



58-5-1083-2021-7-0-0



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: Office of the President

Project Code: OP-2021

Purpose: office use

Total Budget : 1,000,000.00

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
Communication/Courier Services																
Courier services	150	unit	200.00	30,000.00	15	12	12	12	12	12	15	12	12	12	12	12
Sub-Total				30,000.00												
Fuel & Lubricants																
Engine Oil, (Diesel)	20	liter	500.00	10,000.00	5			5			5			5		
Sub-Total				10,000.00												
IT Supplies and Equipment																
Toner, NPG 67, Yellow for Canon C3320 Image Runner Advance (photocopier, printer/scanner) machine	7	pcs	6,000.00	42,000.00	3						2			2		
HP Laser Jet Ink Cartridge CC364A Laser Jet P4014 printer	1	pcs	7,500.00	7,500.00	1											
Sub-Total				49,500.00												
Office Furniture & Fixture																
Metal filing shelves, open, 4 layers	4	unit	10,000.00	40,000.00	4											
Sub-Total				40,000.00												
Office Supplies																
Toner, NPG 67, Magenta for Canon C3320 Image Runner advance (photocopier, printer/scanner) machine	7	pieces	6,000.00	42,000.00	3						2			2		
Toner, NPG 67, Cyan for Canon C3320 Image Runner Advance (photocopier, printer/scanner) machine	7	pieces	6,000.00	42,000.00	3						2			2		
Toner, NPG 67, Black for Canon C3320 Image Runner Advance (photocopier, printer/scanner) machine	7	pieces	6,000.00	42,000.00	3						2			2		
Sign pen, Fine Tech, 0.3mm. blue	24	pieces	30.00	720.00	12						12					

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
Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	24	pieces	90.00	2,160.00	12						12					
Plaque, Customized	10	pieces	1,500.00	15,000.00				4		2		2	2			
Index Tab, transparent, self-adhesive, transparent, 5sets/box	12	boxes	65.00	780.00	6						6					
Alcohol, Ethyl, 70% solution, 500mL	24	btls	125.00	3,000.00	6			6			6			6		
Bathroom Deodorizer, with holder, at least 100g, any scent	6	pcs	60.00	360.00	3						3					
Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	1	pcs	348.00	348.00	1											
Broom, Soft (Tambo), Large, Heavy Duty	4	pcs	250.00	1,000.00	1			1			1			1		
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	12	boxes	14.00	168.00	6						6					
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	12	box	30.00	360.00	6						6					
Correction Tape, 8m x 5mm wide	12	pc	40.00	480.00	6						6					
Soap, Detergent, Powder, 1 kilo/pack, any scent	6	kl	105.00	630.00	2			1			2			1		
Soap, Dishwashing, Liquid, 250mL	12	btls	150.00	1,800.00	6						6					
Duster, Feather	6	pcs	45.00	270.00	3						3					
Envelope, Document, Brown, 150 lbs, Long	50	pc	7.00	350.00	25						25					
Envelope, Expanding, with garter tie, green, long	50	pc	15.00	750.00	25						25					
Envelope, Expanding, with garter tie, blue, long	50	pc	15.00	750.00	25						25					
Fastener, Paper, plastic, 50 sets/box	6	boxes	38.00	228.00	3						3					
Folder, File, Long, 14pts, White	200	piece	10.00	2,000.00	100						100					
Folder, Pressboard, US, Green, Long	200	pcs	30.00	6,000.00	100						100					
Folder, Sliding, Plastic, w/ binder, Long, transparent	50	pcs	10.00	500.00	25						25					
Glue, Multi-Purpose, White, at least 130g (118mL)	12	btls	78.00	936.00	6						6					
Hand Sprayer, plastic, 300 ml cap.	2	pieces	150.00	300.00	2											
Ink, for stamp pad, violet, 30mL, w/ applicator	2	btls	35.00	70.00	1						1					
Stamping Pad size 4	1	pieces	134.00	134.00	1											
Staple Wire, #35	8	boxes	30.00	240.00	3			2			3					
Scissors, 8" heavy duty, good quality	2	pieces	75.00	150.00	2											
Sticky Note, 3 x 4, Yellow	6	pads	140.00	840.00	3						3					
Sticky Note, 2 x 3, Yellow	6	pads	79.00	474.00	3						3					
Pencil, Lead, #2, w/ eraser	6	pieces	10.00	60.00	3						3					

[illegible]

Prepared by:
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Noted by:
ALLEN GLENNIE P. LAMBERT
Unit Head/Project Leader

Funds Available:
MYRNA S. PANCITO
Head, Budget Office

Date: 10/08/2020

*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