



11-5-354-2021-8-0-0



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: **Department of Liberal Arts & Behavioral Sciences**
 Project Code: **DLABS-2021(Higher Education)**
 Purpose: **For office use**

Total Budget : **200,000.00**
 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
IT Supplies and Equipment																
Ink, Epson, genuine (C) T664, 70 ml	20	pieces	350.00	7,000.00	5			5			5			5		
Ink, Epson, genuine, (BK) T664, 70 ml	20	pieces	350.00	7,000.00	5			5			5			5		
Ink, Epson, genuine (M) T664, 70 ml	20	pieces	350.00	7,000.00	5			5			5			5		
Ink, Epson, genuine, (Y) T664, 70 ml	20	pieces	350.00	7,000.00	5			5			5			5		
Ink, Gestetner DX-2430 Reisograph Copy Printer, 500ml	15	pieces	1,080.24	16,203.60	5			5			5					
Anti-virus Software	1	pc	5,000.00	5,000.00	1											
External Hard Disk Drive (Portable, 1TB), USB 3.0	1	unit	3,800.00	3,800.00	1											
Master roll for DX-2430 copy printer, 100 cuts	5	pieces	1,960.00	9,800.00	5											
Sub-Total				62,803.60												
Office Furniture & Fixture																
Office chair, with arm rest	1	pc	5,000.00	5,000.00	1											
Office Table	1	pc	4,000.00	4,000.00	1											
Sub-Total				9,000.00												
Office Supplies																
Alcohol, Isopropyl, 70% solution, 500mL, pump type	5	btls	250.00	1,250.00	3			2								
Paper, Bond, A4, S-20, 70 gsm	180	reams	253.00	45,540.00	100			50			30					
Glue, White, All-purpose, 1 gallon	2	gallons	510.00	1,020.00	1			1								
Soap, Detergent, Powder, 1 kilo/pack, any scent	10	kl	105.00	1,050.00	3			3			4					
Muriatic Acid concentrated scented	5	gal	350.00	1,750.00	3			2								
Disinfectant Cleaner, multi-surface, scented	2	gal	300.00	600.00	1			1								

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
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	5	pcs	195.00	975.00	5											
Sharpener, Pencil Heavy Duty good qlty	1	pieces	350.00	350.00	1											
Toilet Bowl Cleaner, at least 1 gallon	3	gal	370.00	1,110.00	3											
Transparency Film, A4, 100pcs/pack	10	pack	372.00	3,720.00	10											
Paper Cutter, Sliding, for A3, with metal base, replaceable blades	1	unit	2,550.00	2,550.00	1											
Sub-Total				59,915.00												
Grand Total				131,718.60												



Prepared by: _____

GILDA P. NAYRE



Noted by: _____

JETT C. QUEBEC
Unit Head/Project Leader

Funds Available: _____

MYRNA S. PANCITO
Head, Budget Office

Date: **09/18/2020**

*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