

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



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



30-5-900-2022-1-0-0

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2022

Unit/Office/Dept/Div: **Department of Mechanical Engineering**
 Project Code: **DME-2022**
 Purpose: **For DME office and instruction needs**

Total Budget : **160,000.00**
 Funding : **GF- MOOE**

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
Fuel & Lubricants																
Gasoline, Premium	125	liter	55.00	6,875.00	50			30			30			15		
Sub-Total				6,875.00												
IT Supplies and Equipment																
AVR, 500W (IC Controlled)	2	unit	500.00	1,000.00				1						1		
Computer Keyboard USB	2	pcs	400.00	800.00	1						1					
Computer Webcam	4	pieces	1,000.00	4,000.00	2						2					
Desktop Microphone	2	pieces	650.00	1,300.00	1						1					
Ink, Epson, genuine, (BK) T664, 70 ml	25	pieces	350.00	8,750.00	15									10		
Ink, Epson, genuine (C) 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		
Ink, Epson, genuine, (Y) T664, 70 ml	10	pieces	350.00	3,500.00	5									5		
Laptop 14" (i3)	1	unit	33,000.00	33,000.00	1											
Laptop Stand Lifting Riser Holder Aluminum Height/Angle	1	pc	1,500.00	1,500.00	1											
Mouse, Wired, Optical, USB	4	pieces	210.00	840.00	2						2					
UPS, 1000 VA	2	unit	3,000.00	6,000.00	1						1					
Headset, Over Ear, wired	4	sets	750.00	3,000.00	2			2								
Antivirus Software 3 Device, 1+1 Year Licence include VPN (enrolled auto-renewal)	1	pc	2,000.00	2,000.00	1											
Grammar and Anti-plagiarism Software	1	unit	700.00	700.00	1											
Sub-Total				73,390.00												
Office Equipment																

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
Epson L6170 Wi-Fi Duplex All-in-One Ink Tank Printer with ADF	1	piece	15,500.00	15,500.00				1								
Sub-Total				15,500.00												
Office Supplies																
Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	2	pcs	192.00	384.00				2								
Alcohol, Ethyl, 70% solution, 500mL	10	btls	125.00	1,250.00	5			5								
Alchol, Isopropyl, 70% solution, 500mL, pump type	4	btls	250.00	1,000.00	2						2					
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	5	pack	115.00	575.00				5								
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	5	pack	125.00	625.00				5								
Broom, Soft (Tambo), Large, Heavy Duty	4	pcs	250.00	1,000.00				4								
Cartolina, US, Gold, at least 160gsm	5	pcs	14.00	70.00				5								
Cartolina, US, Red, at least 160gsm	5	pcs	14.00	70.00				5								
Cartolina, US, White, at least 160gsm	10	pcs	14.00	140.00				10								
Cleaner, Glass, 500mL, any scent	5	btls	198.00	990.00				5								
Cleanser, Powder, 500g, any scent	5	btls	76.00	380.00				5								
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	5	boxes	20.00	100.00				5								
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	5	boxes	70.00	350.00				5								
Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	5	boxes	13.00	65.00				5								
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	5	box	30.00	150.00				5								
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	5	boxes	14.00	70.00				5								
Cutting Mat, self-healing rubber, green, A4	1	pc	220.00	220.00	1											
Cutter, Big, Plastic (Ordinary), w/ lock	5	pcs	30.00	150.00				5								
Soap, Detergent, Liquid, 1 gal, any scent	2	gal	350.00	700.00				1						1		
Soap, Dishwashing, Liquid, 250mL	10	btls	150.00	1,500.00	5			5								
Soap, Detergent, Powder, 1 kilo/pack, any scent	5	kl	105.00	525.00				5								
Disinfectant Cleaner, multi-surface, scented	10	gal	300.00	3,000.00	5			5								
Dust pan, plastic, stand-up handle, large	2	pc	140.00	280.00				2								
Envelope, Document, Brown, 150 lbs, Long	20	pc	7.00	140.00							20					

