

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



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



160-5-1994-2021-8-0-1

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: **Office Supplies**

Total Budget : **100,000.00**
 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
IT Supplies and Equipment																
Ink, Epson 003,Genuine Black 65mL	8	btl	350.00	2,800.00	5			3								
Ink, EPSON 003,Genuine Cyan 65mL	8	btl	350.00	2,800.00	5			3								
Ink, EPSON 003,Genuine Magenta 65mL	8	btl	350.00	2,800.00	5			3								
Ink, EPSON 003,Genuine Yellow 65mL	8	btl	350.00	2,800.00	5			3								
Ink, Epson, genuine, (Y) T664, 70 ml	8	pieces	350.00	2,800.00	5			3								
Ink, Epson, genuine (C) T664, 70 ml	8	pieces	350.00	2,800.00	5			3								
Ink, Epson, genuine (M) T664, 70 ml	8	pieces	350.00	2,800.00	5			3								
Ink, Epson, genuine, (BK) T664, 70 ml	8	pieces	350.00	2,800.00	5			3								
Document Scanner w/ ADF	1	unit	26,000.00	26,000.00	1											
Sub-Total				48,400.00												
Office Supplies																
Paper, Bond, A3, S-24, 80 gsm	5	reams	580.00	2,900.00	5											
Paper, Bond, A4, S-24, 80 gsm	20	reams	289.00	5,780.00	20											
Paper, Bond, Long, S-20, 70 gsm	5	reams	286.00	1,430.00	5											
Pen, Ball, black	6	pieces	10.00	60.00	6											
Pen, Ball, blue	12	pieces	10.00	120.00	12											
Pen, Highlighting, asstd color	3	pcs	25.00	75.00				3								
Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	2	pcs	880.00	1,760.00				2								
Pen, Whiteboard Marker, red	3	pieces	50.00	150.00				3								
Pen, Whiteboard Marker, black	5	pieces	50.00	250.00				5								
Scissors, 6" heavy duty, good quality	2	piece	68.00	136.00	2											

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
Stapler, HD No.35	1	pc	350.00	350.00	1											
Staple wire remover, Plier type, Metal	1	piece	100.00	100.00	1											
Staple Wire, #35	5	boxes	30.00	150.00	5											
Puncher, 2 holes, heavy duty	1	pieces	155.00	155.00	1											
Glue, Multi-Purpose, White, at least 130g (118mL)	2	btls	78.00	156.00	2											
Tape Dispenser, 1" tape, big core, any color	1	pcs	115.00	115.00	1											
Ruler, Plastic, 12"	3	pieces	15.00	45.00				3								
Broom and Dustpan Set	1	set	600.00	600.00	1											
Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	1	pcs	240.00	240.00	1											
Alcohol, Ethyl, 70% solution, 1 gallon	1	gallons	600.00	600.00	1											
Index Tab, PVC self adhesive 6" x 1", 25pcs/box	1	set	78.00	78.00	1											
Record Book, Big, 500 pages	2	pcs	115.00	230.00				2								
Received Stamp Supply & Property Management Office with Date and Signature, Circle/Oval	1	pcs	200.00	200.00	1											
Cutter, Big, Plastic (Ordinary), w/ lock	1	pcs	30.00	30.00				1								
Paper Cutter, wood, A4 size	1	piece	625.00	625.00	1											
Date stamp, 10 years advance or more	1	pcs	195.00	195.00	1											
Sub-Total				16,530.00												
Grand Total				64,930.00												

Prepared by:

ADRIEL EFRAIM V. CUNANAN

Noted by:

DILBERTO O. FERRAREN
Unit Head/Project Leader

Funds Available:

ALICIA M. FLORES
Head, Budget Office

Date: **09/08/2021**

*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