

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



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



45-5-1503-2022-5-0-0

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**CY 2022**

Unit/Office/Dept/Div: *College of Arts and Sciences*  
*Department of Biotechnology*  
 Project Code: **CAS-2022**  
 Purpose: **For Higher Education's goods and services**

Total Budget : **150,000.00**

Funding : **GF-MOOE**

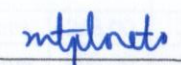
General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Office Supplies</b>																
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	5	tubes	220.00	1,100.00	5											
Alcohol, Rubbing, 70% Isoprophyl, 1ltr.	20	btls	200.00	4,000.00	20											
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	8	boxes	46.00	368.00	8											
Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	10	boxes	13.00	130.00	10											
Paper, Bond, A4, S-20, 70 gsm	8	reams	253.00	2,024.00	8											
Paper, Bond, Long, S-20, 70 gsm	5	reams	286.00	1,430.00	5											
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	15	pcs	195.00	2,925.00	15											
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	10	pcs	100.00	1,000.00	10											
Tape, Double Sided, 1" x 10m	5	rolls	35.00	175.00	5											
Transparent Tape (1")	20	rolls	25.00	500.00	20											
Envelope, Document, Brown, 150 lbs, Long	20	pc	7.00	140.00	20											
Envelope, Mailing, white, long, 500pcs/box	1	box	395.00	395.00	1											
Envelope, Expanding, with garter tie, blue, long	10	pc	15.00	150.00	10											
Fastener, Paper, plastic, 50 sets/box	3	boxes	38.00	114.00	3											
Folder, File, Long, 14pts, White	50	piece	10.00	500.00	50											
Glue, Multi-Purpose, White, at least 130g (118mL)	5	btls	78.00	390.00	5											
Index Tab, PVC self adhesive 6" x 1", 25pcs/box	20	set	78.00	1,560.00	20											

General Description	Quantity	Unit	UnitCost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	10	pack	65.00	650.00	10											
Specialty Paper, long, 8-1/2 x 13, 220gsm, color: light green (10pcs/pack)	5	pack	65.00	325.00	5											
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	3	pack	250.00	750.00	3											
Record Book, Big, 300 pages	10	pcs	80.00	800.00	10											
Scissors, 8" heavy duty, good quality	1	pieces	75.00	75.00	1											
Ink, for stamp pad, violet, 30mL, w/ applicator	6	btls	35.00	210.00	6											
Staple wire remover	1	pieces	40.00	40.00	1											
Staple Wire, #35	1	boxes	30.00	30.00	1											
Sticky Note, 2 x 3, Yellow	20	pads	79.00	1,580.00	20											
Certificate Holder (A4)	20	pcs	64.00	1,280.00	20											
Paper, Bond, Short, S-20, 70 gsm	5	reams	245.00	1,225.00	5											
<b>Sub-Total</b>				<b>23,866.00</b>												
<b>Grand Total</b>				<b>23,866.00</b>												


Prepared by:

  
GENALYN M. APAS

Noted by:

  
MA. THERESA P. LORETO  
Unit Head/Project Leader

Funds Available:

  
MYRNA S. PANCITO  
Head, Budget Office

Date: 08/27/2021

\*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