



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



66-5-903-2022-7-0-0

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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: **Supply & Property Management Office**

Project Code: **SPMO-2022**

Purpose: **For SPMO Office supplies for the year 2022.**

Total Budget : **119,661.00**

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
Construction and Electrical Supplies																
Stand Fan, 405 mm diameter, 220 volts	3	unit	2,500.00	7,500.00	3											
Gloves, Utility, Medium	3	pair	150.00	450.00				3								
Sub-Total				7,950.00												
Hardware																
Rope, Nylon, #10 (5mm)	50	meter	14.00	700.00	50											
Sub-Total				700.00												
IT Supplies and Equipment																
Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)	2	unit	11,000.00	22,000.00	2											
UPS, 650VA, Universal Sockets	3	pc	2,800.00	8,400.00	3											
External Hard Disk Drive (Portable, 1TB), USB 3.1	1	unit	3,000.00	3,000.00	1											
Ink, Epson 003, Genuine Black 65mL	5	btl	350.00	1,750.00		3					2					
Ink, EPSON 003, Genuine Cyan 65mL	4	btl	350.00	1,400.00		2						2				
Ink, EPSON 003, Genuine Magenta 65mL	4	btl	350.00	1,400.00		2						2				
Ink, Epson, genuine (C) T664, 70 ml	5	pieces	350.00	1,750.00	3						2					
Ink, Epson, genuine (M) T664, 70 ml	5	pieces	350.00	1,750.00		3					2					
Ink, Epson, genuine, (BK) T664, 70 ml	10	pieces	350.00	3,500.00		5					5					
Ink, Epson, genuine, (Y) T664, 70 ml	5	pieces	350.00	1,750.00		3					2					
Computer Keyboard USB	3	pcs	400.00	1,200.00				3								
Sub-Total				47,900.00												
Office Furniture & Fixture																
Steel Cabinet, 4 drawers, Dark Green	1	pcs	8,500.00	8,500.00	1											

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
Office Supplies				8,500.00												
Sub-Total																
Alcohol, Isopropyl, 70% solution, 500mL	10	bills	140.00	1,400.00				5						5		
Broom, Soft (Tambo), Large, Heavy Duty	2	pcs	250.00	500.00				2								
Cartolina, Vellum, Gold, at least 180gsm	5	pcs	35.00	175.00				5								
Cartolina, Vellum, White, at least 180gsm	5	pcs	35.00	175.00				5								
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	5	boxes	70.00	350.00	5											
Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	15	boxes	300.00	4,500.00	10			5								
Paper, Bond, A4, S-24, 80 gsm	50	reams	289.00	14,450.00	25					25						
Paper, Bond, Long, S-24, 80 gsm	20	reams	328.00	6,560.00	10					10						
Tape, Packaging, 2" x 100 yards, Tan	10	rolls	55.00	550.00	10											
Tape, Masking, 1" x 25 yards	10	rolls	48.00	480.00	10											
Pen, Permanent Marker, black, fine tip	5	pieces	60.00	300.00				5								
Pen, Permanent Marker, blue, fine tip	5	pieces	60.00	300.00				5								
Fiber Doormat	2	pc	150.00	300.00		2										
Staple Wire, #35	20	boxes	30.00	600.00			10								10	
Stapler Flat clinch Standard Half strip	2	piece	700.00	1,400.00	2											
Pen, Ball, blue	100	pieces	10.00	1,000.00	50						50					
Pen, Whiteboard Marker, blue,	5	pieces	50.00	250.00	5											
Pen, Whiteboard Marker, black	5	pieces	50.00	250.00	5											
Pen, Permanent Marker, JUMBO red	3	pieces	120.00	360.00		3										
Pen, Permanent Marker, JUMBO black	3	pieces	120.00	360.00		3										
Folder, Pressboard, US, Blue, Long	50	pieces	30.00	1,500.00			25						25			
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	20	pcs	195.00	3,900.00	10						10					
Cleaner, Glass, 500mL, any scent	3	bills	198.00	594.00		3										
Toilet Bowl Cleaner, at least 1 liter	3	btl	250.00	750.00		3										
Toilet Brush with Holder	2	set	180.00	360.00		2										
Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	2	pcs	300.00	600.00		2										
Plastic bag (sando bag), jumbo size, 100 pcs/back	10	pack	135.00	1,350.00	10											
Paper Bag, Plain Brown, Large #10	8	pack	150.00	1,200.00	8											

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
Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent	2	pack	330.00	660.00		2										
Soap, Detergent, Liquid, 1 gal, any scent	2	gal	350.00	700.00		2										
Disinfectant Spray, 170g	3	can	280.00	840.00		3										
Bleach, Liquid, 99.9% Antibac, 3785 mL	3	gallon	250.00	750.00		3										
Tissue, Bathroom, 2 Ply, 12rolls/pack	5	pack	204.00	1,020.00	5											
Pen, Sign, .5mm, Gel-type, Blue	20	piece	35.00	700.00	10						10					
Cartolina, Vellum, Green, at least 180gsm	5	pcs	35.00	175.00	5											
Soap, Dishwashing, Liquid, 250mL	2	bills	150.00	300.00		2										
Envelope, Expanding, with garter tie, blue, long	20	pc	15.00	300.00	10						10					
Sub-Total				49,959.00												
Grand Total				115,009.00												

Prepared by:  **DOREEN B. ALBA** ^{4/21}
 Noted by:  **ALICIA M. FLORES** ^{4/21}
 Unit Head/Project Leader
 Funds Available:  **MYRNA S. PANCITO**
 Head, Budget Office
 Date: 08/31/2021

*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