

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



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



161-5-1412-2021-3-0-0

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2021

Unit/Office/Dept/Div: **Director, Advance Research and Innovation Center**
 Project Code: **ARICenter-2021**
 Purpose: **For office and laboratory use**

Total Budget : **450,000.00**
 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
Hardware																
Garden Hose Nozzle Spray	1	piece	200.00	200.00								1				
Hose, Garden, 5/8"Ø	30	meter	50.00	1,500.00								30				
Extension Ladder, Fiber Glass, 21'	1	unit	8,500.00	8,500.00								1				
Sub-Total				10,200.00												
IT Supplies and Equipment																
Computer Webcam	5	pieces	1,000.00	5,000.00								5				
Desktop Microphone	5	pieces	650.00	3,250.00								5				
External Hard Disk Drive (Portable, 1TB), USB 3.0	1	unit	3,800.00	3,800.00								1				
Sub-Total				12,050.00												
Laboratory Supplies																
Ethanol	10	gallons	660.00	6,600.00								5	5			
Sub-Total				6,600.00												
Office Supplies																
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	5	tubes	220.00	1,100.00								5				
Alcohol, Ethyl, 70% solution, 500mL	12	btls	125.00	1,500.00								12				
Basin, Utility, Durable Plastic, Size: at least 23" 17 x 58cm, any Color	3	pcs	395.00	1,185.00								3				
Bathroom Deodorizer, with holder, at least 100g, any scent	10	pcs	60.00	600.00								5	5			

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
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Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	5	pack	115.00	575.00								5				
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	5	pack	125.00	625.00								5				
Battery, Rechargeable, AA (4pcs) w/ Charger	1	set	2,500.00	2,500.00								1				
Board, Illustration, 20" x 30" (2 Ply)	5	pcs	30.00	150.00								5				
Board, Illustration, 30" x 40" (2 Ply)	5	pcs	56.00	280.00								5				
Book Ends, Metal, Big (approx. 13x15x25cm), at least 400g	5	pair	162.00	810.00								5				
Broom, Soft (Tambo), Large, Heavy Duty	3	pcs	250.00	750.00								3				
Calculator, desktop-type, 12 digits, 2-way power, plastic keys	1	unit	530.00	530.00								1				
Cleaner, Glass, 500mL, any scent	40	btls	198.00	7,920.00								20	20			
Clear Book (Display Book), Refillable, A4/Short, 20 shts, any color	10	pcs	67.00	670.00								10				
Clear Book (Display Book), Refillable, Legal, 20 shts, any color	10	pcs	78.00	780.00								10				
Cutting Mat, self-healing rubber, green, A4	2	pc	220.00	440.00								2				
Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)	2	pcs	520.00	1,040.00								2				
Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm	4	pcs	820.00	3,280.00								4				
Soap, Detergent, Powder, 1 kilo/pack, any scent	5	kl	105.00	525.00								3	2			
Soap, Dishwashing, Liquid, 250mL	10	btls	150.00	1,500.00						3		3	4			
Disinfectant Spray, 340g	5	can	465.00	2,325.00								2	3			
Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	10	pcs	300.00	3,000.00								10				
Dust pan, plastic, stand-up handle, large	3	pc	140.00	420.00								3				
Envelope, Document, Brown, 150 lbs, Long	50	pc	7.00	350.00								30	20			
Envelope, Mailing, white, long, 500pcs/box	1	box	395.00	395.00								1				
Envelope, Mailing, white, short, 500pcs/box	1	box	330.00	330.00								1				
Fastener, Paper, plastic, 50 sets/box	5	boxes	38.00	190.00								5				
Foil, Aluminum, 16m x 30cm (approx. 260g)	2	boxes	290.00	580.00								1	1			
Folder, File, Long, 14pts, White	50	piece	10.00	500.00								30	20			

