

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



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



16-5-1063-2022-8-0-0

## PROJECT PROCUREMENT MANAGEMENT PLAN (PMP)

CY 2022

Unit/Office/Dept/Div: **Department of Pest Management**  
 Project Code: **DPM-2022**  
 Purpose: **For office and instruction use**

Total Budget : **110,000.00**  
 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
<b>Construction and Electrical Supplies</b>																
Electrical Wire, THHN/THWN, AWG 6 (14 mm2), Stranded	5	meters	102.00	510.00	5											
Electrical Circuit Breaker, 30A, (Box type)	2	pc	425.00	850.00	2											
Electrical, Junction Box, 4" x 4"	13	pc	35.00	455.00	13											
Electrical Tape, Vinyl	6	rolls	70.00	420.00	6											
Ceiling Socket, 4" x 4"	28	pcs	60.00	1,680.00	28											
<b>Sub-Total</b>				<b>3,915.00</b>												
<b>IT Supplies and Equipment</b>																
Ink, Epson, genuine (C) T664, 70 ml	15	pieces	350.00	5,250.00	10					5						
Ink, Epson, genuine (M) T664, 70 ml	15	pieces	350.00	5,250.00	10					5						
Ink, Epson, genuine, (BK) T664, 70 ml	15	pieces	350.00	5,250.00	10					5						
Ink, Epson, genuine, (Y) T664, 70 ml	15	pieces	350.00	5,250.00	10					5						
<b>Sub-Total</b>				<b>21,000.00</b>												
<b>Office Supplies</b>																
Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	5	pcs	192.00	960.00	3					2						
Air Freshener, Spray, at least 280ml, Lemon/Orange Scent	5	tubes	220.00	1,100.00	3					2						
Alcohol, Ethyl, 70% solution, 500ml	50	btl	125.00	6,250.00	25					25						
Basin, Utility, Durable Plastic, Size: at least 18"   15 x 45cm, any Color	2	pcs	230.00	460.00	2											

General Description	Quantity	Unit	UnitCost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Bathroom Deodorizer, with holder, at least 100g, anyscent	20	pcs	60.00	1,200.00	10					10						
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	10	pack	115.00	1,150.00	5			5								
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	10	pack	125.00	1,250.00	5					5						
Broom, Soft (Tambo), Large, Heavy Duty	2	pcs	250.00	500.00	2											
Calculator, desktop-type, 12 digits, 2-way power, plastic keys	1	unit	530.00	530.00	1											
Calculator, scientific, 10+2 digits, 2 line display, at least 240 functions	1	unit	700.00	700.00	1											
Class Record, (for College use)	50	pcs	40.00	2,000.00	25					25						
Clear Book (Display Book), Refillable, A4/Short, 20 shts, any color	10	pcs	67.00	670.00	5			5								
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	10	boxes	20.00	200.00	10											
Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	10	boxes	13.00	130.00	10											
Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	5	boxes	70.00	350.00	5											
Correction Tape, 8m x 5mm wide	20	pc	40.00	800.00	20											
Soap, Dishwashing, Liquid, 250mL	5	btls	150.00	750.00	3				2							
Soap, Detergent, Powder, 1 kilo/pack, any scent	5	kl	105.00	525.00	3					2						
Disinfectant Spray, 170g	5	can	280.00	1,400.00	3						2					
Document Storage Box / Document Filing Case, plastic, transparent, A4 (30.7x23.2cm)	5	pcs	252.00	1,260.00	5											
Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity	1	pcs	960.00	960.00	1											
Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	2	pcs	300.00	600.00	2											
Envelope, Document, Brown, 150 lbs, Long	50	pc	7.00	350.00	25					25						
Envelope, Expanding, Plastic, Long	20	pc	54.00	1,080.00	10					10						
Envelope, Expanding, with garter tie, blue, long	20	pc	15.00	300.00	10					10						
Envelope, Expanding, with garter tie, green, long	20	pc	15.00	300.00	10					10						
Eraser, Rubber, high quality	5	pc	45.00	225.00	5											
Fabric Conditioner, 1L, any scent	5	btls	415.00	2,075.00	5											
Fastener, Paper, plastic, 50 sets/box	5	boxes	38.00	190.00	5											



