

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



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



152-4-1747-2021-6-0-2

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**  
**CY 2021**

Unit/Office/Dept/Div: **Office of the Vice President for Research, Extension and Innovation**

Project Code: **20201050-1.98**

Purpose: **Purchase of necessary supplies and materials for Technology Business Incubator project**

Total Budget : **220,000.00**

Funding : **TF**

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>																
Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	50	pieces	90.00	4,500.00									50			
Paper Cutter, Sliding, for A3, with metal base, replaceable blades	1	unit	2,550.00	2,550.00									1			
Laminating Film, A4, 100 shts/box, 250 microns	2	box	1,430.00	2,860.00									2			
Alcohol, Ethyl, 70% solution, 500mL	50	btls	125.00	6,250.00									50			
Staple Wire, #35	5	boxes	30.00	150.00									5			
Tape, Masking, 2" x 25 yards	10	rolls	95.00	950.00									10			
Tape, Packaging, 2" x 100 yards, Clear	10	rolls	55.00	550.00									10			
Tape, Double Sided, 2" x 10m	5	rolls	70.00	350.00									5			
Tape, Double Sided, 1" x 10m	10	rolls	35.00	350.00									10			
Pen, Whiteboard Marker, blue,	5	pieces	50.00	250.00									5			
Pen, Whiteboard Marker, black	5	pieces	50.00	250.00									5			
Record Book, Big, 300 pages	5	pcs	80.00	400.00									5			
Pen, Highlighter, violet	10	pieces	47.00	470.00									10			
Pen, Highlighter, yellow	10	pieces	45.00	450.00									10			
Pen, Highlighter, orange	10	pieces	46.00	460.00									10			
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	20	pack	115.00	2,300.00									20			
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	20	pack	125.00	2,500.00									20			



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, 84 14mm, 9/16" black	50	pieces	15.00	750.00									50			
Ring Binder, plastic, 84 10mm, 3/8" black	20	pieces	10.00	200.00									20			
<b>Sub-Total</b>				<b>26,540.00</b>												
<b>Grand Total</b>				<b>26,540.00</b>												

Prepared by: \_\_\_\_\_

**DINDO M. VALEROSO**

Noted by: \_\_\_\_\_

**ALAN B. LORETO**  
Unit Head/Project Leader

Funds Available: \_\_\_\_\_

**NICK FREDDY R. BELLO**  
(OIC) Head, Accounting Office *scm*

Date: **07/28/2021**

\*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