

☒ 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

Unit/Office/Dept/Div: **University Student Services Office**  
 Project Code: **ODS-OSDS-2021 (Office of the Student Development Services)**  
 Purpose: **For Office use**

Total Budget : **43,000.00**  
 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
<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	



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
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	kl	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, Coin, #5, 500pcs/box	1	box	210.00	210.00											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, 500shs/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:

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Noted by:

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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 PPMF 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