



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



42-5-835-2022-7-0-1

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

PROJECT PROCUREMENT MANAGEMENT PLAN (PMP)

CY 2022

Unit/Office/Dept/Div: Department of Agricultural Education & Extension

Project Code: DAIEEx-GF 301000000 2022

Purpose: for Higher Education

Total Budget : 170,000.00

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
Hardware																
Bulb, LED, 9W	18	piece	150.00	2,700.00			10					8				
Sub-Total				2,700.00												
IT Supplies and Equipment																
Kyocera Taskalfa 2200 TK-4109 Toner	3	pcs	7,300.00	21,900.00		1			1				1			
Ink, Gestetner Digital Copy Printer M6123	5	piece	1,100.00	5,500.00		2							3			
Gestetner Copy Printer Master, M6123-CPMT21	5	roll	1,700.00	8,500.00		2							3			
Sub-Total				35,900.00												
Office Equipment																
Ceiling fan	1	pc	2,500.00	2,500.00			1									
Sub-Total				2,500.00												
Office Furniture & Fixture																
Office Table	2	pc	4,000.00	8,000.00			2									
Office chair, with arm rest	3	pc	5,000.00	15,000.00			3									
Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,	1	pc	10,500.00	10,500.00			1									
Sub-Total				33,500.00												
Office Supplies																
Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	5	pcs	192.00	960.00			5									
Alcohol, Ethyl, 70% solution, 500mL	20	btl	125.00	2,500.00			20									

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
Bathroom Deodorizer, with holder, at least 100g, any scent	10	pcs	60.00	600.00			5					5				
Cartolina, US, Black, at least 160gsm	10	pcs	14.00	140.00			10									
Cartolina, US, White, at least 160gsm	15	pcs	14.00	210.00			15									
Cleaner, Glass, 500mL, any scent	3	btls	198.00	594.00			2					1				
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	5	boxes	28.00	140.00			5									
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	5	boxes	20.00	100.00			5									
Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	3	pcs	240.00	720.00			3									
Dust pan, plastic, stand-up handle, large	2	pc	140.00	280.00			1					1				
Envelope, Document, Brown, 150 lbs, Short	30	pc	5.00	150.00			15					15				
Envelope, Document, Brown, 150 lbs, Long	30	pc	7.00	210.00			15					15				
Folder, File, Long, 14pts, White	30	piece	10.00	300.00			15					15				
Folder, File, Short, 14pts, White	30	piece	8.00	240.00			15					15				
Folder, Pressboard, US, Green, Short	30	pcs	29.00	870.00			15					15				
Ink, Refill, for Whiteboard Marker, Blue, 30mL	2	btls	165.00	330.00								2				
Ink, Refill, for Whiteboard Marker, Black, 30mL	2	btls	165.00	330.00								2				
Ink, Refill, for Permanent Marker, Black, 30mL	2	btls	115.00	230.00								2				
Ink, Refill, for Permanent Marker, Blue, 30mL	2	btls	115.00	230.00								2				
Mop Rug, Heavy Duty, 100% cotton	3	pieces	90.00	270.00			3									
Mop Handle, steel	2	pieces	150.00	300.00			2									
Multi-Purpose Glue, 130 g	5	btl	60.00	300.00								5				
Sticky Note, 2 x 3, Yellow	10	pads	79.00	790.00			10									
Paper, Bond, A4, S-20, 70 gsm	30	reams	253.00	7,590.00			15					15				
Paper, Bond, A4, S-24, 80 gsm	30	reams	289.00	8,670.00			15					15				
Paper, Bond, Long, S-24, 80 gsm	10	reams	328.00	3,280.00								10				
Paper, Bond, Short, S-24, 80 gsm	10	reams	277.00	2,770.00								10				
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	5	pack	250.00	1,250.00			3					2				
Pen, Ball, blue	30	pieces	10.00	300.00			15					15				
Pen, Sign, .5mm, Gel-type, Blue	30	piece	35.00	1,050.00			15					15				
Pen, Sign, .5mm, Gel-type, Black	12	piece	35.00	420.00			12									
Pen, Sign, .5mm, Gel-type, Red	12	piece	35.00	420.00			12									
PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	2	packs	750.00	1,500.00			1					1				

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
Puncher, 2 holes, heavy duty	2	pieces	155.00	310.00								2				
Record Book, Big, 500 pages	5	pcs	115.00	575.00			3					2				
Ring Binder, plastic, 38mm, 1-1/2" black	15	pieces	46.00	690.00			15									
Ring Binder, plastic, 25mm, 1" black	15	pieces	30.00	450.00			15									
Ring Binder, plastic, 51mm 2" black	15	pieces	55.00	825.00			15									
Soap, Toilet, regular size	10	pieces	35.00	350.00			5					5				
Staple Wire, #35	10	boxes	30.00	300.00			5					5				
Tape, Double Sided, 2" x 10m	10	rolls	70.00	700.00			5					5				
Tape, Duct, 2" x 25m, Black/Grey	5	rolls	180.00	900.00			3					2				
Tape, Masking, 1" x 25 yards	10	rolls	48.00	480.00			5					5				
Tape, Transparent, 12mm x 50m	10	rolls	68.00	680.00			5					5				
Tape, Transparent, 24mm x 50m	5	rolls	120.00	600.00			3					2				
Tissue, Bathroom, 2 Ply, 12rolls/pack	4	pack	204.00	816.00			2					2				
Toilet Bowl Cleaner, at least 500ml	4	btl	180.00	720.00			2					2				
Floor Mop	5	pieces	250.00	1,250.00			3					2				
Rubber Mat	5	meter	175.00	875.00			3					2				
Binder Clip, 1.5", black	30	pcs	7.50	225.00			15					15				
Binder Clip, 2", black	30	pcs	8.50	255.00			15					15				
Correction Tape, 10 meters	5	pcs	32.00	160.00			3					2				
Alcohol, Ethyl, 75% solution, 1 gallon	2	gallon	480.00	960.00								2				
Soap, Dishwashing, Liquid, 250mL	5	btls	150.00	750.00			3					2				
Index Tab, transparent, self-adhesive, transparent, 5sets/box	5	boxes	65.00	325.00			5									
Fastener, Paper, plastic, 50 sets/box	5	boxes	38.00	190.00			3					2				
Sub-Total				51,430.00												
Grand Total				126,030.00												

Prepared by:  **KAREN LUZ Y. TEVES**
 Unit Head/Project Leader

Noted by:  **KAREN LUZ Y. TEVES**
 Unit Head/Project Leader

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

Date: **08/31/2021**

*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.