

☒ Original PPM/P

☐ Revised (Changed items, same budget)

☐ Supplemental



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2022



Unit/Office/Dept/Div: **Department of Computer Science and Technology**
Project Code: **DCST-2022**
Purpose: **Supplies and Equipment for the Department**

Total Budget : **93,000.00**
Funding : **GF-MOOE**
PPMP #: **6-5-442-2022-8-0-0**

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
Construction and Electrical Supplies																
LED Tube with housing (T8), 18 watts, 4ft (Daylight)	15	set	500.00	7,500.00							15					
Bulb, LED, 15W	10	pieces	300.00	3,000.00								10				
LED Bulb, 9 watts	10	pcs	150.00	1,500.00							10					
Cable Duct, Slotted PVC, 60mm x 60mm	10	length	750.00	7,500.00								10				
Cable Duct, Slotted PVC, 40mm x 40mm	20	length	600.00	12,000.00								20				
Cable Duct, Slotted PVC, 25x40mm	10	length	450.00	4,500.00								10				
Foot Bolt 4"	8	pc	600.00	4,800.00							8					
Sub-Total																
Hardwares																
Screw with tox, 5mm	100	set	6.00	600.00							100					
LED T5 Tubelight	5	pcs	300.00	1,500.00							5					
Sub-Total																
IT Supplies and Equipment																
RISO Master Roll	1	box	1,320.00	1,320.00									1			
RISO Ink	1	box	2,300.00	2,300.00									1			
Sub-Total																
Office Supplies																
Paper, Bond, A4, S-20, 70 gsm	20	reams	253.00	5,060.00								20				
Paper, Bond, A4, S-24, 80 gsm	15	reams	289.00	4,335.00								15				
Paper, Bond, Long, S-20, 70 gsm	10	reams	286.00	2,860.00								10				
Paper, Mimeo, WW, Long, S-18	10	reams	218.00	2,180.00								10				

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
Paper, Mimeo, WW, Long, S-20	10	reams	228.00	2,280.00												
Toilet Bowl and Urinal Cleaner, at least 500ml	10	btl	125.00	1,250.00							10			10		
Soap, Detergent, Powder, 1 kilo/pack, any scent	8	kl	105.00	840.00										8		
Broom, Soft (Tambo), Large, Heavy Duty	2	pcs	250.00	500.00										2		
Muriatic Acid concentrated scented	2	gal	350.00	700.00										2		
Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	3	gallon	450.00	1,350.00										3		
Bathroom Deodorizer, with holder, at least 100g, any scent	15	pcs	60.00	900.00										15		
Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg, spin microfiber mop head, 180deg, flexible mop pole	1	pcs	1,500.00	1,500.00										1		
Soap, Dishwashing, Liquid, 250ml	15	btl	150.00	2,250.00						15						
Paper, Specialty 200gsm 8-1/2x11, 10s, Nashville	2	packs	38.00	76.00										2		
Gel Ink Sign Pen 0.5, blue	20	pcs	25.00	500.00								20				
Alcohol, Isopropyl, 70% solution, 500ml	5	btl	140.00	700.00						5						
Multi-Insect Killer Spray, \$00ml	2	tubes	600.00	1,200.00										2		
Air Freshener, Spray, at least 280ml, Lemon/Orange Scent	5	tubes	220.00	1,100.00										5		
Disinfectant Cleaner, multi-surface, scented	3	gal	420.00	1,260.00										3		
Note Pad, 4" x 5", post-it, assorted colors	3	pads	40.00	120.00							3					
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	3	boxes	20.00	60.00							3					
Paper, Photo, matte finish, 146GSM, 10 shts/pack	5	pack	75.00	375.00							5					
Magazine Box / Data FileBox / Datafile, horizontal, made of chipboards, closed ends, Legal (Double)	10	pcs	195.00	1,950.00								10				
Rolled Paper Towel, 2 plys good qty (Jumbo Towel)	5	rolls	88.00	440.00										5		
Tissue, Bathroom, 2 Ply, 12rolls/pack	10	pack	204.00	2,040.00										10		
Pen, Highlighter, yellow	5	pieces	45.00	225.00							5					
Scissors, 8" heavy duty, good quality	2	pieces	75.00	150.00						2						
Tape, Transparent, 24mm x 50m	5	rolls	120.00	600.00						5						
Tape, Double Sided, 1" x 10m	5	rolls	35.00	175.00						5						
Correction Tape, 8m x 5mm wide	5	pc	40.00	200.00						5						
Tape, Masking, 1" x 25 yards	8	rolls	48.00	384.00						8						
Pen, Whiteboard Marker, black	5	pieces	50.00	250.00						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
Cleaner, Glass, 500ml, spray type, any scent	10	btl	200.00	2,000.00												
Clip, Paper, Small, Plastic Coated, 100pcs/box. (33mm)	5	boxes	14.00	70.00							5			10		
Binder Clip, 2-inch, 12 pcs/box	10	boxes	100.00	1,000.00							10					
Clip, Paper, Big, Plastic Coated, 100pcs/box. (55mm) 120 grms	10	box	30.00	300.00							10					
Pen, Permanent Marker, black, broad tip	5	pieces	60.00	300.00								5				
File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs. Legal	4	pieces	368.00	1,472.00						4						
4 Layer File Tray (Office Organizer)	2	unit	300.00	600.00						2						
Sub-Total				43,552.00												
Grand Total				90,072.00												

Prepared by: 
MAGDALENE C. UÑAJAN

Noted by: 
MAGDALENE C. UÑAJAN
Unit Head/Project Leader

Funds Available: 
ALICIA M. FLORES
Head, Budget Office

Date: **03/03/2022**

Funding Sources: General Fund(GF), Trust Fund(TF, Special Trust Fund(STF), IGP, Supplemental or Augmentation

Note: Please make a separate PPMF 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