



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 2022

Unit/Office/Dept/Div: College of Nursing

Project Code: CON-2022

Purpose: To provide supplies and materials of the college

Total Budget : 200,000.00

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																
Smart Prepaid Cell Card, 300Php	20	pc	330.00	6,600.00	20											
Globe Prepaid Cell Card, 300Php	20	pc	330.00	6,600.00	20											
Sub-Total				13,200.00												
Construction and Electrical Supplies																
Bulb, Socket, (E27)	3	pcs	60.00	180.00								3				
Bulb, LED, 15W	23	pieces	300.00	6,900.00						23						
Sub-Total				7,080.00												
IT Supplies and Equipment																
Master roll for DX-2430 copy printer, 100 cuts	4	pieces	1,960.00	7,840.00											4	
Ink, Epson, genuine (C) T664, 70 ml	10	pieces	350.00	3,500.00			5	5								
Ink, Epson, genuine (M) T664, 70 ml	10	pieces	350.00	3,500.00			6	4								
Ink, Epson, genuine, (BK) T664, 70 ml	30	pieces	350.00	10,500.00	10			10					10			
Ink, Epson, genuine, (Y) T664, 70 ml	10	pieces	350.00	3,500.00			5		5							
Ink, Gestetner DX-2430 Reisograph Copy Printer, 500ml	5	pieces	1,080.24	5,401.20											5	
Anti-virus Software	1	pc	5,000.00	5,000.00	1											
Ink, EPSON 003,Genuine Yellow 65mL	5	btl	350.00	1,750.00	2			3								
Ink, EPSON 003,Genuine Magenta 65mL	5	btl	350.00	1,750.00	3			2								
Ink, Epson 003,Genuine Black 65mL	10	btl	350.00	3,500.00			4		4				2			
Ink, EPSON 003,Genuine Cyan 65mL	5	btl	350.00	1,750.00	2			3								
Sub-Total				47,991.20												
Office Furniture & Fixture																

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
Folding Training Table	3	pc	4,500.00	13,500.00						3						
Sub-Total				13,500.00												
Office Supplies																
Alcohol, Isopropyl, 70% solution, 500mL, pump type	30	btl	250.00	7,500.00		15						15				
Broom, Soft (Tambo), Large, Heavy Duty	4	pcs	250.00	1,000.00		4										
Book Ends, Metal, Medium (approx. 13x15x20cm), at least 350g	6	pair	90.00	540.00			6									
Book Ends, Metal, Big (approx. 13x15x25cm), at least 400g	6	pair	162.00	972.00			6									
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	20	boxes	28.00	560.00							20					
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	15	boxes	46.00	690.00					15							
Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	15	boxes	70.00	1,050.00				15								
Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box	15	boxes	55.00	825.00		15										
Soap, Detergent, Powder, 1 kilo/pack, any scent	10	kl	105.00	1,050.00		10										
Soap, Dishwashing, Liquid, 250mL	15	btl	150.00	2,250.00		15										
Envelope, Expanding, with garter tie, brown, long	10	pc	15.00	150.00						10						
Fabric Conditioner, 1L, any scent	6	btl	110.00	660.00						6						
File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	2	pieces	368.00	736.00			2									
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00	100											
Folder, Pressboard, US, Green, Long	100	pcs	30.00	3,000.00	50			50								
Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)	4	pcs	140.00	560.00									4			
Magazine Box / Data File Box / Datafile, horizontal, made of chipboards, closed ends, Legal (Double)	40	pcs	195.00	7,800.00					20		20					
Mop rug, heavy duty 100% cotton	2	pieces	50.00	100.00										2		
Magazine File box, medium, at least 114mm x 203mm x 241mm asstd colors	2	pieces	1,150.00	2,300.00									2			
Multi-Purpose Glue, 130 g	5	btl	60.00	300.00												
Paper, Bond, A4, S-24, 80 gsm	150	reams	289.00	43,350.00		60		50			40					
Paper, Bond, Long, S-20, 70 gsm	10	reams	286.00	2,860.00	5				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
Pen, Sign, .5mm, Gel-type, Blue	40	piece	35.00	1,400.00	40											
Staple Wire, #35	15	boxes	30.00	450.00		5						5		5		
Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black	10	pack	25.00	250.00			10									
Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	10	pack	40.00	400.00			10									
Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	10	pack	56.00	560.00			10									
Sign pen, Fine Tech, 0.3mm. blue	10	pieces	30.00	300.00			10									
Soap, hand, liquid, 250 ml	6	btl	90.00	540.00		3				3						
Pen, Whiteboard Marker, black	12	pieces	50.00	600.00					12							
PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	3	packs	750.00	2,250.00			3									
Sub-Total				86,003.00												
Grand Total				167,774.20												

Prepared by:

JANNET LESLIE EVELYN S. CODOG

Noted by:

JOEL REY U. ACOB
Unit Head/Project Leader

Funds Available:

MYRNA S. PANCITO
Head, Budget Office

Date: **02/11/2021**

*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, Laboratory Supplies, IT Equipment, Construction & Electrical Supplies, Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies