



61-5-831-2021-8-0-2



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

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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2021

Unit/Office/Dept/Div: Office of the Vice President for Research & Extension

Project Code: INNOVATION-2021

Purpose: For the Office of the Director for Innovation use.

Total Budget : 100,000.00

Funding : GF- 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
IT Supplies and Equipment																
Windows 10 Operating System	1	Licenses	10,000.00	10,000.00	1											
External Hard Disk Drive (Portable, 2TB), USB 3.0	1	unit	5,500.00	5,500.00	1											
Ink, Epson, genuine (C) T664, 70 ml	4	pieces	350.00	1,400.00	2					2						
Ink, Epson, genuine (M) T664, 70 ml	4	pieces	350.00	1,400.00	2					2						
Ink, Epson, genuine, (BK) T664, 70 ml	6	pieces	350.00	2,100.00	4					2						
Ink, Epson, genuine, (Y) T664, 70 ml	4	pieces	350.00	1,400.00	2					2						
Epson EcoTank L3110 Printer/Printing Method. Epson Micro Piezo™ print head. Nozzle Configuration. 18	1	unit	10,000.00	10,000.00	1											
Ink, Epson 003, Genuine Black 65mL	6	btl	350.00	2,100.00	3					3						
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 003, Genuine Yellow 65mL	4	btl	350.00	1,400.00	2					2						
Sub-Total				38,100.00												
Office Furniture & Fixture																
Office Table	3	pc	4,000.00	12,000.00	3											
Office chair, with arm rest	2	pc	5,000.00	10,000.00	2											
Zebra Roller Blinds Pleated	13	rolls	1,300.00	16,900.00	13											
Sub-Total				38,900.00												
Office Supplies																
Alcohol, Isopropyl, 70% solution, 500mL, pump type	6	btl	250.00	1,500.00	3						3					
Paper, Bond, A4, S-20, 70 gsm	20	reams	253.00	5,060.00	10						10					

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
Paper, Bond, Long, S-20, 70 gsm	10	reams	286.00	2,860.00	5						5					
Stapler, HD No.35	1	pc	350.00	350.00	1											
Folder, File, Long, 14pts, White	30	piece	10.00	300.00	30											
Folder, File, Short, 14pts, White	30	piece	8.00	240.00	30											
Tape Dispenser, 1" tape, big core, any color	1	pcs	115.00	115.00	1											
Pencil, Lead, #2, w/ eraser	30	pieces	10.00	300.00	30											
Tissue, Bathroom, 2 Ply, 12rolls/pack	4	pack	204.00	816.00	2						2					
Folder, Pressboard, US, Green, Long	100	pcs	30.00	3,000.00	50						50					
Folder, Ordinary, A4	30	pcs	7.00	210.00	30											
Envelope, Document, Brown, 150 lbs, Long	20	pc	7.00	140.00	20											
Envelope, Expanding, with garter tie, brown, long	20	pc	15.00	300.00	20											
Specialty paper Dynamics 8-1/2x13 220gsm Pearl	15	packs	85.00	1,275.00			15									
Specialty Board, short 8-1/2 x 11, 220 gsm, Cream (10pcs/pack)	30	pack	65.00	1,950.00			30									
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	6	box	30.00	180.00	6											
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	6	boxes	14.00	84.00	6											
Fastener, Paper, plastic, 50 sets/box	2	boxes	38.00	76.00	2											
Pen, Highlighter, yellow	6	pieces	45.00	270.00	4						2					
Pen, Sign, .5mm, Gel-type, Blue	20	piece	35.00	700.00	10						10					
Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	10	pieces	90.00	900.00	10											
Pen, Sign, .5mm, Gel-type, Red	15	piece	35.00	525.00	10						5					
Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear	2	box	850.00	1,700.00	2											
Sub-Total				22,851.00												
Grand Total				99,851.00												

Prepared by: Maria Louella C. Tambis **MARIA LOUELLA C. TAMBIS**
 Noted by: Alan B. Loreto **ALAN B. LORETO**
 Unit Head/Project Leader
 Funds Available: Myrna S. Pancito **MYRNA S. PANCITO**
 Head, Budget Office
 Date: 09/23/2020

*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.