

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



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

SCAN HERE



PPMP-2022-0830-58320

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**CY 2022**

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

Project Code: **FISH CORAL 20201050.10.108**

Purpose: **Project use**

Total Budget : **480,000.00**

Funding : **TF**

PPMP #: **26-4-1232-2022-7-0-0**

| 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 |
| <b>Communication/Courler Services</b>                |          |        |           |                   |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Globe Prepaid Cell Card, 300Php                      | 6        | pc     | 330.00    | 1,980.00          |                                                  |     |     |     |     |     |     |     |     | 6   |     |     |
| Smart Prepaid Cell Card, 300Php                      | 6        | pc     | 330.00    | 1,980.00          |                                                  |     |     |     |     |     |     |     |     | 6   |     |     |
| <b>Sub-Total</b>                                     |          |        |           | <b>3,960.00</b>   |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>IT Supplies and Equipment</b>                     |          |        |           |                   |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Cover for keyboard                                   | 4        | pieces | 50.00     | 200.00            |                                                  |     |     |     |     |     |     |     |     | 4   |     |     |
| Computer HD Webcam                                   | 3        | pieces | 4,000.00  | 12,000.00         |                                                  |     |     |     |     |     |     |     |     | 3   |     |     |
| External Hard Disk Drive (Portable, 2TB), USB 3.1    | 5        | unit   | 4,200.00  | 21,000.00         |                                                  |     |     |     |     |     |     |     |     | 5   |     |     |
| Flatbed Scanner                                      | 1        | unit   | 5,000.00  | 5,000.00          |                                                  |     |     |     |     |     |     |     |     | 1   |     |     |
| Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy) | 2        | unit   | 11,000.00 | 22,000.00         |                                                  |     |     |     |     |     |     |     |     | 2   |     |     |
| Printer, Laser Jet                                   | 2        | unit   | 7,500.00  | 15,000.00         |                                                  |     |     |     |     |     |     |     |     | 2   |     |     |
| Surge suppressor 6 outlets                           | 3        | unit   | 600.00    | 1,800.00          |                                                  |     |     |     |     |     |     |     |     | 3   |     |     |
| Toner Cartridge, HP 85A   CE285A, Black              | 6        | boxes  | 3,500.00  | 21,000.00         |                                                  |     |     |     |     |     |     |     |     | 6   |     |     |
| UPS, 1000 VA                                         | 3        | unit   | 3,000.00  | 9,000.00          |                                                  |     |     |     |     |     |     |     |     | 3   |     |     |
| USB Hub, 4 gangs                                     | 4        | piece  | 250.00    | 1,000.00          |                                                  |     |     |     |     |     |     |     |     | 4   |     |     |
| <b>Sub-Total</b>                                     |          |        |           | <b>108,000.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Laboratory Supplies</b>                           |          |        |           |                   |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Diving Mask (free size)                              | 2        | pcs    | 2,900.00  | 5,800.00          |                                                  |     |     |     |     |     |     |     |     | 2   |     |     |
| Wetsuit-large                                        | 2        | sets   | 2,500.00  | 5,000.00          |                                                  |     |     |     |     |     |     |     |     | 2   |     |     |
| DIVE FINS - LARGE                                    | 2        | sets   | 2,500.00  | 5,000.00          |                                                  |     |     |     |     |     |     |     |     | 2   |     |     |
| BOOTIES-LARGE                                        | 2        | sets   | 2,000.00  | 4,000.00          |                                                  |     |     |     |     |     |     |     |     | 2   |     |     |
| Dive bag                                             | 2        | pcs    | 1,900.00  | 3,800.00          |                                                  |     |     |     |     |     |     |     |     | 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 |
| • Snorkel - medium                                                                     | 2        | sets        | 1,700.00  | 3,400.00         |                                                  |     |     |     |     |     |     |     |     | 2   |     |     |
| <b>Sub-Total</b>                                                                       |          |             |           | <b>27,000.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Office Supplies</b>                                                                 |          |             |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Alcohol, Ethyl, 70% solution, 500mL                                                    | 20       | btls        | 125.00    | 2,500.00         |                                                  |     |     |     |     |     |     |     |     | 20  |     |     |
| Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box                               | 10       | boxes       | 143.00    | 1,430.00         |                                                  |     |     |     |     |     |     |     |     | 10  |     |     |
| Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box                                   | 10       | boxes       | 76.00     | 760.00           |                                                  |     |     |     |     |     |     |     |     | 10  |     |     |
| Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box                               | 10       | boxes       | 55.00     | 550.00           |                                                  |     |     |     |     |     |     |     |     | 10  |     |     |
| Envelope, Expanding, Kraft board, w/ garter tie, Legal                                 | 100      | pcs         | 14.00     | 1,400.00         |                                                  |     |     |     |     |     |     |     |     | 100 |     |     |
| Soap, Detergent, Liquid, 1 gal, any scent                                              | 4        | gal         | 350.00    | 1,400.00         |                                                  |     |     |     |     |     |     |     |     | 4   |     |     |
| Mop Rug, Heavy Duty, 100% cotton                                                       | 10       | pieces      | 90.00     | 900.00           |                                                  |     |     |     |     |     |     |     |     | 10  |     |     |
| Mop Handle, steel                                                                      | 10       | pieces      | 150.00    | 1,500.00         |                                                  |     |     |     |     |     |     |     |     | 10  |     |     |
| Broom                                                                                  | 10       | pc          | 100.00    | 1,000.00         |                                                  |     |     |     |     |     |     |     |     | 10  |     |     |
| Paper, Book, A4 size, 80 gsm                                                           | 100      | reams       | 285.00    | 28,500.00        |                                                  |     |     |     |     |     |     |     |     | 100 |     |     |
| Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity | 2        | pcs         | 1,400.00  | 2,800.00         |                                                  |     |     |     |     |     |     |     |     | 2   |     |     |
| Post it                                                                                | 40       | pieces      | 20.00     | 800.00           |                                                  |     |     |     |     |     |     |     |     | 40  |     |     |
| Binder Clip, 2-inch, 12 pcs/box                                                        | 30       | boxes       | 100.00    | 3,000.00         |                                                  |     |     |     |     |     |     |     |     | 30  |     |     |
| 360° Rotatable Spin Mop with Handle                                                    | 2        | unit        | 500.00    | 1,000.00         |                                                  |     |     |     |     |     |     |     |     | 2   |     |     |
| PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box                                 | 20       | box of 50's | 25.00     | 500.00           |                                                  |     |     |     |     |     |     |     |     | 20  |     |     |
| Broom, Soft (Tambo), Large, Heavy Duty                                                 | 6        | pcs         | 250.00    | 1,500.00         |                                                  |     |     |     |     |     |     |     |     | 6   |     |     |
| Correction Tape, 8m x 5mm wide                                                         | 20       | pc          | 40.00     | 800.00           |                                                  |     |     |     |     |     |     |     |     | 20  |     |     |
| Duster, Feather                                                                        | 5        | pcs         | 56.00     | 280.00           |                                                  |     |     |     |     |     |     |     |     | 5   |     |     |
| Disinfectant Spray, 170g                                                               | 4        | can         | 280.00    | 1,120.00         |                                                  |     |     |     |     |     |     |     |     | 4   |     |     |
| Envelope, Document, Brown, 150 lbs, Long                                               | 40       | pc          | 7.00      | 280.00           |                                                  |     |     |     |     |     |     |     |     | 40  |     |     |
| Folder, File, Long, 14pts, White                                                       | 100      | piece       | 10.00     | 1,000.00         |                                                  |     |     |     |     |     |     |     |     | 100 |     |     |
| Hand Sanitizer, Gel, Antibacterial, push-type, 250mL                                   | 10       | btls        | 120.00    | 1,200.00         |                                                  |     |     |     |     |     |     |     |     | 10  |     |     |
| Muriatic Acid concentrated scented                                                     | 3        | gal         | 350.00    | 1,050.00         |                                                  |     |     |     |     |     |     |     |     | 3   |     |     |
| Numbering machine, 12 digits w/ letter                                                 | 1        | piece       | 1,000.00  | 1,000.00         |                                                  |     |     |     |     |     |     |     |     | 1   |     |     |
| Pail, Plastic, 10 li cap.                                                              | 4        | pieces      | 200.00    | 800.00           |                                                  |     |     |     |     |     |     |     |     | 4   |     |     |
| Paper, Mimeo, WW, A4, S-20                                                             | 10       | ream        | 220.00    | 2,200.00         |                                                  |     |     |     |     |     |     |     |     | 10  |     |     |
| Paper, Manila                                                                          | 50       | pcs         | 6.00      | 300.00           |                                                  |     |     |     |     |     |     |     |     | 50  |     |     |
| Pen, Sign, .5mm, Gel-type, Blue                                                        | 96       | piece       | 35.00     | 3,360.00         |                                                  |     |     |     |     |     |     |     |     | 96  |     |     |



