

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



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



26-5-1232-2021-7-0-4

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2021

Unit/Office/Dept/Div: **Institute of Tropical Ecology & Envi. Mgmt.**

Project Code: **NRM ITM 1517**

Purpose: **For office and laboratory use**

Total Budget : **74,981.00**

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
IT Supplies and Equipment																
Ink, Epson, genuine, (BK) T664, 70 ml	10	pieces	350.00	3,500.00									10			
Ink, Epson, genuine, (Y) T664, 70 ml	10	pieces	350.00	3,500.00									10			
Ink, Epson, genuine (C) T664, 70 ml	10	pieces	350.00	3,500.00									10			
Ink, Epson, genuine (M) T664, 70 ml	10	pieces	350.00	3,500.00									10			
Sub-Total				14,000.00												
Office Supplies																
Alcohol, Ethyl, 75% solution, 1 gallon	5	gallon	480.00	2,400.00									2	3		
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	10	pack	115.00	1,150.00									5	5		
Pencil, Lead, #2, w/ eraser	60	pieces	10.00	600.00									30	30		
Paper, Bond, A4, S-20, 70 gsm	12	reams	253.00	3,036.00									12			
Folder, File, Long, 14pts, White	20	piece	10.00	200.00									10	10		
Folder, File, Short, 14pts, White	20	piece	8.00	160.00									10	10		
Pen, Whiteboard Marker, black	12	pieces	50.00	600.00									12			
Pen, Whiteboard Marker, red	12	pieces	50.00	600.00									12			
Soap, hand, liquid, 250 ml	10	btls	135.00	1,350.00									10			
Tissue, Bathroom, 2 Ply, 12rolls/pack	4	pack	204.00	816.00									2	2		
Envelope, Expanding, with garter tie, green, long	50	pc	15.00	750.00									25	25		
Scissors, 6" heavy duty, good quality	5	piece	68.00	340.00									5			
Correction Tape, 8m x 5mm wide	10	pc	40.00	400.00									10			
Stapler, HD No.35	4	pc	350.00	1,400.00									4			

General Description	Quantity	Unit	UnitCost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Rubberband, #18, 350 gms/box	5	boxes	270.00	1,350.00									5			
File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	5	pieces	368.00	1,840.00									5			
Soap, Dishwashing, Liquid, 250mL	5	btls	150.00	750.00									5			
Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	5	boxes	300.00	1,500.00									5			
Muriatic Acid concentrated scented	1	gal	350.00	350.00									1			
Rags, large, good quality, size 24"x15", water absorbent	5	pcs	40.00	200.00									5			
Floor Mop with wooden handle, heavy duty	2	pcs	240.00	480.00									2			
Multi- Insect killer spray, 300ml	2	pc	219.00	438.00									2			
Cable Tie, 8", 100 pcs/pack	4	packs	110.00	440.00									4			
Sub-Total				21,150.00												
Grand Total				35,150.00												

Prepared by: 
CECILIO M. BENITEZ

Noted by: 
HUMBERTO R. MONTES
Unit Head/Project Leader

Funds Available: 
MYRNA S. PANCITO
Head, Budget Office

Date: **08/20/2021**

*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