

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



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



112-S-1461-2021-3-0-0

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BY: *[Signature]*

PROJECT PROCUREMENT MANAGEMENT PLAN (PMP)
CY 2021

Unit/Office/Dept/Div: **Bids and Awards Committee**
 Project Code: **VSU COA 2021**
 Purpose: **For Office use**

Total Budget : 260,000.00
 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																
LED Bulb, 13 watts, 87% Energy Saving	20	pcs	188.00	3,760.00						20						
Butane gas, 250gms,	1	can	90.00	90.00						1						
Paint, Metal Primer, Red Oxide	2	gallon	350.00	700.00						2						
Paint, QDE, White	2	gallon	720.00	1,440.00						2						
Plywood, Marine, 1/4"(thickness) x 4' x 8'	9	piece	423.00	3,807.00						9						
Silver Rod (For Aircon)	2	pc	30.00	60.00						2						
Angle Bar, 1 ½ x 1 ½ x 3/16	60	pcs	250.00	15,000.00						60						
Steel Bar, Deformed(Corrugated),10mm x 6m	126	length	146.00	18,396.00						126						
Welding Rod, E-6013, 3/32"	10	kl	150.00	1,500.00						10						
Cut off Blade, 14" x 1/8" x 1", good quality	2	piece	360.00	720.00						2						
Grinding Stone 4"	1	pc	300.00	300.00						1						
Freon R410A	4	kgs	700.00	2,800.00						4						
Insulation Adhesive Electrical Tape, 30mm	1	roll	200.00	200.00						1						
Sub-Total				48,773.00												
IT Supplies and Equipment																
UPS, 1000 VA	4	unit	3,000.00	12,000.00						4						
Ink Cartridge, HP680, black	20	pcs	465.00	9,300.00						20						
Ink Cartridge, HP680, tri color	20	pcs	465.00	9,300.00						20						
Ink Cartridge, HP704, black	40	pcs	465.00	18,600.00						40						
TONER Kyocera TK 1147	1	can	6,470.00	6,470.00						1						
Ink Cartridge, HP704, tri color	40	pcs	465.00	18,600.00						40						

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
Computer Printer 3-in-1 with CIS Filled with Inks	2	unit	9,300.00	18,600.00					2							
Sub-Total				92,870.00												
Office Equipment																
Paper shredder machine, heavy duty	1	pieces	6,000.00	6,000.00					1							
Heavy Duty Combo Binding Machine	1	unit	14,500.00	14,500.00					1							
Sub-Total				20,500.00												
Office Supplies																
Alcohol, Rubbing, 70% Isopropyl, 1ltr.	20	btls	200.00	4,000.00					20							
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	5	boxes	28.00	140.00					5							
Binder Clip, 1.5", black	20	pcs	7.50	150.00					20							
Paper, Bond, A4, S-20, 70 gsm	20	reams	253.00	5,060.00					20							
Paper, Bond, Long, S-20, 70 gsm	15	reams	286.00	4,290.00					15							
Paper, Bond, Short, S-20, 70 gsm	15	reams	245.00	3,675.00					15							
Correction Pen, rolling ball-metal tip	1	pc	220.00	220.00					1							
Correction Tape, 10 meters	4	pcs	32.00	128.00					4							
Envelope, Brown, long, good quality	50	pcs	5.00	250.00					50							
Envelope, Expanding, with garter tie, brown, long	120	pc	15.00	1,800.00					120							
Gel Ink Sign Pen 0.5, black	6	pcs	25.00	150.00					6							
Gel Ink Sign Pen 0.5, blue	6	pcs	25.00	150.00					6							
Gel Ink Sign Pen 0.5, red	6	pcs	25.00	150.00					6							
Pen, Highlighting, asstd color	10	pcs	25.00	250.00					10							
Ink, for stamp pad, violet, 30mL, w/ applicator	3	btls	35.00	105.00					3							
Magfile double, black, legal	20	pcs	260.00	5,200.00					20							
Note Pad, 3" x 3", post-it, assorted colors	3	pads	35.00	105.00					3							
Note Pad, 4" x 5", post-it, assorted colors	3	pads	40.00	120.00					3							
Pencil, Lead, #2, w/ eraser	24	pieces	10.00	240.00					24							
Pen, Permanent Marker, black, broad tip	2	pieces	60.00	120.00					2							
Pen, Permanent Marker, blue, broad tip	2	pieces	60.00	120.00					2							
Pen, Permanent Marker, red, broad tip	2	pieces	60.00	120.00					2							
Fastener, Paper, plastic, 50 sets/box	1	boxes	38.00	38.00					1							
PVC Binding Cover, short, 100pcs/pack	1	pack	550.00	550.00					1							
Staple Wire, #35	4	boxes	30.00	120.00					4							

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
Stapler, HD No.35	2	pc	350.00	700.00					2							
Transparent Tape (1")	3	rolls	25.00	75.00					3							
Transparent Tape (2")	6	rolls	40.00	240.00					6							
Tape, Packaging, 2" x 100 yards, Clear	4	rolls	55.00	220.00					4							
White Folders, 0.14mm long 100pcs/pack	2	packs	430.00	860.00					2							
Bathroom Deodorizer, with holder, at least 100g, any scent	6	pcs	60.00	360.00					6							
Soap, Detergent, Powder, 1 kilo/pack, any scent	2	kl	105.00	210.00					2							
Soap, Dishwashing, Liquid, 250mL	5	btls	150.00	750.00					5							
Floor Mop with wooden handle, heavy duty	5	pcs	240.00	1,200.00					5							
Soft Broom (Tambo) 200g minimum, heavy duty	10	pcs	125.00	1,250.00					10							
Toilet Bowl and Urinal Cleaner, at least 500mL	5	btls	125.00	625.00					5							
Binder Clip, 2", black	20	pcs	8.50	170.00					20							
Stamp Pad, 4 x 2.75" (Purple)	6	pc	60.00	360.00					6							
Sub-Total				34,271.00												
Grand Total				196,414.00												

Prepared by:

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ARJANERY B. ANTOFINA

Noted by:

Jessamine C. Ecleo
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Unit Head/Project Leader

Funds Available:

Myrna S. Pancito
MYRNA S. PANCITO
Head, Budget Office

Date: **04/20/2021**

*Funding Sources: General Fund(GF), Trust Fund(TF, Special Trust Fund(STF), IGP, Supplemental or Augmentation
Note: Please make a separate PMP 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