



8-2-816-2021-7-0-0



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

# PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2021

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

Unit/Office/Dept/Div: **Department of Consumer & Hospitality Management**Project Code: **DTHM-2021-GF-01**Purpose: **Office use**Total Budget : **50,000.00**Funding : **GF - ~~CO~~  
MOOE**

| General Description  | Quantity | Unit   | Unit Cost | Estimated Budget | Schedule/Milestone of Activities (in quantites) |     |     |     |     |     |     |     |     |     |     |     |
|--|----------|--------|-----------|------------------|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|  |          |        |           |                  | Jan   | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| <b>IT Supplies and Equipment</b>                           |          |        |           |                  |   |     |     |     |     |     |     |     |     |     |     |     |
| Master roll for DX-2430 copy printer, 100 cuts             | 5        | pieces | 1,960.00  | 9,800.00         | 5   |     |     |     |     |     |     |     |     |     |     |     |
| Ink, Gestetner DX-2430 Reisograph Copy Printer, 500ml      | 4        | pieces | 1,080.24  | 4,320.96         | 4   |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>   |          |        |           | <b>14,120.96</b> |   |     |     |     |     |     |     |     |     |     |     |     |
| <b>Medical &amp; Dental Supplies &amp; Equipment</b>       |          |        |           |                  |   |     |     |     |     |     |     |     |     |     |     |     |
| Cotton, 400g   | 10       | packs  | 165.00    | 1,650.00         | 5   |     |     |     |     |     | 5   |     |     |     |     |     |
| Oral Betadine 500ml bottle                                 | 5        | btl    | 300.00    | 1,500.00         | 5   |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>   |          |        |           | <b>3,150.00</b>  |   |     |     |     |     |     |     |     |     |     |     |     |
| <b>Office Supplies</b>                                     |          |        |           |                  |   |     |     |     |     |     |     |     |     |     |     |     |
| Paper, Bond, A4, S-24, 80 gsm                              | 25       | reams  | 289.00    | 7,225.00         | 10  |     |     | 5   |     |     | 5   |     |     | 5   |     |     |
| Eraser, Blackboard, wood design, Big (3x13x5cm)            | 5        | pcs    | 56.00     | 280.00           | 5   |     |     |     |     |     |     |     |     |     |     |     |
| Eraser, whiteboard, magnetic flannel                       | 5        | pc     | 60.00     | 300.00           | 5   |     |     |     |     |     |     |     |     |     |     |     |
| Folder, File, Long, 14pts, White                           | 100      | piece  | 10.00     | 1,000.00         | 50  |     |     |     |     |     | 50  |     |     |     |     |     |
| Pen, Highlighter, orange                                   | 20       | pieces | 46.00     | 920.00           | 10  |     |     |     |     |     | 10  |     |     |     |     |     |
| Muriatic Acid concentrated scented                         | 5        | gal    | 350.00    | 1,750.00         | 5   |     |     |     |     |     |     |     |     |     |     |     |
| Air Freshener, Spray, at least 280mL, Lemon/Orange Scent   | 24       | tubes  | 220.00    | 5,280.00         | 6   |     |     | 6   |     |     | 6   |     |     | 6   |     |     |
| Alcohol, Ethyl, 70% solution, 500mL                        | 24       | btls   | 125.00    | 3,000.00         | 6   |     |     | 6   |     |     | 6   |     |     | 6   |     |     |
| Disinfectant Cleaner, multi-surface, scented               | 5        | gal    | 300.00    | 1,500.00         | 5   |     |     |     |     |     |     |     |     |     |     |     |
| Cleaner, Glass, 500mL, any scent                           | 10       | btls   | 198.00    | 1,980.00         | 5   |     |     |     |     |     | 5   |     |     |     |     |     |
| Bathroom Deodorizer, with holder, at least 100g, any scent | 12       | pcs    | 60.00     | 720.00           | 3   |     |     | 3   |     |     | 3   |     |     | 3   |     |     |

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|---|----------|-------|-----------|------------------|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|   |          |       |           |                  | Jan   | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Broom, Soft (Tambo), Large, Heavy Duty                              | 10       | pcs   | 250.00    | 2,500.00         | 5   |     |     |     |     |     | 5   |     |     |     |     |     |
| Broom, Plastic, with long steel handle (approx. 140cm), for ceiling | 5        | pcs   | 348.00    | 1,740.00         | 5   |     |     |     |     |     |     |     |     |     |     |     |
| Stick Broom (tingting) 6" fr the top, approx 370 pcs                | 15       | piece | 40.00     | 600.00           | 5   |     |     | 5   |     |     |     |     |     |     |     |     |
| Toilet Brush with Holder  | 10       | set   | 180.00    | 1,800.00         | 5   |     |     |     |     |     | 5   |     |     |     |     |     |
| Soap, Detergent, Powder, 1 kilo/pack, any scent                     | 20       | kl    | 105.00    | 2,100.00         | 10  |     |     |     |     |     | 10  |     |     |     |     |     |
| <b>Sub-Total</b>  |          |       |           | <b>32,695.00</b> |   |     |     |     |     |     |     |     |     |     |     |     |
|   |          |       |           |                  |   |     |     |     |     |     |     |     |     |     |     |     |
| <b>Grand Total</b>  |          |       |           | <b>49,965.96</b> |   |     |     |     |     |     |     |     |     |     |     |     |

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

**JAMES B. ESCUADRA**

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

**VENICE B. IBANEZ**  
Unit Head/Project Leader

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

**MYRNA S. PANCITO**  
Head, Budget Office

Date: **09/21/2020**

\*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