General Description	Quantity	Unit	UnitCost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Glue, Multi-Purpose, White, at least 130g (118ml)	5	btl	78.00	390.00	3					2						
Hand Sanitizer, Gel, Antibacterial, push-type, 250ml	5	btl	120.00	600.00	5											
Ink, for stamp pad, violet, 30ml, w/ applicator	2	btl	35.00	70.00	2											
Sticky Note, 2 x 3, Yellow	6	pads	79.00	474.00	6											
Paper, Bond, A4, S-20, 70 gsm	80	reams	253.00	20,240.00	40					40						
Paper, Bond, A4, S-24, 80 gsm	70	reams	289.00	20,230.00							35			35		
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	7	pack	250.00	1,750.00	7											
Paper, Towel, Interfolded, 1 ply, 175 pulls	5	pack	75.00	375.00	5											
Pen, Permanent Marker, JUMBO black	5	pieces	120.00	600.00	5											
Pen, Ball, blue	24	pieces	10.00	240.00	24											
Pen, Sign, .5mm, Gel-type, Blue	24	piece	35.00	840.00	24											
Pen, Sign, .5mm, Gel-type, Red	24	piece	35.00	840.00	24											
Pencil, Lead, #2, w/ eraser	24	pieces	10.00	240.00				24								
Pin, Push, hammerhead type, ass'd colors 50s/pack	5	boxes	35.00	175.00	5											
Plastic bag (sando bag) 100pcs/pack large	2	pack	95.00	190.00	1			1								
Plastic Twine, 1kl/roll	1	rolls	110.00	110.00	1											
Puncher, Heavy Duty	1	pieces	450.00	450.00	1											
Record Book, Big, 500 pages	2	pcs	115.00	230.00	2											
Rolled Paper Towel, 2 plys good qty (Jumbo Towel)	6	rolls	88.00	528.00	6											
Ruler, Plastic, 12"	2	pieces	15.00	30.00	2											
Scissors, 8" heavy duty, good quality	2	pieces	75.00	150.00	2											
Sharpener, Pencil Heavy Duty good qty	1	pieces	350.00	350.00	1											
Staple wire remover	2	pieces	40.00	80.00	2											
Staple Wire, #35	5	boxes	30.00	150.00	5											
Stapler, HD No.35	2	pc	350.00	700.00	2											
Tape Dispenser, 1" tape, big core, any color	1	pcs	115.00	115.00	1											
Tape, Double Sided, 3/4" x 10m	5	rolls	26.00	130.00	5											
Tape, Masking, 1" x 25 yards	5	rolls	48.00	240.00	5											
Tape, Packaging, 2" x 100 yards, Clear	5	rolls	55.00	275.00	5											
Thumb Tacks, Small Box	5	boxes	12.00	60.00	5											
Tissue, Bathroom, 2 Ply, 12rolls/pack	10	pack	204.00	2,040.00	5			5								
Toilet Bowl Cleaner, at least 500ml	2	btl	180.00	360.00	2											
Soap, hand, liquid, 250 ml	10	btl	135.00	1,350.00	5					5						

General Description	Quantity	Unit	UnitCost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Plastic Pail, 10L capacity	2	pc	35.00	70.00	2											
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00	25			25			25			25		
<b>Sub-Total</b>				<b>83,937.00</b>												
<b>Grand Total</b>				<b>108,852.00</b>												

Prepared by:   
**SHERYL M. SUYOM**

Noted by:   
**ELVIRA L. OCLARIT**  
Unit Head/Project Leader

Funds Available:   
**ALICIA M. FLORES**  
Head, Budget Office

Date: 09/08/2021

\*Funding Sources: General Fund(GF), Trust Fund(TF), Special Trust Fund(STF), IGP, Supplemental or Augmentation  
Note: Please make a separate PPMF 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