



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2021

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

Unit/Office/Dept/Div: Director for Quality Assurance

Project Code: ODQA-2021

Purpose:	Office Supplies
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Total Budget : 200,000.00

Funding : GF- MOOE

[illegible]

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
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	50	boxes	46.00	2,300.00	50											
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	50	boxes	28.00	1,400.00	50											
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	50	boxes	20.00	1,000.00	50											
Toilet Brush with Holder	2	set	180.00	360.00	1						1					
Toilet Bowl Cleaner, at least 1 gallon	6	gal	370.00	2,220.00	3						3					
Soap, Toilet, regular size	12	pieces	35.00	420.00	1	1	1	1	1	1	1	1	1	1	1	1
Dust pan, plastic, stand-up handle, large	1	pc	140.00	140.00	1											
Envelope, brown, ordinary, A4 size	100	pcs	10.00	1,000.00	25			25			25			25		
Envelope, Expanding, with garter tie, brown, long	100	pc	15.00	1,500.00	50						50					
Hand Towel, cloth, cotton, 12 pcs/pack	6	piece	160.00	960.00	6											
Soap, Dishwashing, Liquid, 250mL	48	btls	150.00	7,200.00	4	4	4	4	4	4	4	4	4	4	4	4
Disinfectant Cleaner, multi-surface, scented	24	gal	300.00	7,200.00	2	2	2	2	2	2	2	2	2	2	2	2
Pen, Whiteboard Marker, black	10	pieces	50.00	500.00	10											
Pen, Whiteboard Marker, blue,	10	pieces	50.00	500.00	10											
Pencil, Lead, #2, w/ eraser	100	pieces	10.00	1,000.00	25			25			25			25		
Ring Binder, plastic, 84 12mm , 1/2" black	50	pieces	12.00	600.00	50											
Ring Binder, plastic, 84 6mm 1/4" black	50	pieces	8.00	400.00	50											
Ring Binder, plastic, 84, 25mm ,1" black	50	pieces	30.00	1,500.00	50											
Ring Binder, plastic, 84 51mm 2" black	10	pieces	55.00	550.00	10											
Ring Binder, plastic, 84 38mm , 1-1/2" black	10	pieces	46.00	460.00	10											
Ring Binder, plastic, 84 20mm, 3/4" black	50	pieces	22.00	1,100.00	50											
Ring Binder, plastic, 84 8mm, 5/16" black	50	pieces	8.00	400.00	50											
Ring Binder, plastic, 84 10mm, 3/8" black	50	pieces	10.00	500.00	50											
Ring Binder, plastic, 84 14mm, 9/16" black	30	pieces	15.00	450.00	30											
Ring Binder, plastic, 84 22mm, 7/8" black	20	pieces	27.00	540.00	20											
Ring Binder, plastic, 84 14mm, 5/8" black	20	pieces	18.00	360.00	20											
Sticky Note, 2 x 3, Yellow	50	pads	79.00	3,950.00	25						25					
Rubberband, #18, 350 gms/box	20	boxes	270.00	5,400.00	10						10					
Scissors, 8" heavy duty, good quality	2	pieces	75.00	150.00	1						1					
Soap, Detergent, Powder, 1 kilo/pack, any scent	12	kl	105.00	1,260.00	1	1	1	1	1	1	1	1	1	1	1	1
Broom, Stick Broom, Tukog	4	pc	35.00	140.00	2						2					

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
Broom, Soft (Tambo), Large, Heavy Duty	4	pcs	250.00	1,000.00	2						2					
Staple Wire, #35	50	boxes	30.00	1,500.00	25						25					
Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	1	pcs	1,500.00	1,500.00	1											
Stapler, HD No.35	2	pc	350.00	700.00	2											
Tape, Masking, 2" x 25 yards	10	rolls	95.00	950.00	5						5					
Tape, Masking, 1" x 25 yards	10	rolls	48.00	480.00	5						5					
Tape, Masking, 1/2" x 25 yards	10	rolls	25.00	250.00	5						5					
Tape, Double Sided, 1" x 10m	10	rolls	35.00	350.00	5						5					
Tape, Packaging, 2" x 100 yards, Tan	10	rolls	55.00	550.00	5						5					
Thumb Tacks, Small Box	20	boxes	12.00	240.00	20											
Pen, Ball, blue	100	pieces	10.00	1,000.00	25			25			25			25		
Paper, Specialty 200gsm 8-1/2x11, 10s, LightGreen	100	packs	38.00	3,800.00	50						50					
Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	100	packs	38.00	3,800.00	50						50					
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	50	pack	250.00	12,500.00	25						25					
Paper, Bond, A4, S-24, 80 gsm	100	reams	289.00	28,900.00	100											
PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	50	packs	750.00	37,500.00	50											
Automatic Voltage Regulatory (AVR), 1500W, heavy duty	1	unit	5,000.00	5,000.00	1											
Folder, Ordinary, A4	1000	pcs	7.00	7,000.00	250			250			250			250		
Sub-Total				171,750.00												
Grand Total				198,390.00												

Prepared by:

PAMELA P. ORAÑO

Noted by:

EDITHA G. CAGASAN
Unit Head/Project Leader

Funds Available:

MYRNA S. PANCITO
Head, Budget Office

Date: **10/27/2020**

*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