



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

# PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2021

Unit/Office/Dep/Div: **Department of Business and Management**  
 Project Code: **EXT52**

Total Budget: **50,000.00**  
 Funding: **GF**

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

| 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 |
| <b>Fertilizers/Insecticide</b>                                      |          |        |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Pots, plastic, big                                                  | 15       | pieces | 50.00     | 750.00           |                                                  | 15  |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                                    |          |        |           | <b>750.00</b>    |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Office Supplies and Materials</b>                                |          |        |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Folder, Ordinary White Long                                         | 40       | piece  | 6.00      | 240.00           |                                                  | 10  | 10  | 10  | 10  |     |     |     |     |     |     |     |
| Ink Epson 664, black, cyan, magenta, yellow                         | 30       | bottle | 300.00    | 9,000.00         | 10                                               | 10  | 10  | 10  |     |     |     |     |     |     |     |     |
| Paper, Book, A4 size, 70 gsm, Double A                              | 40       | reams  | 232.00    | 9,280.00         |                                                  | 20  | 20  |     |     |     |     |     |     |     |     |     |
| Specialty Paper, long, 8-1/2 x 13, 90gsm, color: cream (10pcs/pack) | 3        | pack   | 50.00     | 150.00           |                                                  | 3   |     |     |     |     |     |     |     |     |     |     |
| Folder, Pressboard, long, color: green                              | 50       | pieces | 15.00     | 750.00           | 40                                               | 10  |     |     |     |     |     |     |     |     |     |     |
| Pen, Whiteboard Marker Pilot black                                  | 36       | pieces | 50.00     | 1,800.00         |                                                  | 10  | 10  | 10  | 6   | 10  |     |     |     |     |     |     |
| Pen, Highlighting, Stabilo Boss assid color                         | 6        | pieces | 15.00     | 90.00            |                                                  | 6   |     |     |     |     |     |     |     |     |     |     |
| Fastener, Paper, plastic                                            | 6        | boxes  | 87.00     | 522.00           |                                                  | 6   |     |     |     |     |     |     |     |     |     |     |
| Clip Paper Plastic Gem type jumbo vinyl coated                      | 4        | boxes  | 17.35     | 69.40            |                                                  | 4   |     |     |     |     |     |     |     |     |     |     |
| Ring Binder, spring plastic, 1" black                               | 6        | pcs    | 55.00     | 330.00           |                                                  | 6   |     |     |     |     |     |     |     |     |     |     |
| Staple Wire, #10 MAX                                                | 10       | boxes  | 4.25      | 42.50            |                                                  | 8   | 2   |     |     |     |     |     |     |     |     |     |
| Staple Wire, #35                                                    | 10       | boxes  | 36.95     | 369.50           |                                                  | 7   | 3   |     |     |     |     |     |     |     |     |     |
| Stapler, Heavy Duty                                                 | 2        | pieces | 264.00    | 528.00           |                                                  | 2   |     |     |     |     |     |     |     |     |     |     |
| Pencil, Mongol #2                                                   | 24       | pieces | 4.50      | 108.00           |                                                  | 12  | 12  |     |     |     |     |     |     |     |     |     |
| Scissors, 8", Stainless                                             | 2        | piece  | 100.00    | 200.00           |                                                  | 2   |     |     |     |     |     |     |     |     |     |     |
| Tape, Adhesive, double tape 1"                                      | 6        | rolls  | 23.00     | 138.00           |                                                  | 3   | 3   |     |     |     |     |     |     |     |     |     |
| Tape, Magic 1" SCOTCH 3M                                            | 5        | rolls  | 135.50    | 677.50           |                                                  | 2   | 3   |     |     |     |     |     |     |     |     |     |
| Tape, Transparent 1" x 50m, good quality                            | 3        | rolls  | 15.15     | 45.45            |                                                  | 1   |     | 2   |     |     |     |     |     |     |     |     |
| Paper, Mimeo WW 8 x 13 legal, 70gsm                                 | 20       | reams  | 142.55    | 2,851.00         | 10                                               | 6   |     | 4   |     |     |     |     |     |     |     |     |