



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: College of Agricultural & Food Science
 Project Code: 20201050-10.6.7 DOST-ASTHRDP-NSC
 Purpose: Office supplies and materials needed in the operation of the project.

Total Budget : 45,000.00
 Funding : TF

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																
Ink, Epson, genuine, (Y) T664, 70 ml	10	pieces	350.00	3,500.00		5			5							
Ink, Epson, genuine, (BK) T664, 70 ml	10	pieces	350.00	3,500.00		5			5							
Ink, Epson, genuine (M) T664, 70 ml	10	pieces	350.00	3,500.00		5			5							
Sub-Total				10,500.00												
Office Supplies																
Alcohol, Isopropyl, 70% solution, 500mL, pump type	10	btls	250.00	2,500.00		5			5							
Bathroom Deodorizer, with holder, at least 100g, any scent	10	pcs	60.00	600.00		5			5							
Cleaner, Glass, 500mL, any scent	6	btls	198.00	1,188.00		3			3							
Cleanser, Powder, 500g, any scent	4	btls	76.00	304.00		2			2							
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	3	box	30.00	90.00		3										
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	3	boxes	14.00	42.00		3										
Soap, Detergent, Powder, 1 kilo/pack, any scent	10	kl	105.00	1,050.00		5			5							
Soap, Dishwashing, Liquid, 250mL	10	btls	150.00	1,500.00		5			5							
Dust pan, plastic, stand-up handle, large	2	pc	140.00	280.00		2										
Correction Tape, 8m x 5mm wide	5	pc	40.00	200.00		5										
Disinfectant Spray, 340g	10	can	465.00	4,650.00		5			5							
Envelope, Document, Brown, 150 lbs, Long	20	pc	7.00	140.00		20										
Envelope, Document, Brown, 150 lbs, Short	20	pc	5.00	100.00		10			10							
Envelope, Expanding, with garter tie, blue, long	20	pc	15.00	300.00		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
Envelope, Expanding, with garter tie, blue, short	15	pc	11.00	165.00		15										
Fastener, Paper, plastic, 50 sets/box	5	boxes	38.00	190.00		3			2							
Folder, Pressboard, US, Green, Long	30	pcs	30.00	900.00		20			10							
Folder, Pressboard, US, Green, Short	20	pcs	29.00	580.00		10			10							
Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	10	btls	120.00	1,200.00		10										
Sticky Note, 2 x 3, Yellow	5	pads	79.00	395.00		5										
Sticky Note, 3 x 3, Yellow	5	pads	84.00	420.00		5										
Sticky Note, 3 x 4, Yellow	5	pads	140.00	700.00		5										
Paper, Bond, A4, S-24, 80 gsm	50	reams	289.00	14,450.00		25			25							
Pen, Ball, blue	10	pieces	10.00	100.00		5			5							
Pin, Push, hammerhead type, asstd colors 50s/pack	2	boxes	35.00	70.00		2										
Record Book, Big, 300 pages	10	pcs	80.00	800.00		5			5							
Tape, Packaging, 2" x 100 yards, Clear	5	rolls	55.00	275.00		5										
Tape, Transparent, 12mm x 50m	5	rolls	68.00	340.00		5										
Pen, Whiteboard Marker, black	5	pieces	50.00	250.00		3			2							
Pen, Whiteboard Marker, red	5	pieces	50.00	250.00		3			2							
Pen, Whiteboard Marker, blue,	5	pieces	50.00	250.00		3			2							
Tissue, Bathroom, 2 Ply, 12rolls/pack	1	pack	204.00	204.00		1										
Sub-Total				34,483.00												
Grand Total				44,983.00												

Prepared by: REMENITA J. SOLIS

Noted by: VICTOR B. ASIO
Unit Head/Project Leader

Funds Available: ERLINDA S. ESGUERRA
Head, Accounting Office

Date: 09/16/2020

*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.

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