

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



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



54-1-664-2021-9-0-0

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2021

Unit/Office/Dept/Div: **Plant Disease Diagnostic Laboratory**

Project Code: **OVPREI-PDDL**

Purpose: **For Laboratory Use**

Total Budget : **34,500.00**

Funding : **STF**

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	2	pieces	350.00	700.00											2	
Ink, Epson, genuine, (BK) T664, 70 ml	2	pieces	350.00	700.00											2	
Ink, Epson, genuine, (Y) T664, 70 ml	2	pieces	350.00	700.00											2	
External Hard Disk Drive, (Portable 500GB), USB 3.0	1	piece	3,500.00	3,500.00											1	
Flash Drive, at least 32GB USB 3.0	1	piece	800.00	800.00											1	
UPS, at least 800 watts	1	unit	5,000.00	5,000.00											1	
Antivirus Software 3 Device, 1+1 Year Licence include VPN (enrolled auto-renewal)	1	pc	2,000.00	2,000.00											1	
Computer Printer	1	unit	15,000.00	15,000.00											1	
Sub-Total				28,400.00												
Office Supplies																
Soap, Dishwashing, Liquid, 250mL	2	btls	150.00	300.00											2	
Envelope, Mailing, white, long, 500pcs/box	1	box	395.00	395.00											1	
Fastener, Paper, plastic, 50 sets/box	2	boxes	38.00	76.00											2	
Hand Towel, cloth, cotton, 12 pcs/pack	1	piece	258.00	258.00											1	
Paper, Bond, A4, S-24, 80 gsm	6	reams	289.00	1,734.00											6	
Plastic bag (sando bag) 100pcs/pack large	1	pack	95.00	95.00											1	
Ring Binder, plastic, 14mm, 9/16" black	5	pieces	15.00	75.00											5	
Ring Binder, plastic, 10mm, 3/8" black	5	pieces	10.00	50.00											5	
Soap, Toilet, regular size	6	pieces	35.00	210.00											6	

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
Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black	2	pack	85.00	170.00											2	
Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	2	boxes	300.00	600.00											2	
Folder, Ordinary, A4	20	pcs	7.00	140.00											20	
Soft Broom (Tambo) 200g minimum, heavy duty	3	pcs	125.00	375.00											3	
Folder, File, Long, 14pts, White	20	piece	10.00	200.00											20	
Folder, File, Short, 14pts, White	12	piece	8.00	96.00											12	
Folder, Pressboard, US, Blue, Long	10	pieces	30.00	300.00											10	
Folder, Pressboard, US, Blue, Short	5	piece	29.00	145.00											5	
Folder, Sliding, Plastic, w/ binder, Long, transparent	25	pcs	10.00	250.00											25	
Folder, Sliding, Plastic, w/ binder, Short, transparent	12	pcs	9.00	108.00											12	
Hand Towel, cloth, cotton	10	piece	35.00	350.00											10	
Sub-Total				5,927.00												
Grand Total				34,327.00												

Prepared by:

Victoria G. Palermo
VICTORIA G. PALERMO

Noted by:

Lucia M. Borines
LUCIA M. BORINES
Unit Head/Project Leader

Funds Available:

Alicia M. Flores
ALICIA M. FLORES
Head, Budget Office

Date: 10/18/2021

*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