| 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 |
| Pencil, Lead, #2, w/ eraser                                                                           | 96       | pieces | 10.00     | 960.00            |                                                  |     |     |     |     |     |     |     |     | 96  |     |     |
| Plastic Twine, 1kl/roll                                                                               | 4        | rolls  | 110.00    | 440.00            |                                                  |     |     |     |     |     |     |     |     | 4   |     |     |
| Pin, Push, hammerhead type, asstd colors 50s/pack                                                     | 30       | boxes  | 35.00     | 1,050.00          |                                                  |     |     |     |     |     |     |     |     | 30  |     |     |
| Record Book, Big, 500 pages                                                                           | 10       | pcs    | 115.00    | 1,150.00          |                                                  |     |     |     |     |     |     |     |     | 10  |     |     |
| Record Book, Big, 300 pages                                                                           | 10       | pcs    | 110.00    | 1,100.00          |                                                  |     |     |     |     |     |     |     |     | 10  |     |     |
| Rubberband, #18, 350 gms/box                                                                          | 4        | boxes  | 270.00    | 1,080.00          |                                                  |     |     |     |     |     |     |     |     | 4   |     |     |
| Scissors, 8" heavy duty, good quality                                                                 | 4        | pieces | 75.00     | 300.00            |                                                  |     |     |     |     |     |     |     |     | 4   |     |     |
| Soap, Toilet, guest size                                                                              | 50       | pieces | 15.00     | 750.00            |                                                  |     |     |     |     |     |     |     |     | 50  |     |     |
| Ring Binder, plastic, 51mm 2" black                                                                   | 30       | pieces | 55.00     | 1,650.00          |                                                  |     |     |     |     |     |     |     |     | 30  |     |     |
| Ring Binder, plastic, 38mm, 1-1/2" black                                                              | 30       | pieces | 46.00     | 1,380.00          |                                                  |     |     |     |     |     |     |     |     | 30  |     |     |
| Staple Wire, #35                                                                                      | 40       | boxes  | 30.00     | 1,200.00          |                                                  |     |     |     |     |     |     |     |     | 40  |     |     |
| Stamping Pad size 4                                                                                   | 4        | pieces | 134.00    | 536.00            |                                                  |     |     |     |     |     |     |     |     | 4   |     |     |
| Tape, Masking, 1" x 25 yards                                                                          | 20       | rolls  | 48.00     | 960.00            |                                                  |     |     |     |     |     |     |     |     | 20  |     |     |
| Tape, Masking, 1/2" x 25 yards                                                                        | 20       | rolls  | 25.00     | 500.00            |                                                  |     |     |     |     |     |     |     |     | 20  |     |     |
| Toilet Brush with Holder                                                                              | 4        | set    | 180.00    | 720.00            |                                                  |     |     |     |     |     |     |     |     | 4   |     |     |
| Toilet Bowl Cleaner, at least 1 liter                                                                 | 4        | btl    | 250.00    | 1,000.00          |                                                  |     |     |     |     |     |     |     |     | 4   |     |     |
| Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single) | 50       | pcs    | 100.00    | 5,000.00          |                                                  |     |     |     |     |     |     |     |     | 50  |     |     |
| Tissue, Bathroom, 2 Ply, 12rolls/pack                                                                 | 10       | pack   | 204.00    | 2,040.00          |                                                  |     |     |     |     |     |     |     |     | 10  |     |     |
| <b>Sub-Total</b>                                                                                      |          |        |           | <b>84,746.00</b>  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Grand Total</b>                                                                                    |          |        |           | <b>223,706.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |

Prepared by: \_\_\_\_\_

**CECILIO M. BENITEZ**

Noted by: \_\_\_\_\_

**HUMBERTO R. MONTES JR.**  
Unit Head/Project Leader

Noted By: \_\_\_\_\_

**NICK FREDDY R. BELLO**  
Head, Accounting Office

Date: **09/01/2022**

<> \*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