



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: Director for Admin. & Human Resource Devt. Office

Project Code: ODHRM

Purpose: for office use

Total Budget : 150,000.00

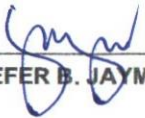
Funding : GF- MOOE

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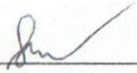
General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantites)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Index Tab, PVC self adhesive 6" x 1", 25pcs/box	10	set	70.00	700.00	10											
Index Card, 4" x 6", ruled both sides, 100 pcs/pack	5	pack	42.00	210.00	5											
Folder, Pressboard, US, Green, Long	100	pcs	30.00	3,000.00	50						50					
Folder, File, Long, 14pts, White	200	piece	10.00	2,000.00	100						100					
Pen, Sign, .5mm, Gel-type, Blue	30	piece	35.00	1,050.00	30											
Pen, Ball, blue	50	pieces	10.00	500.00	25						25					
Paper, Manila	50	pcs	6.00	300.00	25						25					
Puncher, Heavy Duty	2	pieces	450.00	900.00	2											
Floor mop with bucket, microfiber spin rotating 360	1	pc	1,500.00	1,500.00	1											
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	5	pack	115.00	575.00	5											
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	3	boxes	70.00	210.00	3											
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	5	boxes	28.00	140.00	5											
Tissue, Bathroom, 2 Ply, 12rolls/pack	2	pack	204.00	408.00	2											
Soap, hand, liquid, 250 ml	9	btls	90.00	810.00	9											
Soap, Dishwashing, Liquid, 250mL	3	btls	150.00	450.00	3											
Soap, Detergent, Powder, 1 kilo/pack, any scent	2	kl	105.00	210.00	2											
Ring Binder, plastic, 84 12mm , 1/2" black	50	pieces	12.00	600.00	25						25					
Ring Binder, plastic, 84, 25mm , 1" black	50	pieces	30.00	1,500.00	25						25					
Ring Binder, plastic, 84 51mm 2" black	30	pieces	55.00	1,650.00	20						10					
Ring Binder, plastic, 84 38mm , 1-1/2" black	25	pieces	46.00	1,150.00	15						10					
Paper, Bond, Long, S-24, 80 gsm	50	reams	328.00	16,400.00	25						25					
Tape Dispenser, 1" tape, big core, any color	1	pcs	115.00	115.00	1											
Stapler, HD No.35	1	pc	350.00	350.00	1											
Pen, Permanent Marker, JUMBO blue	20	pieces	120.00	2,400.00	10						10					
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	25	pcs	100.00	2,500.00	15						10					
Specialty Paper, long, 8-1/2 x 13, 220gsm, color: light green (10pcs/pack)	10	pack	65.00	650.00	10											
Rags, large, good quality, size 24"x15", water absorbent	10	pcs	40.00	400.00	10											
Hand Towel, cloth, cotton, 12 pcs/pack	2	piece	160.00	320.00	2											
Paper, Specialty 200gsm 8-1/2x11, 10s, LightGreen	20	packs	38.00	760.00	10						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
Paper, Bond, Long, S-20, 70 gsm	30	reams	286.00	8,580.00	15						15					
Paper, Bond, A4, S-20, 70 gsm	20	reams	253.00	5,060.00	10						10					
Calculator, desktop-type, 12 digits, 2-way power, plastic keys	2	unit	530.00	1,060.00	2											
Paper, Laid 8 x 11 90gsm Grey	2	boxes	850.00	1,700.00	2											
Paper, Laid 8 x 13 90gsm Ivory	2	boxes	1,415.00	2,830.00	2											
Paper, Laid 8 x 11 90gsm Vellum	2	boxes	1,025.00	2,050.00	2											
Ring Binder, plastic, 84 14mm, 9/16" black	10	pieces	15.00	150.00	10											
Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	5	boxes	13.00	65.00	5											
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	4	boxes	20.00	80.00	4											
Sub-Total				86,312.00												
Grand Total				149,982.00												

Prepared by:


JENEFER B. JAYME

Noted by:


LOURDES B. CANO
Unit Head/Project Leader

Funds Available:


MYRNA S. PANCITO
Head, Budget Office

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