



21-5-243-2021-8-0-0



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

RECEIVED  
 OCT 15 2020  
 BY: *Amotin*

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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)  
 CY 2021

Unit/Office/Dept/Div: **Institute of Strategic Research & Development Studies**

Project Code: **BIDANI-EXT.01**

Purpose: **For training and office use.**

Total Budget : **30,000.00**

Funding : **GF- MOOE**

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
<b>IT Supplies and Equipment</b>																
Ink, Epson, genuine (C) T664, 70 ml	6	pieces	350.00	2,100.00		3			3							
Ink, Epson, genuine (M) T664, 70 ml	6	pieces	350.00	2,100.00		3			3							
Ink, Epson, genuine, (BK) T664, 70 ml	8	pieces	350.00	2,800.00		4			4							
Ink, Epson, genuine, (Y) T664, 70 ml	6	pieces	350.00	2,100.00		3			3							
<b>Sub-Total</b>				<b>9,100.00</b>												
<b>Office Supplies</b>																
Alchol, Isopropyl, 70% solution, 500mL, pump type	3	btls	250.00	750.00		2			1							
Alcohol, Isopropyl, 70% solution, 500mL	7	btls	140.00	980.00			3		2		2					
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	3	pack	125.00	375.00		2		1								
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	3	pack	115.00	345.00		2			1							
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	6	box	30.00	180.00		3			3							
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	6	boxes	14.00	84.00		3			3							
Soap, Detergent, Liquid, 1 gal, any scent	1	gal	350.00	350.00			1									
Fastener, Paper, plastic, 50 sets/box	3	boxes	38.00	114.00		2			1							
Folder, File, Long, 14pts, White	50	piece	10.00	500.00		30			20							
Folder, File, Short, 14pts, White	20	piece	8.00	160.00		10		10								
Folder, Pressboard, US, Blue, Long	20	pieces	30.00	600.00		10			10							
Folder, Pressboard, US, Green, Long	20	pcs	30.00	600.00		10			10							

SN20-10-0098



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
Glue, Multi-Purpose, White, at least 130g (118mL)	3	btls	78.00	234.00			2		1							
Mop Handle, plastic	2	pieces	120.00	240.00		2										
Mop rug, heavy duty 100% cotton	4	pieces	50.00	200.00		2			2							
Ink, for stamp pad, violet, 30mL, w/ applicator	2	btls	35.00	70.00		1			1							
Paper, Bond, A4, S-20, 70 gsm	15	reams	253.00	3,795.00			10		5							
Pen, Ball, blue	20	pieces	10.00	200.00		15			5							
Pen, Whiteboard Marker, black	3	pieces	50.00	150.00			2			1						
Pen, Whiteboard Marker, red	3	pieces	50.00	150.00			2			1						
Pen, Whiteboard Marker, blue,	3	pieces	50.00	150.00			2			1						
Paper, Bond, Long, S-20, 70 gsm	5	reams	286.00	1,430.00			3		2							
Pen, Sign, .5mm, Blue	4	piece	35.00	140.00			4									
Pencil, Lead, #2, w/ eraser	48	pieces	10.00	480.00			24			24						
Stamping Pad size 4	2	pieces	134.00	268.00			1		1							
Stamping Pad size 2	2	pieces	155.00	310.00			1		1							
Tape, Masking, 1" x 25 yards	4	rolls	48.00	192.00			2		2							
Tape, Masking, 1/2" x 25 yards	4	rolls	25.00	100.00			2		2							
Tape, Masking, 2" x 25 yards	4	rolls	95.00	380.00			2			2						
Tape, Transparent, 12mm x 50m	4	rolls	68.00	272.00			2			2						
Toilet Bowl and Urinal Cleaner, at least 500mL	2	btls	125.00	250.00		2										
Transparency Film, A4, 100pcs/pack	1	pack	372.00	372.00			1									
Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	5	pack	40.00	200.00		3			2							
<b>Sub-Total</b>				<b>14,621.00</b>												
<b>Grand Total</b>				<b>23,721.00</b>												

Prepared by: \_\_\_\_\_

**ERNESTO A. GONZAGA**

Noted by: \_\_\_\_\_

**LILIAN B. NUNEZ**  
Unit Head/Project Leader

Funds Available: \_\_\_\_\_

**MYRNA S. PANCITO**  
Head, Budget Office

Date: **09/14/2020**

\*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