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
Fastener, Paper, plastic, 50 sets/box	5	boxes	38.00	190.00							5					
Folder, File, Long, 14pts, White	130	piece	10.00	1,300.00	80						50					
Glue Gun, Big (approx. 7x18x 28cm)	1	pcs	355.00	355.00							1					
Glue Pen, Clear, 50mL	5	tubes	25.00	125.00							5					
Glue Stick, All-purpose, at least 21g	5	pcs	55.00	275.00							5					
Glue Stick, Big, for Glue Gun	10	pieces	10.00	100.00							10					
Glue Stick, Small, for Glue Gun	10	pcs	7.00	70.00							10					
Glue, Multi-Purpose, White, at least 130g (118mL)	2	btls	78.00	156.00							2					
Multi-Insect Killer Spray, 250mL	1	tubes	200.00	200.00				1								
Multi-Purpose Cleaner, Liquid, 1000mL, any scent	2	btls	205.00	410.00							2					
Muriatic Acid concentrated scented	1	gal	350.00	350.00				1								
Nylon Twine 1 kg white	1	roll	75.00	75.00										1		
Paper, Bond, A4, S-24, 80 gsm	30	reams	289.00	8,670.00	20						10					
Paper, Bond, Long, S-24, 80 gsm	10	reams	328.00	3,280.00							10					
Paper, Haspi, maroon, 20" x 26"	10	pieces	50.00	500.00	10											
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	1	pack	250.00	250.00										1		
Paste, solid, w/ water well & applicator, 200gms	1	btls	50.00	50.00										1		
Pen, Ball, blue	50	pieces	10.00	500.00	30						20					
Pen, Highlighter, yellow	5	pieces	45.00	225.00										5		
Pen, Sign, .5mm, Gel-type, Blue	50	piece	35.00	1,750.00	30						20					
Pen, Whiteboard Marker, black	10	pieces	50.00	500.00	5						5					
Pen, Whiteboard Marker, red	5	pieces	50.00	250.00	5											
Pencil, Lead, #2, w/ eraser	10	pieces	10.00	100.00										10		
Puncher, Heavy Duty	1	pieces	450.00	450.00										1		
Rags, large, good quality, size 24"x15", water absorbent	10	pcs	40.00	400.00				10								
Rag, (for cleaning & wiping)	20	pieces	5.00	100.00				20								
Ring Binder, plastic, 84 10mm, 3/8" black	5	pieces	10.00	50.00										5		
Ring Binder, plastic, 84 14mm, 9/16" black	5	pieces	15.00	75.00										5		
Ring Binder, plastic, 84 22mm, 7/8" black	5	pieces	27.00	135.00										5		
Ring Binder, plastic, 84 14mm, 5/8" black	5	pieces	18.00	90.00										5		
Ring Binder, plastic, 84 8mm, 5/16" black	5	pieces	8.00	40.00										5		
Ring Binder, plastic, 84 20mm, 3/4" black	5	pieces	22.00	110.00										5		
Ring Binder, plastic, 84 38mm , 1-1/2" black	5	pieces	46.00	230.00										5		

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Ring Binder, plastic, 84 51mm 2" black	5	pieces	55.00	275.00										5		
Ring Binder, plastic, 84, 25mm ,1" black	5	pieces	30.00	150.00										5		
Ring Binder, plastic, 84 6mm 1/4" black	5	pieces	8.00	40.00										5		
Ring Binder, plastic,84 12mm , 1/2" black	5	pieces	12.00	60.00										5		
Scissors, 8" heavy duty, good quality	2	pieces	75.00	150.00										2		
Scouring pad big economy size	5	pieces	50.00	250.00				5								
Soap, Toilet , guest size	5	pieces	15.00	75.00				5								
Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	10	pack	85.00	850.00										10		
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		
Staple wire remover	5	pieces	34.00	170.00							5					
Staple Wire No. 35-5M Leg Length 6mm (1/4")	10	boxes	80.00	800.00							10					
Stapler, HD No.35	2	pc	350.00	700.00							2					
Stick Broom (tingting) 6" fr the top, approx 370 pcs	2	piece	40.00	80.00				2								
Tape, Double Sided, 1" x 10m	5	rolls	35.00	175.00										5		
Tape, Double Sided, 3/4" x 10m	5	rolls	26.00	130.00										5		
Tape, Duct, 2" x 25m, Black/Grey	1	rolls	180.00	180.00										1		
Tape, Foam, Double Sided, 1" x 5m	2	rolls	100.00	200.00										2		
Tape, Foam, Double Sided, 1/2" x 5m	2	rolls	52.00	104.00										2		
Tape, Masking, 1" x 25 yards	2	rolls	48.00	96.00										2		
Tape, Masking, 1/2" x 25 yards	2	rolls	25.00	50.00										2		
Tape, Transparent, 12mm x 50m	5	rolls	68.00	340.00										5		
Thumb Tacks, Small Box	2	boxes	12.00	24.00										2		
Toilet Bowl and Urinal Cleaner, at least 500mL	4	btls	125.00	500.00				4								
Toilet Brush with Holder	2	set	180.00	360.00				2								
Transparency Film, A4, 100pcs/pack	2	pack	372.00	744.00							2					
Bleach, Liquid, 99.9% Antibac, 3785 mL	2	gallon	250.00	500.00				2								
Wet and dry vacuum cleaner	1	pc	5,000.00	5,000.00	1											
Cable Tie, 8", 100 pcs/pack	1	packs	70.00	70.00	1											
Soap, hand, liquid, 250 ml	5	btls	90.00	450.00				5								
Ready-Made Curtain (RMC), Maroon Color	2	pc	450.00	900.00	2											

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantites)											
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Rubber Mat	2	meter	175.00	350.00	2											
Nylon, #300, for grass cutter	2	kl	450.00	900.00	2											
Wall Clock	1	pc	800.00	800.00	1											
Brochure Holder	1	pc	250.00	250.00	1											
Frame, for certificates, A4 size	5	pcs	380.00	1,900.00	5											
Sub-Total				54,218.00												
Trainings																
snacks	200	pieces	50.00	10,000.00	50			50			50			50		
Sub-Total				10,000.00												
Grand Total				159,983.00												

Prepared by: 
ANTONETTE S. CRUZ

Noted by: 
JUNDY R. CASTIL
Unit Head/Project Leader

Funds Available: _____
MYRNA S. PANCITO
Head, Budget Office

Date: **02/26/2021**

*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