



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: **Office of the Vice President for the Student Affairs and Services**
 Project Code: **OVPSAS STF-2020**

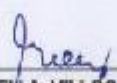
Total Budget : **30,000.00.**
 Funding : **STF**

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
Computer Supplies																
AVR, 500W (IC Controlled)	2	unit	350.00	700.00	1	1										
Ink, Epson 003, Genuine Black 65mL	5	bottle	350.00	1,750.00	3	2										
Ink, EPSON 003, Genuine Cyan 65mL	5	bottle	350.00	1,750.00	3	2										
Ink, EPSON 009, Genuine Yellow 65mL	5	bottle	350.00	1,750.00	3	2										
Ink, EPSON 003, Genuine Magenta 65mL	5	bottle	400.00	2,000.00	3	2										
Sub-Total				7,950.00												
Electrical Supplies																
Stand Fan, 3-speed button, Heavy Duty, 220v	1	unit	1,500.00	1,500.00	1											
Sub-Total				1,500.00												
Office Supplies and Materials																
Calculator Casio	1	pieces	350.00	350.00	1											
Cleanser, powder, Dutch/Ajax 350 gms	3	can	20.00	60.00	2	1										
Clip Paper Plastic Gem type jumbo vinyl coated	3	boxes	17.35	52.05	2	1										
Clip Paper Plastic Gem type 33mm vinyl coated	3	boxes	10.00	30.00	2	1										
Cutting Mat/board, 11-3/4" x 10-1/2"	1	pieces	208.00	208.00	1											
Datafilers, DF-2438 legal oblong	3	pieces	223.80	671.40	2	1										
Datafilers, DF-2621B, medium upright	3	pieces	231.85	695.55	2	1										
DOMEX, lemon scent, 500 ml	1	bottles	75.60	75.60	1											
Duster, Feather	1	pieces	65.00	65.00	1											
Envelope, documentary for A4 size Kraft 150gsm	50	pieces	1.50	75.00	25	25										
Envelope, Brown, 9 x 12-1/2, #150 lbs good qty	100	pieces	5.00	500.00	50	50										
Envelope, Expanding long blue w/garforized tie	100	pieces	12.00	1,200.00	50	50										

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
Envelope, Mailing and long classic white S-20 10x	5	boxes	170.00	850.00	3	2										
Eraser, whiteboard,	1	pieces	10.00	10.00	1											
Fastener, Paper, plastic	10	boxes	87.00	870.00	5	5										
Folder, File long 14pts laserwhite	100	piece	15.00	1,500.00	50	50										
Glue Pen Liquid Adhesive, 50ml	10	tubes	15.75	157.50	5	5										
Lyant Disinfectant spray 340gm	2	cans	171.00	342.00	1	1										
Memo Notebooks, 80 shls Paper One sm	3	pieces	5.40	16.20	2	1										
Paper, Pad Yellow 8x13 100lvs	1	pads	70.00	70.00	1											
Paper, Bond Premium grade, 8 x 13 legal 70gsm	10	reams	172.80	1,728.00	5	5										
Pen, Pentel Pilot JUMBO blue	10	pieces	106.95	1,069.50	5	5										
Photo paper, A4, 135 gms. (10/pad)	5	pack	534.00	2,670.00	3	2										
Pin, Map, round head, ass'd. Color	10	boxes	32.70	327.00	5	5										
Post-it Note pad 3 x 4 3M (color: pink/green/blue)	3	pads	38.60	115.80	3											
Post-it Note Tray Scotch C-45	3	pieces	146.95	440.85	3											
Post-it Routing-Request pad Scotch #7064	3	pads	43.95	131.85	3											
Rubberband, Everlasting, 50 gms heavy duty	5	boxes	92.90	464.50	3	2										
Ruler, Plastic, 305mm 12"	2	pieces	4.25	8.50	2											
Scissors, 8" plastic handle	3	pieces	100.00	300.00	2	1										
Soft Broom Tambo heavy duty thick BAGUO	1	pieces	32.70	32.70	1											
Stapler, Heavy Duty	2	pieces	264.00	528.00	2											
Staple Wire, #35	10	boxes	36.95	369.50	5	5										
Tape, Magic 1" SCOTCH 3M	10	rolls	135.50	1,355.00	5	5										
Tape, Masking 1" x 50m, good quality	10	rolls	33.15	331.50	5	5										
Tape, Double Sided/Double Stick, Scotch 3M, 1"	3	rolls	65.00	195.00	2	1										
Tape, Packaging, 2" x 50m, good quality	5	rolls	17.25	86.25	3	2										
Tissue Paper, 250 twin-ply shls,	5	piece	8.15	40.75	3	2										
Zonrox, Disinfectant cleaner, lemon scented	1	gallons	124.00	124.00	1											
Book, Record VAFCO #85	2	pieces	257.60	515.20	2											
Pen, Ball, Pilot BP-S Fine, blue	6	pieces	15.00	90.00	2	2	2									
Corkboard, 36" x 24" x 1/4"	1	pieces	210.00	210.00	1											
NT Cutter, heavy duty, plastic grip, w/built-in blade snapper. Pointer	2	piece	20.00	40.00	2											
Datafile Box, 5' x 9' x 15-3/4' w/closed ends & finger ring	3	piece	60.00	180.00	3											

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
File Organizer, expanding w/13 inside pockets & index tabs, legal size asstd color	1	pieces	86.10	86.10	1											
Filing/Document Case, plastic with handle	1	pieces	180.00	180.00	1											
Folder, Ordinary White Long	80	piece	6.00	480.00	20	20	20	20								
Alcohol, 70% solution, antiseptic disinfectant, 500 ml	3	btl	95.00	285.00	2	1										
Sub-Total				20,192.33												
Grand Total				29,642.33												

Prepared by: 
SHEILA MARIE C. LEMOS

Noted by: 
ALEMI A. VILLOCINO
Unit Head/Project Leader

Funds Available: _____
MYRNA S. PANCITO
Head, Budget Office

Date: 07/29/2020

*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