

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



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



131-5-1544-2022-1-0-0

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**  
**CY 2022**

Unit/Office/Dept/Div: **Multi-Media Development Center**  
 Project Code: **MMDC-2022**  
 Purpose: **For office use.**

Total Budget : **125,000.00**  
 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 Tape, Vinyl	4	rolls	70.00	280.00	4											
Bulb Socket, Porcelain	4	pc	120.00	480.00	4											
LED Tube, 16 watts	17	sets	600.00	10,200.00	10			7								
<b>Sub-Total</b>				<b>10,960.00</b>												
<b>Farm Tools and Equipment</b>																
Wheelbarrow	1	unit	1,000.00	1,000.00	1											
<b>Sub-Total</b>				<b>1,000.00</b>												
<b>Fuel &amp; Lubricants</b>																
Diesel	110	liters	50.00	5,500.00	35			35			40					
<b>Sub-Total</b>				<b>5,500.00</b>												
<b>Hardware</b>																
Fluorescent Starter	14	piece	20.00	280.00	10			4								
Bulb, LED, 20 Watts	23	pc	150.00	3,450.00	15			8								
Fluorescent Tube, 40 watts	3	pc	300.00	900.00	3											
<b>Sub-Total</b>				<b>4,630.00</b>												
<b>IT Supplies and Equipment</b>																
Copy printer Master, CPMT 21 for Ricoh and Gestetner	12	rolls	1,960.00	23,520.00	10			2								
Copy Printer Ink (black) CPI 10 for Ricoh and Gestetner	12	boxes	1,080.24	12,962.88	10			2								
Paper Delivery Transport Belt C23 13878 compatible with Ricoh and Gestetner	5	pcs	1,904.34	9,521.70	5											
Friction Pad Assembly C23 1286L	5	pcs	670.00	3,350.00	5											



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>Sub-Total</b>				<b>49,354.58</b>												
<b>Labor Services</b>																
Repair of Aircon	4	unit	1,000.00	4,000.00		1			1		1			1		
<b>Sub-Total</b>				<b>4,000.00</b>												
<b>Office Supplies</b>																
Tape, Duct, 2" x 25m, Black/Grey	3	rolls	180.00	540.00	2			1								
Tape, Masking, 1/2" x 25 yards	30	rolls	25.00	750.00	15			15								
Glue, White, All-purpose, 1 gallon	2	gallons	510.00	1,020.00	1			1								
Tissue, Bathroom, 2 Ply, 12rolls/pack	1	pack	204.00	204.00	1											
Paper, Bond, A4, S-20, 70 gsm	10	reams	253.00	2,530.00	5			5								
Transparency Film, A4, 100pcs/pack	2	pack	372.00	744.00	1			1								
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	2	boxes	46.00	92.00	1			1								
Ink, Refill, for Whiteboard Marker, Blue, 30mL	2	btl's	165.00	330.00	2											
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	2	boxes	14.00	28.00	2											
Dust pan, plastic, stand-up handle, large	1	pc	140.00	140.00	1											
Dust pan, plastic, stand-up handle, small	2	pc	75.00	150.00	1			1								
Soap, Detergent, Powder, 1 kilo/pack, any scent	1	kl	105.00	105.00	1											
Broom, Stick Broom, Tukog	2	pc	35.00	70.00	2											
Broom, Soft (Tambo), Large, Heavy Duty	1	pcs	250.00	250.00	1											
Floor Mop	1	pieces	250.00	250.00	1											
Duster, Feather	2	pcs	45.00	90.00	1			1								
Glue Gun, Small (approx. 4x12x 18cm)	1	pcs	185.00	185.00	1											
Battery, Rechargeable, AA (4pcs) w/ Charger	1	set	2,500.00	2,500.00	1											
Battery, Alkaline, 9 volts	2	pcs	202.00	404.00	1			1								
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	2	pack	125.00	250.00	1			1								
Pen, Ball, blue	23	pieces	10.00	230.00	10			13								
Stamping foil, Gold	2	roll	900.00	1,800.00	2											
Cartolina, Vellum, White, at least 180gsm	20	pcs	35.00	700.00	10			10								
Cartolina, US, White, at least 160gsm	20	pcs	14.00	280.00	10			10								
Cartolina, US, Blue, at least 160gsm	18	pcs	14.00	252.00	10			8								
Cartolina, US, Green, at least 160gsm	18	pcs	14.00	252.00	10			8								



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
Cartolina, US, Red, at least 160gsm	18	pcs	14.00	252.00	10			8								
Cartolina, US, Yellow, at least 160gsm	18	pcs	14.00	252.00	10			8								
Pin, Push, hammerhead type, asstd colors 50s/pack	3	boxes	35.00	105.00	3											
Tape, Masking, 2" x 25 yards	6	rolls	95.00	570.00	6											
Staple wire, 1217FA-H, 120-160 sheets, 1000 staples per box	8	box	220.00	1,760.00	5			3								
Staple wire, 1215FA-H, 90-140 sheets, 1000 staples per box	7	box	205.00	1,435.00	4			3								
Staple wire, 1213FA-H, 50-120 sheets, 1000 staples per box	8	box	185.00	1,480.00	4			4								
Paper Binding Cover Morocco Board (White, Yellow, Blue, Green)	17	sheets	358.00	6,086.00	10			7								
Alcohol, Ethyl, 70% solution, 1 gallon	1	gallons	600.00	600.00	1											
<b>Sub-Total</b>				<b>26,686.00</b>												
<b>Grand Total</b>				<b>102,130.58</b>												

Prepared by: W. Ruy  
**WINDY O. TUYAN**

Noted by: JED ASAPH D. CORTES  
**JED ASAPH D. CORTES**  
Unit Head/Project Leader

Funds Available: Myrna S. Pancito  
**MYRNA S. PANCITO**  
Head, Budget Office

Date: **09/02/2021**

\*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