



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: **Office of the President**
 Project Code: **OP-2021**

Total Budget : **1,000,000.00**
 Funding : **GF**

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
Communication & Courier Services																
Courier Services	150	unit	200.00	30,000.00	20	10	10	20	5	10	10	5	15	20	5	20
Sub-Total				30,000.00												
Computer Supplies																
External Hard Drive, 500GB	3	piece	3,500.00	10,500.00	3											
Sub-Total				10,500.00												
Fuel and Lubricants																
Diesel	2400	liter	40.00	96,000.00	200	200	200	200	200	200	200	200	200	200	200	200
Sub-Total				96,000.00												
Gestetner/Roneo/Sole Dist																
Master roll for Gestetner Copy Printer, CPMT 21	5	roll	1,960.00	9,800.00			5									
Ink, Gestetner, CPI 10 copy printer	5	pieces	990.00	4,950.00			5									
Sub-Total				14,750.00												
Office Appliances/Equipment																
Developer DV110	1	unit	1,370.00	1,370.00	1											
6123 Transport Belt (Part No. C23138B78) for Gestetner Copy Printer, CP 6123B	2	pcs	1,950.00	3,900.00	2											
Sub-Total				5,270.00												
Office Cabinets																
Metal filing shelves, open, 4 layers	4	unit	10,000.00	40,000.00	4											
Sub-Total				40,000.00												
Office Supplies and Materials																
Alcohol, Rubbing, 70% ethyl	24	bottles	37.85	908.40	6			6			6			6		
Bathroom Deodorizer Lemon/Orange scent Albatros	6	pieces	32.95	197.70	3						3					

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DOMEX, lemon scent, 500 ml	24	bottles	75.60	1,814.40	12						12					
Duster, Cotton	6	pieces	25.00	150.00	3						3					
Envelope, Expanding long blue w/garterized tie	50	pieces	12.00	600.00	25						25					
Envelope, documentary for A4 size Kraft 150gsm	50	pieces	1.50	75.00	50											
Envelope, Brown, 9 x 12-1/2, #150 lbs good qty	100	pieces	5.00	500.00	50						50					
Envelope, Expanding long golden yellow w/garter tie	50	pieces	12.00	600.00	25						25					
Envelope, Mailing long 4-1/8" x 9-1/2" Conqueror UltraWhite	3	boxes	1,023.00	3,069.00	2						1					
Fastener, Paper, plastic	6	boxes	87.00	522.00	3						3					
Folder, File long 14pts laserwhite	100	piece	15.00	1,500.00	50						50					
Folder, Plastic transp w/plastic bindr long clearwhite	25	pieces	4.50	112.50	15						10					
Folder, Pressboard plain for legal size docu.	100	piece	7.72	772.00	50						50					
Folder, Pressboard long US green, double fold	150	pieces	30.00	4,500.00	50			25			50			25		
Folder, Pressboard long US green, Single fold	100	pieces	18.00	1,800.00	50						50					
Glue, Elmer's Glue-All, 946 gms	6	gallon	165.00	990.00	3						3					
Hand Sprayer plastic 1 lit cap	2	pieces	105.00	210.00	2											
Ink, Stamp pad violet, w/applicator	2	bottles	23.30	46.60	1						1					
Soap, Dish washing Liquid Refill Lemon 200ml	24	pack	36.00	864.00	6			6			6			6		
Mop Handle, steel	1	pieces	84.50	84.50	1											
Mophead, all cotton, twisted 400gms	2	pieces	33.10	66.20	1						1					
Notebook, Steno 60 lvs ruled GSP bond 55gsm	12	pieces	15.00	180.00	6						6					
Pen, Pentel Pilot Supermarker black finetip	3	pieces	31.00	93.00	3											
Pencil, Mongol #2	6	pieces	4.50	27.00	3						3					
Photo paper, A4, 135 gms. (10/pad)	2	pack	534.00	1,068.00	2											
Post-it Note pad 2 x 3 3M (color: pink/green/blue)	6	pads	22.29	133.74	3						3					
Post-it Note pad 3 x 4 3M (color: pink/green/blue)	6	pads	38.60	231.60	3						3					
Post-it-Note pad 2 x 3 3M self-stick Pastel color	6	pads	23.50	141.00	3						3					
Scissors, 8" heavy duty, good quality	2	pieces	300.00	600.00	2											
Soap, Detergent Powder, 1kg/pack	6	packs	108.00	648.00	3						3					
Stamping Pad felt pad, 70mm x 100mm, Joy	1	pieces	27.25	27.25	1											
Staple Wire, #35	6	boxes	36.95	221.70	6											
Stapler, Heavy Duty	2	pieces	264.00	528.00	2											
Clip Paper Plastic Gem type jumbo vinyl coated	12	boxes	17.35	208.20	6						6					