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
Folder, File, Short, 14pts, White	50	piece	8.00	400.00								30	20			
Glue, White, All-purpose, 1 gallon	1	gallons	510.00	510.00								1				
Hand Sprayer, plastic, 150 ml cap.	5	pieces	100.00	500.00								5				
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	10	pcs	195.00	1,950.00								5	5			
Memo Notebooks, 60 leaves	10	pieces	22.00	220.00								5	5			
Meter Stick, wood, 100 cm, yellow background w/ black markings	1	pieces	150.00	150.00								1				
Sticky Note, 3 x 3, Yellow	1	pads	84.00	84.00								1				
Sticky Note, 3 x 4, Yellow	1	pads	140.00	140.00								1				
Sticky Note, 3 x 5, Yellow	1	pads	150.00	150.00								1				
Paper, Bond, Short, S-24, 80 gsm	10	reams	277.00	2,770.00								5	5			
Paper, Bond, Long, S-24, 80 gsm	25	reams	328.00	8,200.00								15	10			
Paper, Bond, A4, S-24, 80 gsm	35	reams	289.00	10,115.00								15	20			
Pen, Ball, black	30	pieces	10.00	300.00								15	15			
Pen, Ball, blue	30	pieces	10.00	300.00								15	15			
Pen, Ball, red	30	pieces	10.00	300.00								15	15			
Pen, Sign, .5mm, Gel-type, Blue	10	piece	35.00	350.00								10				
Pen, Sign, .5mm, Gel-type, Red	10	piece	35.00	350.00								10				
Pencil, Lead, #2, w/ eraser	30	pieces	10.00	300.00								15	15			
Pen, Whiteboard Marker, black	5	pieces	50.00	250.00								2	3			
Pen, Whiteboard Marker, red	5	pieces	50.00	250.00								2	3			
Pen, Whiteboard Marker, blue,	5	pieces	50.00	250.00								2	3			
Record Book, Big, 300 pages	10	pcs	80.00	800.00								5	5			
Rolled Paper Towel, 2 plys good qlty (Jumbo Towel)	10	rolls	88.00	880.00								5	5			
Rubberband, #18, 350 gms/box	1	boxes	270.00	270.00								1				
Ruler, Plastic, 24"	2	pieces	35.00	70.00								2				
Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	1	pcs	1,500.00	1,500.00								1				
Stapler, HD No.35	2	pc	350.00	700.00								2				
Staple Wire No. 35-5M Leg Length 6mm (1/4")	5	boxes	80.00	400.00								2	3			
Tape Dispenser, 1" tape, big core, any color	4	pcs	115.00	460.00								4				
Tape, Double Sided, 1" x 10m	10	rolls	35.00	350.00								5	5			

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
Tape, Duct, 2" x 25m, Black/Grey	2	rolls	180.00	360.00								1	1			
Tape, Masking, 1" x 25 yards	10	rolls	48.00	480.00								5	5			
Tape, Transparent, 12mm x 50m	10	rolls	68.00	680.00								5	5			
Tape, Packaging, 2" x 100 yards, Clear	10	rolls	55.00	550.00								5	5			
Thumb Tacks, Small Box	10	boxes	12.00	120.00								5	5			
Tissue, Bathroom, 2 Ply, 12rolls/pack	10	pack	204.00	2,040.00								5	5			
Toilet Bowl Cleaner, at least 1 gallon	1	gal	370.00	370.00								1				
Computer Brush, 1.5"	5	piece	10.00	50.00								5				
Acetate, transparent, guage #3, approx. 50m/roll	1	rolls	1,440.00	1,440.00								1				
HP Officejet 7612 Ink	2	set	3,000.00	6,000.00								2				
Eraser, Rubber, high quality	5	pc	45.00	225.00								5				
Ink, Refill, for Permanent Marker, Black, 30mL	1	btls	115.00	115.00								1				
Ink, Refill, for Permanent Marker, Blue, 30mL	1	btls	115.00	115.00								1				
Ink, Refill, for Permanent Marker, Red, 30mL	1	btls	115.00	115.00								1				
Pen, Permanent Marker, black, broad tip	2	pieces	60.00	120.00								2				
Pen, Permanent Marker, blue, fine tip	2	pieces	60.00	120.00								2				
Pen, Permanent Marker, black, fine tip	2	pieces	60.00	120.00								2				
Pen, Permanent Marker, blue, broad tip	2	pieces	60.00	120.00								2				
Correction Tape, 10 meters	10	pcs	32.00	320.00								5	5			
Correction Fluid, waterbase, 15 mL	10	btl	40.00	400.00								5	5			
Pen, Permanent Marker, red, fine tip	2	pieces	60.00	120.00								2				
Pen, Permanent Marker, red, broad tip	2	pieces	60.00	120.00								2				
Plastic pail, 15 liter capacity	2	pcs	250.00	500.00								2				
Sub-Total				82,719.00												
Grand Total				111,569.00												

Prepared by:


CHINELE M. CARDAÑO

Noted by:


MA. THERESA P. LORETO
Unit Head/Project Leader

Funds Available:


MYRNA S. PANCITO
Head, Budget Office

Date: 04/30/2021

*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