



28-5-1087-2021-8-0-0



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: Department of Geodetic Engineering

Project Code: DGE-2021

Purpose: For DGE Office operation and instruction purposes.

Total Budget : 150,000.00

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
Communication/Courier Services																
Globe Prepaid Cell Card, 300Php	10	pc	330.00	3,300.00	10											
Smart Prepaid Cell Card, 300Php	10	pc	330.00	3,300.00	10											
Courier services	2	unit	200.00	400.00			1			1						
Sub-Total				7,000.00												
Fuel & Lubricants																
Gasoline, Premium	70	liter	55.00	3,850.00			20			25			25			
Diesel	79	liters	50.00	3,950.00			20			20			20			19
Sub-Total				7,800.00												
Hardwares																
Glue, (Fast Drying Adhesive), 3g	1	piece	150.00	150.00			1									
Sub-Total				150.00												
IT Supplies and Equipment																
DVD+RW 8x 4.7Gb w/indiv case	50	pieces	50.00	2,500.00			25			25						
Mouse, Wired, Optical, USB	25	pieces	210.00	5,250.00			15			10						
Flash Drive, at least 32GB USB 3.0	3	piece	800.00	2,400.00			3									
Computer Keyboard USB	25	pcs	400.00	10,000.00						15			10			
External Hard Disk Drive (Portable, 1TB), USB 3.0	4	unit	3,800.00	15,200.00			2			2						
Toner, Kyocera TASKalfa 1800	1	piece	7,000.00	7,000.00			1									
Ink, Epson, genuine, (BK) T664, 70 ml	10	pieces	350.00	3,500.00			10									
Ink, Epson, genuine (C) T664, 70 ml	3	pieces	350.00	1,050.00									3			
Ink, Epson, genuine, (Y) T664, 70 ml	3	pieces	350.00	1,050.00									3			

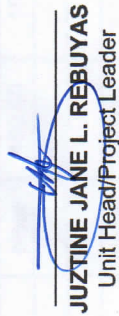
General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Ink, Epson, genuine (M) T664, 70 ml	3	pieces	350.00	1,050.00									3			
Sub-Total				49,000.00												
Office Furniture & Fixture																
Office chair, with arm rest	5	pc	5,000.00	25,000.00	3		2									
Sub-Total				25,000.00												
Office Supplies																
Paper, Bond, A4, S-20, 70 gsm	20	reams	253.00	5,060.00			10			10						
Paper, Bond, Long, S-20, 70 gsm	20	reams	286.00	5,720.00			10			10						
Pen, Sign, .5mm, Gel-type, Black	24	piece	35.00	840.00			12						12			
Pen, Sign, .5mm, Gel-type, Blue	24	piece	35.00	840.00			12						12			
Pen, Sign, .5mm, Gel-type, Red	24	piece	35.00	840.00			12						12			
Sticky Note, 2 x 3, Yellow	10	pads	79.00	790.00			5						5			
Sticky Note, 3 x 3, Yellow	10	pads	84.00	840.00						10						
Folder, Pressboard, US, Blue, Long	50	pieces	30.00	1,500.00			50									
Folder, Pressboard, US, Green, Long	50	pcs	30.00	1,500.00						50						
Folder, Pressboard, US, Yellow, Long	50	pieces	30.00	1,500.00									50			
Record Book, Big, 500 pages	5	pcs	115.00	575.00			5									
Staple Wire, #35	10	boxes	30.00	300.00			5			5						
Index Tab, PVC self adhesive 6" x 1", 25pcs/box	5	set	70.00	350.00						5						
Envelope, Document, Brown, 150 lbs, Long	100	pc	7.00	700.00			100									
Tape, Double Sided, 1" x 10m	15	rolls	35.00	525.00			10			5						
Tape, Magic, 12mm x 50m	5	rolls	196.00	980.00			5									
Tape, Masking, 1" x 25 yards	15	rolls	48.00	720.00			10			5						
Rubberband, #18, 350 gms/box	1	boxes	270.00	270.00			1									
Multi-Purpose Glue, 130 g	5	btl	60.00	300.00									5			
Alcohol, Isopropyl, 70% solution, 500mL	30	btl	140.00	4,200.00			10			10			10			
Soap, Toilet, guest size	10	pieces	15.00	150.00			5						5			
Soap, hand, liquid, 250 ml	2	btl	90.00	180.00			1						1			
Soap, Dishwashing, Liquid, 250mL	5	btl	150.00	750.00			2						3			
Tissue, Bathroom, 2 Ply, 12rolls/pack	3	pack	204.00	612.00			1			1			1			
Toilet Bowl Cleaner, at least 1 gallon	2	gal	370.00	740.00			1						1			
Toilet Brush with Holder	6	set	180.00	1,080.00			3						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
Bathroom Deodorizer, with holder, at least 100g, any scent	10	pcs	60.00	600.00			5						5			
Broom, Soft (Tambo), Large, Heavy Duty	8	pcs	250.00	2,000.00			4			4						
Ink, Refill, for Whiteboard Marker, Black, 30mL	5	btl's	165.00	825.00			5									
Pen, Whiteboard Marker, black	12	pieces	50.00	600.00			12									
Pen, Whiteboard Marker, red	12	pieces	50.00	600.00			12									
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00			100									
Dust pan, plastic, stand-up handle, large	3	pc	140.00	420.00			1			2						
Duster, Microfiber (Cotton)	5	pcs	102.00	510.00			2			3						
Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity	3	pcs	960.00	2,880.00			3									
Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	5	pack	40.00	200.00			3			2						
Sub-Total				41,497.00												
Printing Services																
Tarpaulin printing	78	sq ft	20.00	1,560.00	10	10	10	10	10	10	10	10	10	10	8	
Sub-Total				1,560.00												
Grand Total				132,007.00												

Prepared by:


HAIDE B. CUEVAS

Noted by:


JUZTINE JANE L. REBUYAS
Unit Head/Project Leader

Funds Available:

MYRNA S. PANCITO
Head, Budget Office

Date: 09/22/2020

*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