

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



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



23-5-44-2022-8-0-4

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: **National Coconut Research Center-Visayas**
 Project Code: **NCRC-V OC 2022**
 Purpose: **Office use**


Total Budget : 27,000.00
 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																
Ink, Epson, genuine (C) T664, 70 ml	2	pieces	350.00	700.00					2							
Ink, Epson, genuine (M) 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							
Sub-Total																
Medical & Dental Supplies & Equipment																
Povidone Iodine wound solution 7.5%/ gal	1	gallon	725.00	725.00				1								
Gauze Pad 4x4x8 Ply (sterile)	1	box of 20 packs	400.00	400.00				1								
Plaster Micropore 3mm	1	box	1,000.00	1,000.00				1								
Sub-Total																
Office Supplies																
absorbent cotton	1	packs	165.00	165.00				1								
Folder, Sliding, Plastic, w/ Binder, A4, Transparent	20	piece	10.00	200.00	10				10							
A4 Matte Photo Paper	5	packs	70.00	350.00					5							
Tape, Transparent, 12mm x 50m	2	rolls	68.00	136.00					2							
Tape, Double Sided, 1" x 10m	5	rolls	35.00	175.00					5							
Soap, Dishwashing, Liquid, 250ml	5	btl	150.00	750.00					5							
Soap, Detergent, Powder, 1 kilo/pack, any scent	5	kl	105.00	525.00					5							
Alcohol, Ethyl, 70% solution, 500ml	5	btl	125.00	625.00					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
Pen, Whiteboard Marker, black	8	pieces	50.00	400.00				8								
Glue, Multi-Purpose, White, at least 130g (118ml)	5	btls	78.00	390.00				5								
Ring Binder, plastic, 10mm, 3/8" black	3	pieces	10.00	30.00				3								
Ring Binder, plastic, 51mm 2" black	3	pieces	55.00	165.00				3								
Muriatic Acid concentrated scented	2	gal	350.00	700.00				2								
Correction Pen, rolling ball-metal tip	2	pc	220.00	440.00				2								
Pencil, Lead, #2, w/ eraser	36	pieces	10.00	360.00				36								
Pen, Ball, black	15	pieces	10.00	150.00				15								
Pen, Ball, blue	15	pieces	10.00	150.00				15								
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	4	box	30.00	120.00				4								
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	6	boxes	14.00	84.00				6								
Envelope, Mailing, white, long, 500pcs/box	1	box	395.00	395.00				1								
Scouring Pad, big economy size, good quality	6	pieces	50.00	300.00	3			3								
Soft Broom (Tambo) 200g minimum, heavy duty	3	pcs	125.00	375.00				3								
Paper, Bond, A4, S-20, 70 gsm	20	reams	253.00	5,060.00	10			10								
Magazine Box / Data File Box / Datafile, horizontal, made of chipboards, closed ends, Legal (Double)	3	pcs	195.00	585.00				3								
Envelope, brown, ordinary, A4 size	25	pcs	10.00	250.00	10			15								
Envelope, Brown, long, good quality	25	pcs	5.00	125.00	15			10								
Envelope, Expanding, with garter tie, golden yellow, short	24	pc	11.00	264.00				24								
Staple Wire No. 35-5M Leg Length 6mm (1/4")	3	boxes	80.00	240.00				3								
Pen, Permanent Marker, black, fine tip	5	pieces	60.00	300.00				5								
Ink, Refill, for Permanent Marker, Black, 30mL	5	btls	115.00	575.00				5								
Sticker Paper, high gloss A4 size, 50 sheets/pack	1	pack	155.00	155.00				1								
Cleaner, Glass, 500mL, spray type, any scent	5	btls	200.00	1,000.00				5								
Record Book, Big, 500 pages	3	pcs	115.00	345.00				3								
Folder, Ordinary, A4	10	pcs	7.00	70.00				10								
Ring Binder, plastic, 25mm, 1" black	3	pieces	30.00	90.00				3								
Ring Binder, plastic, 12mm, 1/2" black	3	pieces	12.00	36.00				3								
Sub-Total				16,080.00												
Grand Total				21,005.00												

Prepared by: 

ANTONIO Y. ABAYABAY

Noted by: 

MARISEL A. LEORNA
Unit Head/Project Leader

Funds Available: 

ALICIA M. FLORES
Head, Budget Office

Date: 09/30/2021

*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