

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



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



85-5-618-2021-7-0-3

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2021

Total Budget : 43,000.00  
Funding : GF-MOOE

Unit/Office/Dept/Div: University Student Services Office  
Project Code: ODS-ODSDS-2021(Office of the Student Development Services)

Purpose:  
For Office use

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
<b>IT Supplies and Equipment</b>																
External Hard Disk Drive (Portable, 2TB), USB 3.1	1	unit	4,200.00	4,200.00												1
UPS, at least 800 watts	1	unit	5,000.00	5,000.00												1
<b>Sub-Total</b>				<b>9,200.00</b>												
<b>Office Equipment</b>																
Desk Electric fan	1	pc	2,000.00	2,000.00												1
Electric fan	1	pc	2,500.00	2,500.00												1
<b>Sub-Total</b>				<b>4,500.00</b>												
<b>Office Supplies</b>																
Battery, Rechargeable, AA (4pcs) w/ Charger	1	set	3,680.00	3,680.00												1
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	10	boxes	20.00	200.00												10
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	10	boxes	28.00	280.00												10
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	10	boxes	46.00	460.00												10
Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	10	boxes	70.00	700.00												10
Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	10	boxes	13.00	130.00												10
Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box	10	boxes	55.00	550.00												10
Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box	10	boxes	76.00	760.00												10
Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box	10	boxes	143.00	1,430.00												10

<b>General Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Estimated Budget</b>	<b>Schedule/Milestone of Activities (in quantities)</b>									
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Cork Board, Wall Mount, w/ aluminum frame, 3' x 5'	2	pcs	1,950.00	3,900.00										2
Soap, Detergent, Liquid, 1 gal, any scent	2	gal	350.00	700.00										2
Soap, Detergent, Powder, 1 kilo/pack, any scent	10	kil	105.00	1,050.00										10
Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	5	pcs	300.00	1,500.00										5
Dust pan, plastic, stand-up handle, large	3	pc	140.00	420.00										3
Envelope, Coin, #4, 500pcs/box	1	box	200.00	200.00										1
Envelope, Expanding, Plastic, Accordion file, w/ 12 pockets, w/ handle (Long)	1	pcs	396.00	396.00										1
File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	1	pieces	368.00	368.00										1
Folder, Morocco, Long, w/ plastic binder, Beige	50	pieces	18.00	900.00										50
Folder, Morocco, Short, w/ plastic binder, Brown	25	pieces	15.00	375.00										25
Sticky Note, 2 x 3, Yellow	5	pads	79.00	395.00										5
Paper, Art, glossy, assorted colors, 500shsts/ream	2	reams	235.00	470.00										2
Paper, Bond, A4, S-24, 80 gsm	10	reams	289.00	2,890.00										10
Record Book, Big, 500 pages	10	pcs	115.00	1,150.00										10
Tape, Duct, 2" x 25m, Black/Grey	5	rolls	180.00	900.00										5
Tape, Double Sided, 3/4" x 10m	5	rolls	26.00	130.00										5
Tape, Foam, Double Sided, 1" x 5m	5	rolls	100.00	500.00										5
Sticker Paper, high gloss A4 size, 50 sheets/pack	2	pack	155.00	310.00										2
Stick Broom (tingting) 6" fr the top, approx 370 pcs	4	piece	40.00	160.00										4
Tape, Magic, 24mm x 50m	2	rolls	357.00	714.00										2
Tape, Packaging, 2" x 100 yards, Clear	2	rolls	55.00	110.00										2
Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	1	pcs	880.00	880.00										1
Wall Clock	2	pc	800.00	1,600.00										2
<b>Sub-Total</b>				<b>28,418.00</b>										
<b>Grand Total</b>				<b>42,118.00</b>										

Prepared by: MERIAM M. LUNA

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Unit Head/Project Leader

Funds Available: MYRNA S. PANCITO  
Head, Budget Office

Date: 08/20/2021

\*Funding Sources: General Fund(GF), Trust Fund(TF), Special Trust Fund(STF), IGP, Supplemental or Augmentation

Note: Please make a separate PPM 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