

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: Farm Resource Management Institute

Project Code: EFARMI.A.III.C

Purpose: Serves as guide/reference in purchasing office supplies and materials.

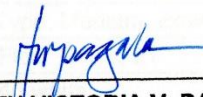
Total Budget : 100,000.00

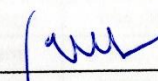
Funding : GF- MOOE

[illegible]

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
Betadine scrub	2	gallons	1,100.00	2,200.00	2											
Paracetamol 500mg/tab	50	tablet	6.00	300.00	50											
Loperamide 2mg/cap	50	tablet	12.00	600.00	50											
Silver Sulfadiazine Cream, 20g	5	tubes	850.00	4,250.00	3						2					
Sub-Total				7,350.00												
Office Equipment																
Comb Binding ring Machine,	1	pc	22,000.00	22,000.00	1											
Sub-Total				22,000.00												
Office Supplies																
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	5	boxes	28.00	140.00	5											
Record Book, Big, 300 pages	8	pcs	80.00	640.00	8											
Cleaner, Glass, 500mL, any scent	6	btls	198.00	1,188.00	6											
Cleanser, Powder, 500g, any scent	2	btls	76.00	152.00	2											
Multi-Purpose Cleaner, Liquid, 1000mL, any scent	3	btls	205.00	615.00	3											
Bleach, Liquid, 99.9% Antibac, 3785 mL	1	gallon	250.00	250.00	1											
Dust pan, plastic, stand-up handle, large	5	pc	140.00	700.00	5											
Duster, Microfiber (Cotton)	5	pcs	102.00	510.00	5											
Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	2	pcs	348.00	696.00	2											
Stick Broom (tingting) 6" fr the top, approx 370 pcs	5	piece	40.00	200.00	5											
Broom, Soft (Tambo), Large, Heavy Duty	5	pcs	250.00	1,250.00	5											
Mop rug, heavy duty 100% cotton	2	pieces	50.00	100.00	2											
Mop Handle, steel	2	pieces	150.00	300.00	2											
Alcohol, Ethyl, 70% solution, 500mL	10	btls	125.00	1,250.00	5						5					
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00	50						50					
Pen, Whiteboard Marker, black	10	pieces	50.00	500.00	10											
Pen, Whiteboard Marker, red	10	pieces	50.00	500.00	10											
Pen, Whiteboard Marker, blue,	10	pieces	50.00	500.00	10											
Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	5	btls	120.00	600.00	5											
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	10	pack	125.00	1,250.00	5						5					
Pen, Ball, blue	50	pieces	10.00	500.00	25						25					

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	4	boxes	38.00	152.00	2						2					
Paper, Bond, A4, S-20, 70 gsm	10	reams	253.00	2,530.00	5						5					
Paper, Bond, Long, S-20, 70 gsm	3	reams	286.00	858.00	2						1					
Envelope, Expanding, with garter tie, green, long	20	pc	15.00	300.00	10						10					
Tape, Transparent, 12mm x 50m	10	rolls	68.00	680.00	10											
Tape, Transparent, 24mm x 50m	5	rolls	120.00	600.00	5											
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	20	pcs	100.00	2,000.00	20											
Pen, Permanent Marker, black, broad tip	10	pieces	60.00	600.00	10											
Pen, Permanent Marker, red, broad tip	10	pieces	60.00	600.00	10											
Pen, Permanent Marker, red, fine tip	10	pieces	60.00	600.00	10											
Pen, Permanent Marker, blue, fine tip	10	pieces	60.00	600.00	10											
Pen, Permanent Marker, black, fine tip	10	pieces	60.00	600.00	10											
Ring Binder, plastic, 84 14mm, 9/16" black	5	pieces	15.00	75.00	5											
Ring Binder, plastic, 84 12mm, 1/2" black	5	pieces	12.00	60.00	5											
Sub-Total				23,096.00												
Grand Total				89,416.00												

Prepared by: 
LILIBETH VICTORIA V. PAGALAN

Noted by: 
ROMEL B. ARMECIN
Unit Head/Project Leader

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

Date: **10/09/2020**

*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