

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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



118-5-751-2021-4-0-0

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2021

Unit/Office/Dept/Div: Department of Agricultural and BioSystems Engineering

Project Code: DABE-21

Purpose: Office Supply

Total Budget : 185,000.00

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
IT Supplies and Equipment																
External Hard Disk Drive (Portable, 2TB), USB 3.0	3	unit	5,500.00	16,500.00	3											
Speaker, for PC, 2.1 (Speaker with Subwoofer)	3	pc	1,270.00	3,810.00	3											
Megaphone	2	unit	1,500.00	3,000.00	2											
Lapel Voice Amplifier	2	unit	800.00	1,600.00	2											
HD Webcam	2	pc	5,200.00	10,400.00	2											
Sub-Total				35,310.00												
Office Equipment																
Laminator Machine, A3	2	unit	2,800.00	5,600.00	2											
Heavy Duty Combo Binding Machine	1	unit	14,500.00	14,500.00	1											
Paper shredder machine, heavy duty	2	pieces	6,000.00	12,000.00	2											
Sub-Total				32,100.00												
Office Supplies																
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	10	tubes	220.00	2,200.00	10											
Alcohol, Isopropyl, 70% solution, 500mL, pump type	10	btl	250.00	2,500.00	10											
Broom, Soft (Tambo), Large, Heavy Duty	5	pcs	250.00	1,250.00	5											
Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	5	pcs	348.00	1,740.00	5											
Cleaner, Glass, 500mL, any scent	5	btl	198.00	990.00	1			1			1			1		1
Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	10	boxes	70.00	700.00	2			2			2			2	2	

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
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Correction Fluid, waterbase, 15 mL	5	btl	40.00	200.00	3						2					
Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)	2	pcs	520.00	1,040.00	1						1					
Soap, Detergent, Liquid, 1 gal, any scent	5	gal	350.00	1,750.00	5											
Soap, Detergent, Powder, 1 kilo/pack, any scent	10	kl	105.00	1,050.00	10											
Soap, Dishwashing, Liquid, 250mL	5	btls	150.00	750.00	5											
Disinfectant Spray, 340g	5	can	465.00	2,325.00	5											
Disinfectant Cleaner, multi-surface, scented	5	gal	300.00	1,500.00	5											
Duster, Feather	5	pcs	45.00	225.00	5											
Fabric Conditioner, 1L, any scent	5	btls	110.00	550.00	5											
Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent	3	pack	330.00	990.00	3											
Fastener, Paper, non-rust metal, 50 sets/box	10	boxes	50.00	500.00	5						5					
Flashlight, rechargeable, LED, 220-240V 50/60Hz, duration time: 10 hrs (low torch), 2.5 hrs (high torch)	5	pcs	160.00	800.00	3						2					
Flashlight, heavy duty, w/ chargeable battery, 3 battery capacity, 1.5 v C type	3	pcs	700.00	2,100.00	3											
Hand Towel, cloth, cotton, 12 pcs/pack	5	piece	160.00	800.00	5											
Mop Handle, steel	5	pieces	150.00	750.00	5											
Mop rug, heavy duty 100% cotton	5	pieces	50.00	250.00	5											
Multi-Insect Killer Spray, 250mL	5	tubes	200.00	1,000.00	5											
Muriatic Acid concentrated scented	4	gal	350.00	1,400.00	4											
Pail, Plastic, 10 li cap.	5	pieces	200.00	1,000.00	5											
Paper Cutter HD, size 15x12", brown	2	pieces	900.00	1,800.00	2											
Paper, Bond, A4, S-24, 80 gsm	10	reams	289.00	2,890.00	10											
Paper, Bond, Long, S-24, 80 gsm	10	reams	328.00	3,280.00	10											
Pen, Ball, blue	20	pieces	10.00	200.00	10						10					
Pen, Sign, .5mm, Gel-type, Blue	10	piece	35.00	350.00	10											
Pen, Sign, .5mm, Gel-type, Red	10	piece	35.00	350.00	10											
Pen, Whiteboard Marker, black	10	pieces	50.00	500.00	10											
Pencil, Lead, #2, w/ eraser	20	pieces	10.00	200.00	20											
Scissors, 8" heavy duty, good quality	5	pieces	75.00	375.00	5											
Soap, Toilet, regular size	10	pieces	35.00	350.00	10											

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
Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	1	pcs	1,500.00	1,500.00	1											
Sprinkler, plastic 3 liters	1	pieces	600.00	600.00	1											
Staple Wire No. 35-5M Leg Length 6mm (1/4")	10	boxes	80.00	800.00	10											
Staple Wire, #35	10	boxes	30.00	300.00	10											
Stick Broom (tingting) 6" fr the top, approx 370 pcs	5	piece	40.00	200.00	5											
Tape, Duct, 2" x 25m, Black/Grey	10	rolls	180.00	1,800.00	10											
Tape, Packaging, 2" x 100 yards, Clear	10	rolls	55.00	550.00	10											
Tissue, Bathroom, 2 Ply, 12rolls/pack	10	pack	204.00	2,040.00	10											
Toilet Bowl Cleaner, at least 1 gallon	2	gal	370.00	740.00	2											
Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	5	pcs	880.00	4,400.00	5											
Soap, Detergent, Bar, at least 350g, any scent	10	bar	38.00	380.00	10											
Bleach, Liquid, 99.9% Antibac, 3785 mL	10	gallon	250.00	2,500.00	5						5					
Floor mop with bucket, microfiber spin rotating 360	1	pc	1,500.00	1,500.00	1											
Cable Tie, 8", 100 pcs/pack	10	packs	70.00	700.00	10											
Soap, hand, liquid, 250 ml	5	btls	90.00	450.00	5											
Floor Mop	5	pieces	250.00	1,250.00	5											
Broom, Stick Broom, Tukog	10	pc	35.00	350.00	5						5					
Wall Clock	2	pc	800.00	1,600.00	2											
Fist Aid Kit Set (Medical Bag)	2	set	800.00	1,600.00	2											
Alcohol, Rubbing, 70% Isopropyl, 1ltr.	10	btls	200.00	2,000.00	10											
Sub-Total				63,915.00												
Grand Total				131,325.00												

Prepared by:

LORBERT G. MAZO

Noted by:

ELDON P. DE PADUA
Unit Head/Project Leader

Funds Available:

MYRNA S. PANCITO
Head, Budget Office

Date: **05/05/2021**

*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