

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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



30-5-900-2022-7-0-1

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: Department of Mechanical Engineering

Project Code: DME 2022

Purpose: To be utilize for department needs

Total Budget : 160,000.00

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
<b>IT Supplies and Equipment</b>																
Ink, Epson 003, Genuine Black 65mL	20	btl	350.00	7,000.00	10			10								
Ink, EPSON 003, Genuine Cyan 65mL	10	btl	350.00	3,500.00	10											
Ink, EPSON 003, Genuine Magenta 65mL	10	btl	350.00	3,500.00	10											
Ink, EPSON 003, Genuine Yellow 65mL	10	btl	350.00	3,500.00	10											
Ink, Epson, genuine (C) T664, 70 ml	10	pieces	350.00	3,500.00				10								
Ink, Epson, genuine (M) T664, 70 ml	10	pieces	350.00	3,500.00				10								
Ink, Epson, genuine, (BK) T664, 70 ml	20	pieces	350.00	7,000.00	10			10								
Ink, Epson, genuine, (Y) T664, 70 ml	10	pieces	350.00	3,500.00				10								
Mouse, Wired, Optical, USB	2	pieces	210.00	420.00	2											
Web Camera for Laptop and Desktop	2	pcs	720.00	1,440.00	2											
<b>Sub-Total</b>				<b>36,860.00</b>												
<b>Labor Services</b>																
Aircon, Maintenance	1	unit	23,000.00	23,000.00	1											
<b>Sub-Total</b>				<b>23,000.00</b>												
<b>Office Supplies</b>																
Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	2	pcs	192.00	384.00	2											
Alcohol, Ethyl, 70% solution, 1 gallon	2	gallons	600.00	1,200.00				2								
Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	2	pcs	420.00	840.00	2											
Broom, Soft (Tambo), Large, Heavy Duty	4	pcs	250.00	1,000.00	4											



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
Stick Broom (tingling) 6" fr the top, approx 370 pcs	4	piece	40.00	160.00	4											
Chlorine Granules, 1kg/pack	2	packs	85.00	170.00	2											
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	5	boxes	20.00	100.00				5								
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	10	boxes	14.00	140.00				10								
Cutter, Big, Plastic (Ordinary), w/ lock	4	pcs	30.00	120.00				4								
Nylon, #300, for grass cutter	1	kl	450.00	450.00	1											
Date stamp, rubber, self-inking, with dater and custom text, 1" x 1-5/8"	1	pc	900.00	900.00	1											
Soap, Detergent, Liquid, 1 gal, any scent	2	gal	350.00	700.00	2											
Soap, Detergent, Powder, 1 kilo/pack, any scent	2	kl	105.00	210.00	2											
Soap, Dishwashing, Liquid, 250mL	4	btls	150.00	600.00	4											
Soap, Toilet, regular size	5	pieces	35.00	175.00	5											
Disinfectant Cleaner, multi-surface, scented	4	gal	420.00	1,680.00	4											
Hand Sprayer, plastic, 150 ml cap.	4	pieces	100.00	400.00	4											
Multi-Insect Killer Spray, 250mL	1	tubes	200.00	200.00	1											
Dust pan, plastic, stand-up handle, large	1	pc	140.00	140.00	1											
Eraser, Rubber, high quality	2	pc	45.00	90.00				2								
Eraser, whiteboard, magnetic flannel	2	pc	60.00	120.00				2								
Fastener, Paper, plastic, 50 sets/box	10	boxes	38.00	380.00	10											
Folder, File, Long, 14pts, White	150	piece	10.00	1,500.00				150								
Paper, Bond, A4, S-24, 80 gsm	30	reams	289.00	8,670.00	15			15								
Paper, Bond, Long, S-24, 80 gsm	5	reams	328.00	1,640.00				5								
Pen, Ball, blue	50	pieces	10.00	500.00	50											
Pen, Sign, .5mm, Gel-type, Blue	30	piece	35.00	1,050.00	30											
Pen, Whiteboard Marker, black	4	pieces	50.00	200.00	4											
Pen, Whiteboard Marker, blue,	4	pieces	50.00	200.00	4											
Rag, (for cleaning & wiping)	20	pieces	5.00	100.00	20											
Rags, large, good quality, size 24"x15", water absorbent	10	pcs	40.00	400.00	10											
Ring Binder, plastic, 10mm, 3/8" black	5	pieces	10.00	50.00				5								
Ring Binder, plastic, 14mm, 9/16" black	5	pieces	15.00	75.00				5								
Ring Binder, plastic, 14mm, 5/8" black	5	pieces	18.00	90.00				5								
Ring Binder, plastic, 20mm, 3/4" black	5	pieces	22.00	110.00				5								
Ring Binder, plastic, 38mm, 1-1/2" black	5	pieces	46.00	230.00				5								



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
Ring Binder, plastic, 51mm 2" black	5	pieces	55.00	275.00				5								
Ring Binder, plastic, 25mm, 1" black	5	pieces	30.00	150.00				5								
Ring Binder, plastic, 6mm, 1/4" black	5	pieces	8.00	40.00				5								
Ring Binder, plastic, 12mm, 1/2" black	5	pieces	12.00	60.00				5								
Scissors, 8" heavy duty, good quality	2	pieces	75.00	150.00				2								
Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	5	pack	85.00	425.00				5								
Staple wire remover	4	pieces	40.00	160.00	4											
Staple Wire, #35	10	boxes	30.00	300.00	10											
Tape, Double Sided, 1" x 10m	5	rolls	35.00	175.00	5											
Tape, Double Sided, 3/4" x 10m	5	rolls	26.00	130.00	5											
Tape, Masking, 1" x 25 yards	2	rolls	48.00	96.00	2											
Tape, Transparent, 12mm x 50m	5	rolls	68.00	340.00	5											
Transparent Tape (1")	5	rolls	25.00	125.00	5											
Toilet Bowl Cleaner, at least 1 gallon	1	gal	395.00	395.00	1											
Transparency Film, A4, 100pcs/pack	1	pack	372.00	372.00				1								
Puncher, plier-type	1	pc	380.00	380.00				1								
Mouse Pad, Rubber	2	pad	250.00	500.00				2								
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	20	pcs	100.00	2,000.00				20								
Fist Aid Kit Set (Medical Bag)	1	set	800.00	800.00	1											
<b>Sub-Total</b>				<b>31,847.00</b>												
<b>Grand Total</b>				<b>91,707.00</b>												

Prepared by: ANTONETTE S. CRUZ

Noted by:

**JUNDY R. CASTIL**  
Unit Head/Project Leader

Funds Available:

**MYRNA S. PANCITO**  
Head, Budget Office

Date: 08/26/2021

\*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.  
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