

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



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



103-5-5-2021-7-0-1

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2021

Unit/Office/Dept/Div: **Department of Meteorology**
 Project Code: **DMet-2022**
 Purpose: **Office needs**

Total Budget : **180,000.00**

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 Cord Set with Individual Switch 5 Gang, at least 1.80 meter wire	2	pcs	700.00	1,400.00						2						
Sub-Total				1,400.00												
IT Supplies and Equipment																
AVR, 500W (IC Controlled)	1	unit	500.00	500.00						1						
UPS Battery Backup, 1500VA	3	unit	10,000.00	30,000.00						3						
Sub-Total				30,500.00												
Labor Services																
Repair and Maintenance of aircondition units	2	unit	1,000.00	2,000.00					2							
Labor Services (Infrastructure)	7	lot	550.00	3,850.00										7		
Sub-Total				5,850.00												
Office Equipment																
Refrigerator - at least 3.5 cu. ft., Two-door Personal Refrigerator (Direct Cool), inverter	1	unit	10,000.00	10,000.00										1		
Ceiling fan	1	pc	2,500.00	2,500.00										1		
Air Condition Non-Inverter Window type 0.5HP, Standard size	3	unit	14,500.00	43,500.00			3									
Sub-Total				56,000.00												
Office Supplies																
Alcohol, Ethyl, 70% solution, 500mL	6	btls	125.00	750.00	6											
Cleanser, Powder, 500g, any scent	4	btls	76.00	304.00			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
Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box	2	boxes	76.00	152.00							2					
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	4	box	30.00	120.00			4									
Soap, Dishwashing, Liquid, 250mL	3	btls	150.00	450.00								3				
Disinfectant Spray, 340g	2	can	465.00	930.00								2				
Fastener, Paper, plastic, 50 sets/box	6	boxes	38.00	228.00							6					
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00							100					
Folder, Pressboard, US, Green, Long	40	pcs	30.00	1,200.00							40					
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	10	pcs	100.00	1,000.00					10							
Paper, Bond, A4, S-24, 80 gsm	30	reams	289.00	8,670.00					30							
Pen, Sign, .5mm, Gel-type, Blue	20	piece	35.00	700.00					20							
Pen, Sign, .5mm, Gel-type, Red	5	piece	35.00	175.00					5							
Puncher, Heavy Duty	1	pieces	450.00	450.00				1								
Scissors, 8" heavy duty, good quality	2	pieces	75.00	150.00				2								
Staple Wire, #35	10	boxes	30.00	300.00								10				
Tissue, Bathroom, 2 Ply, 12rolls/pack	6	pack	204.00	1,224.00	4								2			
Ready-Made Curtain (RMC), Cream color	12	pc	450.00	5,400.00	12											
Rags, large, good quality, size 24"x15", water absorbent	6	pcs	40.00	240.00	6											
Sub-Total				23,443.00												
Transportation																
Vehicle/Van Rental	4	day	5,000.00	20,000.00				2							2	
Sub-Total				20,000.00												
Grand Total				137,193.00												


Prepared by: 

LORNA B. ABAMO

Noted by: 

DANIEL C. LOR
Unit Head/Project Leader

Funds Available: 

MYRNA S. PANCITO
Head, Budget Office 

Date: **08/20/2021**

*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