



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: **Department of Soil Science**
Project Code: **GAA DSS A.III.a**
Purpose: **For Instruction Use**

Total Budget : **55,725.60**
Funding : **GF - 55,725.60**

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
IT Supplies and Equipment																
EPSON L220 Ink Cartridge Black	10	btls	300.00	3,000.00			10									
EPSON L220 Ink Cartridge Cyan	5	btls	300.00	1,500.00			5									
EPSON L220 Ink Cartridge Magenta	6	btls	300.00	1,800.00			6									
EPSON L220 Ink Cartridge Yellow	5	btls	300.00	1,500.00			5									
Master roll for DX-2430 copy printer, 100 cuts	5	pieces	1,960.00	9,800.00			5									
Sub-Total				17,600.00												
Office Supplies																
Battery, Alkaline, Size: C, 2pcs/pack	10	pack	95.00	950.00			10									
Soap, Detergent, Powder, 1 kilo/pack, any scent	10	kl	105.00	1,050.00			10									
Soap, hand, liquid, 250 ml	10	btls	90.00	900.00			10									
Tissue, Bathroom, 2 Ply, 12rolls/pack	10	pack	204.00	2,040.00			10									
Transparency Film, A4, 100pcs/pack	5	pack	372.00	1,860.00			5									
Tape, Packaging, 2" x 100 yards, Tan	10	rolls	55.00	550.00			10									
Tape, Masking, 3/4" x 25 yards	20	rolls	36.00	720.00			10			10						
Tape, Duct, 2" x 25m, Black/Grey	10	rolls	180.00	1,800.00			10									
Staple Wire, #10	30	boxes	11.00	330.00			20			10						
Soap, Toilet, regular size	20	pieces	35.00	700.00			20									
Folder, File, Short, 14pts, White	200	piece	8.00	1,600.00			100			100						
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	5	tubes	220.00	1,100.00			5									
Envelope, Document, Brown, 150 lbs, Long	200	pc	7.00	1,400.00			100			100						

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
Acetate, transparent, gauge #4, approx. 50m/roll	2	rolls	650.00	1,300.00			2									
Paper, Bond, A4, S-24, 80 gsm	75	reams	289.00	21,675.00			50			25						
Sub-Total				37,975.00												
Grand Total				55,575.00												

Prepared by: JOSEROSE B. CAPRICHIO

Noted by: SUZETTE B. LINA
Unit Head/Project Leader

Funds Available: MYRNA S. PANCITO
Head, Budget Office

Date: **09/18/2020**

*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