

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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



152-5-637-2022-8-0-4

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: **Office of the Vice President for Research, Extension and Innovation**

Project Code: **RPO.A.III.C**

Purpose: **For the office of the Director for Research use**

Total Budget : **200,000.00**

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
Construction and Electrical Supplies																
Extension wire with 4 gang Universal Convenience Outlet, at least 10m long	2	pc	500.00	1,000.00	2											
Sub-Total				1,000.00												
IT Supplies and Equipment																
Ink Cartridge Canon Pixma 811 Color	6	pcs	1,100.00	6,600.00	2			1			2			1		
Ink, Epson, genuine (M) T664, 70 ml	6	pieces	350.00	2,100.00	2			1			2			1		
Ink, Epson, genuine, (BK) T664, 70 ml	6	pieces	350.00	2,100.00	2			1			2			1		
Ink, Epson, genuine, (Y) T664, 70 ml	6	pieces	350.00	2,100.00	2			1			2			1		
Toner Cartridge, HP 85A, CE285A, Black	6	boxes	3,500.00	21,000.00	2			1			2			1		
Ink, Epson 003, Genuine Black 65mL	20	btl	350.00	7,000.00	5			5			5			5		
Ink, EPSON 003, Genuine Cyan 65mL	6	btl	350.00	2,100.00	2			2			2					
Ink, EPSON 003, Genuine Magenta 65mL	6	btl	350.00	2,100.00	2			2			2					
Ink, EPSON 003, Genuine Yellow 65mL	6	btl	350.00	2,100.00	2			2			2					
Epson L6160 Yellow 001	5	btlis	350.00	1,750.00	3			2								
Epson L6160 Magenta 001	5	btlis	350.00	1,750.00	3			2								
Epson L6160 Cyan 001	5	btlis	350.00	1,750.00	3			2								
Epson L6160 Black 001	8	btlis	400.00	3,200.00	4			4								
Keyboard And Mouse Combo Bundle, USB powered	3	set	600.00	1,800.00	3											
Mouse, Wired, Optical, USB	2	pieces	210.00	420.00	2											
Computer Printer, All-in-One/Multifunction Colored-Ink Tank	1	unit	11,000.00	11,000.00	1											

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
HDMI to HDMI cable	2	piece	500.00	1,000.00	2											
Sub-Total				69,870.00												
Office Furniture & Fixture																
Ergonomic Office Chair	2	unit	14,500.00	29,000.00	2											
Office chair, with arm rest	2	pc	5,000.00	10,000.00	2											
Sub-Total				39,000.00												
Office Supplies																
Tissue, Bathroom, 2 Ply, 12rolls/pack	6	pack	204.00	1,224.00	2			2			2					
Alcohol, Ethyl, 70% solution, 1 gallon	6	gallons	600.00	3,600.00	3						3					
Battery, Rechargeable, Nickel-Metal Hydride, Size: AAA, 2 pcs/pack	4	pack	785.00	3,140.00	2						2					
Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack	4	pack	785.00	3,140.00	2						2					
Specialty paper Dynamics 8-1/2x13 220gsm Pearl	5	packs	85.00	425.00	2			3								
Record Book, Big, 300 pages	4	pcs	80.00	320.00	1			1			1			1		
Folder, File, Long, 14pts, White	24	piece	10.00	240.00	12						12					
Folder, Sliding, Plastic, w/ binder, Long, transparent	36	pcs	10.00	360.00	18						18					
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	4	box	30.00	120.00	2						2					
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	4	boxes	14.00	56.00	2						2					
Fastener, Paper, non-rust metal, 50 sets/box	5	boxes	50.00	250.00	2			1			1			1		
Paper, Bond, A4, S-24, 80 gsm	50	reams	289.00	14,450.00	15			15			10			10		
Paper, Photo, matte finish, 146GSM, 10 shts/pack	6	pack	75.00	450.00	3						3					
Sign pen, Fine Tech, 0.3mm. blue	12	pieces	30.00	360.00	12											
Pen, Ball, blue	36	pieces	10.00	360.00	36											
Pencil, Lead, #2, w/ eraser	36	pieces	10.00	360.00	18						18					
Pen, Sign, .5mm, Gel-type, Blue	20	piece	35.00	700.00	20											
Pen, Highlighter, yellow	12	pieces	45.00	540.00	12											
Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	6	pack	85.00	510.00	6											
Tape, Double Sided, 1" x 10m	4	rolls	35.00	140.00	4											
Tape, Masking, 1" x 25 yards	6	rolls	48.00	288.00	6											
Tape, Packaging, 2" x 100 yards, Tan	4	rolls	55.00	220.00	4											
Tape, Transparent, 24mm x 50m	4	rolls	120.00	480.00	4											

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
Thumb Tacks, Small Box	3	boxes	12.00	36.00	3											
Soap, Dishwashing, Liquid, 250mL	10	btls	150.00	1,500.00	5						5					
Index Tab, transparent, self-adhesive, transparent, 5sets/box	4	boxes	65.00	260.00	4											
Envelope, Expanding, with garter tie, blue, long	24	pc	15.00	360.00	12						12					
Paper, Bond, Long, S-24, 80 gsm	10	reams	328.00	3,280.00	10											
Paper, Bond, Short, S-24, 80 gsm	12	reams	277.00	3,324.00	12											
Document Storage Box / Document Filing Case, plastic, transparent, A4 (30.7x23.2cm)	2	pcs	252.00	504.00	2											
Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	1	pcs	445.00	445.00	1											
Ring Binder, plastic, 10mm, 3/8" black	4	pieces	10.00	40.00	4											
Ring Binder, plastic, 14mm, 9/16" black	4	pieces	15.00	60.00	4											
Ring Binder, plastic, 14mm, 5/8" black	4	pieces	18.00	72.00	4											
Ring Binder, plastic, 20mm, 3/4" black	4	pieces	22.00	88.00	4											
Ring Binder, plastic, 51mm 2" black	4	pieces	55.00	220.00	4											
Soft Broom (Tambo) 200g minimum, heavy duty	4	pcs	125.00	500.00	4											
Dust pan, plastic, stand-up handle, small	4	pc	75.00	300.00	4											
Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	6	pcs	240.00	1,440.00	6											
Scissors, 6" heavy duty, good quality	3	piece	68.00	204.00	3											
Scissors, 8" heavy duty, good quality	3	pieces	75.00	225.00	3											
Folder, Pressboard, US, Blue, Long	60	pieces	30.00	1,800.00	30						30					
Sticky Note, 3 x 3, Yellow	12	pads	84.00	1,008.00	12											
Laminating Film, A4, 100 shts/box, 250 microns	2	box	1,430.00	2,860.00	2											
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	4	pack	250.00	1,000.00	2						2					
Ring Binder, plastic, 22mm, 7/8" black	4	pieces	27.00	108.00	4											
Ring Binder, plastic, 8mm, 5/16" black	4	pieces	8.00	32.00	4											
Ring Binder, plastic, 38mm, 1-1/2" black	4	pieces	46.00	184.00	4											
Sub-Total				51,583.00												
Grand Total				161,453.00												

Prepared by: 
MARILOU L. STA. IGLESIA

Noted by: 
ROSA OPHELIA D. VELARDE
Unit Head/Project Leader

Funds Available: 
ALICIA M. FLORES
Head, Budget Office

Date: 09/14/2021

*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