

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



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



160-5-1501-2021-2-0-0

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2021

Unit/Office/Dept/Div: **Office of the Director for Planning and Infrastructure Project Development and Monitoring**

Project Code: **ODPIPDM-2021**

Purpose: **For office supplies**

Total Budget : **63,000.00**

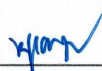
Funding : **GF- MOOE**

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
IT Supplies and Equipment																
Ink, Epson 003,Genuine Black 65mL	11	btl	350.00	3,850.00			3	3	3	2						
Ink, EPSON 003,Genuine Cyan 65mL	10	btl	350.00	3,500.00		2	2	2	2	2						
Ink, EPSON 003,Genuine Magenta 65mL	10	btl	350.00	3,500.00	2	2	2	2	2							
Ink, EPSON 003,Genuine Yellow 65mL	10	btl	350.00	3,500.00	2	2	2	2	2							
Computer Keyboard USB	1	pcs	400.00	400.00	1											
UPS, 1000 VA	1	unit	3,000.00	3,000.00	1											
Video Card	1	unit	9,000.00	9,000.00	1											
Sub-Total				26,750.00												
Office Furniture & Fixture																
Chair, Conference stacking,	4	pc	2,000.00	8,000.00	1	1	1	1								
Sub-Total				8,000.00												
Office Supplies																
Tape, Magic, 24mm x 50m	11	rolls	357.00	3,927.00	2	2	2	2	2	1						
Tape, Masking, 1" x 25 yards	20	rolls	48.00	960.00	3	4	3	3	4	3						
Paper Cutter, Sliding, for A3, with metal base, replaceable blades	2	unit	2,550.00	5,100.00			2									
Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)	2	pcs	520.00	1,040.00	1		1									
Ruler, Plastic, 12"	3	pieces	15.00	45.00	1	1	1									
Pen, Highlighting, asstd color	5	pcs	25.00	125.00	1	1	1	1	1							

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
Scissors, 6" heavy duty, good quality	3	piece	68.00	204.00	1	1	1									
Calculator, desktop-type, 12 digits, 2-way power, plastic keys	2	unit	530.00	1,060.00	1	1										
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	2	pack	250.00	500.00	1	1										
Paper, Bond, A4, S-24, 80 gsm	10	reams	289.00	2,890.00	2	2	2	2	2							
Paper, Bond, Long, S-20, 70 gsm	10	reams	286.00	2,860.00	2	2	2	2	2							
Paper, Bond, A3, S-24, 80 gsm	5	reams	580.00	2,900.00	1	1	1	1	1							
Pencil, Lead, #2, w/ eraser	18	pieces	10.00	180.00	3	3	3	3	3	3						
Stapler, HD No.35	2	pc	350.00	700.00	1	1										
Staple Wire, #35	12	boxes	30.00	360.00	2	2	2	2	2	2						
Staple wire remover	4	pieces	34.00	136.00	1	1	1	1								
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00	25	25	25	25								
Glue, Multi-Purpose, White, at least 130g (118mL)	5	btls	78.00	390.00	1	1	2	1								
Paper, Tracing Gateway (ImagingSeries)8 sheets pre cut 20x30 inches, 70/75gsm	2	rolls	550.00	1,100.00	2											
Correction Tape, 8m x 5mm wide	5	pc	40.00	200.00	1	1	1	1	1							
Sticky Note, 3 x 3, Yellow	10	pads	84.00	840.00	2	2	2	2	2							
Pen, Ball, blue	20	pieces	10.00	200.00	5	4	4	4	2	1						
Pen, Ball, black	11	pieces	10.00	110.00	2	2	2	2	2	1						
Eraser, whiteboard, magnetic flannel	1	pc	60.00	60.00	1											
Ink, Refill, for Whiteboard Marker, Black, 30mL	2	btls	165.00	330.00	1		1									
Pen, Whiteboard Marker, black	3	pieces	50.00	150.00	1		1		1							
Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	1	pcs	880.00	880.00			1									
Sub-Total				28,247.00												
Grand Total				62,997.00												

Prepared by: 
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Noted by: 
DANIEL LESLIE S. TAN
Unit Head/Project Leader

Funds Available: 
MYRNA S. PANCITO
Head, Budget Office

Date: **03/02/2021**