Glass, 500mL, any scent	3	btls	198.00	594.00		2			1							
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	3	box	30.00	90.00					3							
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	3	boxes	14.00	42.00					3							
Cork Board, Wall Mount, w/ aluminum frame, 4' x 8'	1	pcs	3,670.00	3,670.00		1										
Correction Tape, 8m x 5mm wide	5	pc	40.00	200.00		3			2							
Soap, Detergent, Powder, 1 kilo/pack, any scent	5	kl	105.00	525.00		5										
Soap, Dishwashing, Liquid, 250mL	5	btls	150.00	750.00		2			3							
Disinfectant Cleaner, multi-surface, scented	4	gal	420.00	1,680.00		2			2							
Disinfectant Spray, 340g	2	can	465.00	930.00		2										
Dust pan, plastic, stand-up handle, large	1	pc	140.00	140.00					1							
Envelope, Expanding, with garter tie, blue, long	20	pc	15.00	300.00		10			10							
Fastener, Paper, plastic, 50 sets/box	3	boxes	38.00	114.00		3										
Folder, File, Long, 14pts, White	50	piece	10.00	500.00		30			20							
Ink, Refill, for Permanent Marker, Black, 30mL	1	btls	115.00	115.00		1										
Ink, Refill, for Permanent Marker, Blue, 30mL	1	btls	115.00	115.00		1										
Memo Notebooks, 80 leaves	3	pieces	29.00	87.00					3							
Mop Handle, Plastic	1	pieces	145.00	145.00		1										
Mop Handle, steel	1	pieces	150.00	150.00		1										
Mop Rug, Heavy Duty, 100% cotton	5	pieces	90.00	450.00		5										
Muriatic Acid concentrated scented	3	gal	350.00	1,050.00		3										
Paper, Bond, A4, S-20, 70 gsm	30	reams	253.00	7,590.00		20			10							
Paper, Bond, A4, S-24, 80 gsm	15	reams	289.00	4,335.00		10			5							
Paper, Specialty 200gsm 8-1/2x11, 10s, White	5	packs	38.00	190.00		5										
Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	10	packs	38.00	380.00		10										
Paper, Towel, Interfolded, 1 ply, 175 pulls	3	pack	75.00	225.00		1			2							
Pen, Permanent Marker, black, broad tip	3	pieces	60.00	180.00		2			1							
Pen, Permanent Marker, blue, broad tip	2	pieces	60.00	120.00					2							
Pen, Permanent Marker, black, fine tip	2	pieces	60.00	120.00		1			1							
Pen, Ball, blue	10	pieces	10.00	100.00		10										
Pen, Sign, .5mm, Gel-type, Blue	5	piece	35.00	175.00		5										

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
Pin, Push, hammerhead type, asstd colors 50s/pack	5	boxes	35.00	175.00		3			2							
Pin, Map, round head, asstd. Color	3	boxes	35.00	105.00		2			1							
Plastic Twine, 1kl/roll	3	rolls	110.00	330.00		2			1							
Record Book, Big, 300 pages	5	pcs	80.00	400.00		3			2							
Record Book, Big, 500 pages	2	pcs	115.00	230.00					2							
Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	5	pack	85.00	425.00		5										
Specialty Board, short 8-1/2 x 11, 220 gsm, Cream (10pcs/pack)	5	pack	65.00	325.00					5							
Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	5	pack	65.00	325.00					5							
Specialty Paper Dynamics 8-1/2x13 220gsm Skytone	3	packs	85.00	255.00					3							
Staple Wire, #35	3	boxes	30.00	90.00					3							
Sticker Paper, high gloss A4 size, 50 sheets/pack	3	pack	155.00	465.00		3										
Tape, Packaging, 2" x 100 yards, Tan	3	rolls	55.00	165.00					3							
Tape, Transparent, 24mm x 50m	3	rolls	120.00	360.00		3										
Tissue, Bathroom, 2 Ply, 12rolls/pack	3	pack	204.00	612.00		3										
Toilet Bowl Cleaner, at least 1 gallon	5	gal	395.00	1,975.00		3			2							
Toilet Brush with Holder	2	set	180.00	360.00		1			1							
Soap, hand, liquid, 250 ml	2	btls	135.00	270.00		2										
Alcohol, Ethyl, 70% solution, 1 gallon	3	gallons	600.00	1,800.00		3										
Received Stamp	2	pcs	200.00	400.00		2										
Received Stamp with Office Name	1	unit	500.00	500.00		1										
Note Pad, 3" x 3", post-it, assorted colors	10	pads	35.00	350.00		5			5							
Note Pad, 4" x 5", post-it, assorted colors	5	pads	40.00	200.00		5										
Sub-Total				37,905.00												
Grand Total				54,955.00												

Prepared by: REMENITA J. SOLIS

Noted by: VICTOR B. ASIO
Unit Head/Project Leader

Funds Available: MYRNA S. PANCITO
Head, Budget Office

Date: 08/26/2021

*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

PROJECT PROCUREMENT MANAGEMENT PLAN DRAFT

1/1/2018

UNIVERSITY OF CALIFORNIA, BERKELEY

Project Budget: \$1,000,000

Project Name: [REDACTED]

Funding: [REDACTED]

Project Manager: [REDACTED]

Item Description	Quantity	Unit	Unit Price	Estimated Budget	Month											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Office Chair	1	chair	300.00	300.00												
Office Appliance & Equipment	3	appliance	450.00	1,350.00			2									
Office Furniture	2	furniture	200.00	2,400.00			2									
Office Supplies	1	supplies	300.00	300.00												
Office Appliance & Equipment				1,000.00												
Office Furniture																
Office Supplies																
Office Appliance & Equipment	10	appliance	20.00	2,000.00		10										
Office Furniture	5	furniture	30.00	1,500.00					2							
Office Supplies	1	supplies	100.00	1,000.00												
Office Appliance & Equipment	5	appliance	20.00	1,000.00					2							
Office Furniture				1,000.00												
Office Supplies																
Office Appliance & Equipment	1	appliance	1,000.00	1,000.00												
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Office Appliance & Equipment	2	appliance	1,000.00	2,000.00												
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