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
Clip Paper Plastic Gem type 33mm vinyl coated	12	boxes	10.00	120.00	6						6					
Pen, Highlighting, Stabilo Boss asstd color	6	pieces	15.00	90.00	3						3					
Pen, Pentel Pilot Supermarker black, broad tip	3	pieces	31.00	93.00	3											
Pen, Ball, My Gel, .5mm, Blue	12	piece	15.00	180.00	6						6					
Pen, Sign Refill, My Gel, 0.5, blue	12	pieces	20.00	240.00	6						6					
Book, Record 500 pp w/Official Record Book printing	12	pieces	98.10	1,177.20	6						6					
Folder, file, for A4size paper, 14pts	25	piece	2.00	50.00	15						10					
Dishwashing Liquid, 250ml	12	btls	100.00	1,200.00	6						6					
Broom, long handle for ceiling	1	pieces	82.00	82.00	1											
Soft Broom Tambo heavy duty thick BAGUIO	4	pieces	32.70	130.80	2						2					
Stick Broom (tingting) 6" fr the top, approx 370 pcs	3	piece	16.90	50.70	2						1					
Toilet brush with handle	3	pieces	19.50	58.50	2						1					
Tape, Transparent 1/2" x 50 yds. good quality	3	rolls	115.00	345.00	2						1					
Tape, Transparent 2" x 50m, good quality	3	rolls	15.05	45.15	2						1					
Tape, Masking 2" x 50m, good quality	3	rolls	56.70	170.10	2						1					
Tape, Double Sided/Double Stick, Scotch 3M, 1"	3	rolls	65.00	195.00	2						1					
Tape, Packaging, 2" x 50m., good quality	3	rolls	17.25	51.75	2						1					
Index Tab, transparent self-adhesive asstd colors, 5sets/box, SPEEDO	12	set	55.40	664.80	6						6					
Toner for Develop iNeo 163 Copier	2	pieces	3,200.00	6,400.00	1						1					
HP Laser Jet Ink Cartridge CC364A Laser Jet P4014 printer	2	pcs	7,500.00	15,000.00	2											
HP Print Cartridge 49A (Q5949A) for HP Laser Jet 1320 Printer	1	pc	4,000.00	4,000.00	1											
Toner, NPG 67, Yellow for Canon C3320 Image Runner Advance (photocopier, printer/scanner) machine	4	pcs	6,000.00	24,000.00	2						2					
Plaque	10	pcs	1,000.00	10,000.00			5				5					
Toner, NPG 67, Magenta for Canon C3320 Image Runner Advance (photocopier, printer/scanner) machine	4	pcs	6,000.00	24,000.00	2						2					
Toner, NPG 67, Cyan for Canon C3320 Image Runner Advance (photocopier, printer/scanner) machine	4	pcs	6,000.00	24,000.00	2						2					
Toner, NPG 67, Black for Canon C3320 Image Runner Advance (photocopier, printer/scanner) machine	4	pcs	6,000.00	24,000.00	2						2					
Pen, Sign, My Gel Dong A, Fine Tech, 0.5mm, blue	24	pcs	45.00	1,080.00	12						12					

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
Sub-Total				160,913.79												
Repairs and Maintenance																
Fuel Filter for Toyota Grandia 23300-OL042 (Denso brand)	2	piece	600.00	1,200.00	1			1								
Tire, 195 R-15C (Tubeless), Toyota Grandia	4	pieces	5,000.00	20,000.00			4									
Motor Oil, Fully synthetic	6	liters	1,500.00	9,000.00	3						3					
Oil Filter for Toyota Grandia	6	pieces	500.00	3,000.00	3						3					
Air Cleaner for Toyota Grandia	2	piece	1,000.00	2,000.00			1				1					
Radiator Coolant for Toyota Grandia	2	gallons	1,000.00	2,000.00			2									
Sub-Total				37,200.00												
Grand Total				394,633.79												

Prepared by: _____

LES ANDRE B. PAMAOS

Noted by: _____

EDGARDO E. TULIN
Unit Head/Project Leader

Funds Available: _____

MYRNA S. PANCITO
Head, Budget Office

Date: **07/30/2020**

*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