

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



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



26-4-1232-2021-8-0-4

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2021

Unit/Office/Dept/Div: **Institute of Tropical Ecology & Envi. Mgmt.**

Project Code: **101T20201050-10.13.43**

Purpose: **for project use**

Total Budget : **332,725.20**

Funding : **TF**

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, genuine (C) T664, 70 ml	15	pieces	350.00	5,250.00										15		
Ink, Epson, genuine (M) T664, 70 ml	15	pieces	350.00	5,250.00										15		
Ink, Epson, genuine, (BK) T664, 70 ml	15	pieces	350.00	5,250.00										15		
Ink, Epson, genuine, (Y) T664, 70 ml	15	pieces	350.00	5,250.00										15		
Automatic Voltage Regulatory (AVR), 1500W, heavy duty	1	unit	5,000.00	5,000.00										1		
External Hard Disk Drive (Portable, 1TB), USB 3.1	5	unit	3,000.00	15,000.00										5		
Genuine Hp laserjet toner 85A (CE285A) black	3	boxes	2,200.00	6,600.00										3		
External Hard Disk Drive (Portable, 2TB), USB 3.1	2	unit	4,200.00	8,400.00										2		
Sub-Total				56,000.00												
Medical & Dental Supplies & Equipment																
Elastic bandage 4"	3	pieces	35.00	105.00										3		
Sub-Total				105.00												
Office Supplies																
Paper, Bond, A4, S-24, 80 gsm	50	reams	289.00	14,450.00										25	25	
Pen, Sign, .5mm, Gel-type, Blue	48	piece	35.00	1,680.00										24	24	
Alcohol, Ethyl, 70% solution, 1 gallon	3	gallons	600.00	1,800.00										3		
Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	2	gallon	250.00	500.00										2		
Soap, hand, liquid, 250 ml	4	btls	135.00	540.00										4		
Tissue, Bathroom, 2 Ply, 12rolls/pack	3	pack	204.00	612.00										3		
Envelope, Expanding, with garter tie, green, long	40	pc	15.00	600.00										20	20	

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestones of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Pencil, Lead, #2, w/ eraser	36	pieces	10.00	360.00										18	18	
Pen, Ball, blue	60	pieces	10.00	600.00										30	30	
Correction Tape, 8m x 5mm wide	10	pc	40.00	400.00										10		
Record Book, Big, 500 pages	2	pcs	115.00	230.00										2		
Record Book, Big, 300 pages	2	pcs	80.00	160.00										2		
Staple Wire, #35	2	boxes	30.00	60.00										2		
Stapler, HD No.35	1	pc	350.00	350.00										1		
Binder Clip, 2", black	24	pcs	8.50	204.00										24		
Pen, Permanent Marker, black, fine tip	12	pieces	60.00	720.00										12		
Paper, Photo, Waterproof Glossy Inkjet, A4, 230 GSM No Backprint, 20 shts/pack	30	pack	60.00	1,800.00										15	15	
Ring Binder, plastic, 12mm, 1/2" black	40	pieces	12.00	480.00										20	20	
Ring Binder, plastic, 25mm, 1" black	40	pieces	30.00	1,200.00										20	20	
Pen, Whiteboard Marker, black	24	pieces	50.00	1,200.00										12	12	
Pen, Whiteboard Marker, red	24	pieces	50.00	1,200.00										12	12	
Eraser, whiteboard, magnetic flannel	2	pc	60.00	120.00										2		
Masking Tape, 1"	12	rolls	60.00	720.00										12		
Sharpener, Pencil Heavy Duty good qlty	1	pieces	350.00	350.00										1		
Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	5	boxes	300.00	1,500.00										5		
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	2	boxes	46.00	92.00										2		
Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	2	btl's	120.00	240.00										2		
Pen, Permanent Marker, red, fine tip	12	pieces	60.00	720.00										12		
Sticky Note, 3 x 3, Yellow	8	pads	84.00	672.00										8		
Calculator, desktop-type, 12 digits, 2-way power, plastic keys	1	unit	530.00	530.00										1		
Scissors, 6" heavy duty, good quality	2	piece	68.00	136.00										2		
Glue, Multi-Purpose, White, at least 130g (118mL)	2	btl's	78.00	156.00										2		
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	40	pack	115.00	4,600.00										20	20	
Cotton, 400g	2	packs	165.00	330.00										2		
Scrub Sponge, Heavy Duty	10	pcs	60.00	600.00										10		
Sub-Total				39,912.00												

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestones of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<i>Grand Total</i>				96,017.00												

Prepared by: _____

CECILIO M. BENITEZ

Noted by: _____

HUMBERTO R. MONTES
Unit Head/Project Leader

Funds Available: _____

NICK FREDDY R. BELLO
(OIC) Head, Accounting Office

Date: **09/24/2021**

*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