



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: Director for Finance
 Project Code: ODF-2021

Total Budget : 100,000.00
 Funding : GF

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
Computer Supplies																
CD Label/Sticker, plain white (40pcs/pack)	1	pack	50.00	50.00				1								
Sub-Total				50.00												
Office Supplies and Materials																
Air Freshener, 280ml Bayfresh Orange	2	tubes	125.00	250.00		2										
Alcohol, Rubbing, Isoprophyl 70% 500ml	6	bottles	45.00	270.00	3		3									
Book, Record 300 pp w/Official Record Book printing	3	pieces	73.80	221.40	1	1	1									
Clip Paper Plastic Gem type jumbo vinyl coated	2	boxes	17.35	34.70			2									
Clip Paper Plastic Gem type 33mm vinyl coated	2	boxes	10.00	20.00				2								
Envelope, Brown, 7 x 11, #150 lbs good qlty	12	pieces	2.00	24.00				12								
Envelope, Brown, 9 x 12-1/2, #150 lbs good qlty	12	pieces	5.00	60.00			12									
Envelope, Expanding long brown w/ tie	12	piece	12.00	144.00				12								
Eraser, rubber soft 60mm x 20mm x 10mm Maped 600	3	pieces	4.00	12.00	3											
Felt Paper, green	6	pieces	15.00	90.00					6							
Felt Paper, red	6	pieces	15.00	90.00					6							
Hand Sanitizer SAFEGUARD 75ml	12	bottles	95.00	1,140.00	6	6										
Index Tab, transparent self-adhesive asstd colors, 5sets/box, SPEEDO	3	set	55.40	166.20						3						
Insect spray, 300ml. Baygon	3	cans	219.36	658.08			3									
Glue Pen Liquid Adhesive, 50ml	3	tubes	15.75	47.25					3							
Morocco board yellow 31 x 43	6	pieces	30.00	180.00		6										
Nylon Twine 1 kg white	1	rolls	42.50	42.50							1					

[illegible]

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
Envelope, Mailing ord long classic white S-20 10xx	2	boxes	170.00	340.00		2										
Eraser, TW, pencil type w/ brush Faber Castell 7066B	2	pieces	12.00	24.00		2										
Folder, Pressboard long US green, Single fold	24	pieces	18.00	432.00			24									
Folder, Pressboard long green w/top fastener	24	pieces	12.50	300.00		24										
Folder, Pressboard long US green, double fold	24	pieces	30.00	720.00				24								
Glue sticks medium size	6	pieces	2.00	12.00				6								
Folder, Plastic w/clip long blue punchless	24	pieces	7.89	189.36	24											
Glue, Elmer's Glue-All, 946 gms	1	gallon	165.00	165.00						1						
Gluesticks Scotch white cap, 25g	1	tubes	57.00	57.00			1									
NT Cutter L-250 light duty	1	pieces	195.00	195.00	1											
Pen, Pentel Pilot JUMBO black	2	pieces	106.95	213.90		2										
Photo paper, A4, 135 gms. (10/pad)	1	pack	534.00	534.00			1									
Pin, Push hammerhead type, asstd colors 100s/pack	2	boxes	23.45	46.90					2							
Post-it Note pad 2 x 3 3M (color:pink/green/blue	6	pads	22.29	133.74			6									
Post-it Note pad 3 x 4 3M (color:pink/green/blue)	6	pads	38.60	231.60				6								
Post-it Pagemarkers 1/2 x 2 neon colors	6	pads	113.95	683.70					6							
Ribbon, Typewriter, black, Hitachi	6	rolls	45.00	270.00	6											
Rubberband, Everlasting, 50 gms heavy duty	1	boxes	92.90	92.90		1										
Ruler, Plastic, 305mm 12"	2	pieces	4.25	8.50	2											
Ruler, Plastic, 24"	1	pieces	35.00	35.00		1										
Scouring pad big economy size, 3M Scotch Brite	2	pieces	50.00	100.00	2											
Scissors, 8" plastic handle	1	pieces	100.00	100.00	1											
Soft Broom Tambo heavy duty thick BAGUIO	2	pieces	32.70	65.40	2											
Stamping Pad size 0 Carter/Artline	1	pieces	52.00	52.00		1										
Tape, Adhesive, double tape 1"	3	rolls	23.00	69.00		3										
Tape, Magic 1" SCOTCH 3M	3	rolls	135.50	406.50	3											
Tape, Masking 2" x 50m, good quality	3	rolls	56.70	170.10			3									
Tape, Double Sided/Double Stick, Scotch 3M, 1"	3	rolls	65.00	195.00				3								
Pen, Sign Refill, My Gel, 0.5, black	12	pieces	20.00	240.00			12									
Specialty paper Dynamics 8-1/2x13 90gsm Pearl	6	packs	50.00	300.00				6								

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, Specialty Sterling 200gsm 8-1/2x11 Cream	6	packs	38.00	228.00	6											
Folder, Plastic transparent w/plastic binder long lightblue	24	piece	12.00	288.00										24		
Battery, Energizer, size AA	6	pieces	45.00	270.00									6			
Envelope, Expanding long green w/ garterized tie	24	pieces	12.00	288.00							24					
Paper, Book long 8 x 13 80gsm Double A	3	reams	250.00	750.00					3							
Pen, Sign, My Gel, .5 blue	24	pieces	35.00	840.00	24											
Specialty Paper Dynamics 8-1/2x13 90gsm Skytone	6	packs	50.00	300.00							6					
Stick Broom (tingting) 6" fr the top, approx 370 pcs	2	piece	16.90	33.80									2			
Carbon Paper, ordinary 8-1/2 x 13" legal size,	1	box	71.95	71.95			1									
Folder, Pressboard, long, color: blue	12	pieces	15.00	180.00				12								
Scrubbing pad with sponge, heavy duty	3	pieces	25.00	75.00					3							
Specialty Board, short 8-1/2 x 11, 220 gsm, White (10pcs/pack)	3	pack	65.00	195.00			3									
Specialty Board, short 8-1/2 x 11, 220 gsm, Cream (10pcs/pack)	3	pack	65.00	195.00		3										
Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	3	pack	85.00	255.00	3											
Glue Gun, big	1	piece	150.00	150.00						1						
Sub-Total				30,639.28												
Photocopying supplies																
Xerox Paper, L-type, 8 x 13" s-20 (80gsm)	10	reams	220.00	2,200.00		10										
Sub-Total				2,200.00												
Grand Total				32,889.28												

Prepared by: JOCELYN T. CO

Noted by: LOUELLA C. AMPAC
Unit Head/Project Leader

Funds Available: MYRNA S. PANCITO
Head, Budget Office

Date: 06/29/2020

*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