

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



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: **Office of the Vice President for Research, Extension and Innovation**
 Project Code: **RDE,Network,A.III,C**
 Purpose: **For the furnishing of the newly established office of the RDE Network**

Total Budget : 200,000.00
 Funding : GF-MOOE
 PPMP #: 152-5-637-2022-2-0-8



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
Construction and Electrical Supplies																
Extension wire with 4 gang Universal Convenience Outlet, at least 10m long	3	pc	500.00	1,500.00					1			1			1	
Sub-Total				1,500.00												
IT Supplies and Equipment																
Ink, Epson 003, Genuine Black 65ml	6	btl	350.00	2,100.00					6							
Ink, EPSON 003, Genuine Cyan 65ml	6	btl	350.00	2,100.00					6							
Ink, EPSON 003, Genuine Magenta 65ml	6	btl	350.00	2,100.00					6							
Ink, EPSON 003, Genuine Yellow 65ml	6	btl	350.00	2,100.00					6							
Projector Screen	1	pc	15,000.00	15,000.00					1							
Sub-Total				23,400.00												
Office Equipment																
Water Dispenser, Cabinet type	1	pc	10,000.00	10,000.00					1							
Sub-Total				10,000.00												
Office Furniture & Fixture																
Ergonomic Office Chair	3	unit	14,500.00	43,500.00					1			1			1	
Venetians Duo Roller Blinds Plain Curtain, 180*160cm	8	piece	1,600.00	12,800.00								8				
Sub-Total				56,300.00												
Office Supplies																
Magazine Box / Data File Box / Datafilter, horizontal, made of chipboards, closed ends, Legal (Double)	20	pcs	195.00	3,900.00					7			7			6	

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
Paper, Bond, Long, S-24, 80 gsm	40	reams	328.00	13,120.00					15			15			10	
Paper, Bond, Short, S-24, 80 gsm	30	reams	277.00	8,310.00					10			10			10	
Ruler, Plastic, 24"	3	pieces	35.00	105.00					1			1			1	
Pen, Ball, blue	35	pieces	10.00	350.00					15			10			10	
Pen, Sign, 5mm, Gel-type, Blue	30	piece	35.00	1,050.00					10			10			10	
Pen, Highlighting, asstd color	15	pcs	25.00	375.00					5			5			5	
Pencil, Lead, #2, w/ eraser	35	pieces	10.00	350.00					15			10			10	
Stapler, HD No.35	2	pc	350.00	700.00					1			1				
Sticky Note, 3 x 3, Yellow	10	pads	84.00	840.00					3			3			4	
Sticky Note, 3x5 Colored	6	pads	50.00	300.00					2			2			2	
Clip Board, Plastic, with PVC Cover, Long, any color	5	pcs	222.00	1,110.00					2			2			1	
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	10	boxes	20.00	200.00					3			3			4	
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	10	boxes	28.00	280.00					3	1		3			3	
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	5	box	30.00	150.00					1			2			2	
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	5	boxes	14.00	70.00					1			2			2	
Folder, File, Short, 14pts, White	40	piece	8.00	320.00					15			15			10	
Folder, File, Long, 14pts, White	40	piece	10.00	400.00					15			10			15	
Envelope, Expanding, with garter tie, brown, short	20	pc	11.00	220.00					8			8			4	
Envelope, Expanding, with garter tie, brown, long	20	pc	15.00	300.00					7			7			6	
Envelope, Document, Brown, 150 lbs, Short	20	pc	5.00	100.00					7			7			6	
Envelope, Document, Brown, 150 lbs, Long	20	pc	7.00	140.00					7			7			6	
Puncher, Heavy Duty	1	pieces	450.00	450.00					1							
Puncher, 2 holes, heavy duty	1	pieces	155.00	155.00					1							
Scissors, 6" heavy duty, good quality	2	piece	68.00	136.00					2							
Scissors, 8" heavy duty, good quality	2	pieces	75.00	150.00					2							
Paper Cutter, wood, A4 size	1	piece	625.00	625.00					1							
Pin, Push, hammerhead type, asstd colors 50s/pack	5	boxes	35.00	175.00					2			2			1	
Record Book, Big, 300 pages	5	pcs	80.00	400.00					1	1	1	1			1	
Correction Tape, 8m x 5mm wide	10	pc	40.00	400.00			1	1	1	1	1	1	1	1	1	1
Glue Stick, All-purpose, at least 21g	5	pcs	55.00	275.00				1			1		1	1		1
Multi-Purpose Glue, 130 g	5	btl	60.00	300.00			1	1		1	1		1	1		

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
J Handle Umbrella Black 23 inches	12	pcs	250.00	3,000.00				2	2	2	2	2	1	1		
Laminating Film, A4, 100 shts/box, 250 microns	2	box	1,430.00	2,860.00					1			1				
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	5	pack	250.00	1,250.00					1	1	1	1		1		
Alcohol, Ethyl, 70% solution, 1 gallon	2	gallons	600.00	1,200.00					1				1			
Table Fork, Stainless steel, 1 doz	1	dozen	205.00	205.00					1							
Table Spoon, Stainless steel	1	dozen	205.00	205.00					1							
Coffee Maker	1	pc	1,200.00	1,200.00					1							
Soap, Dishwashing, Liquid, 250mL	4	blts	150.00	600.00					1			1		1		1
Tissue, Bathroom, 2 Ply, 12rolls/pack	4	pack	204.00	816.00			1		1			1			1	
Fastener, Paper, non-rust metal, 50 sets/box	2	boxes	50.00	100.00				1						1		
Fastener, Paper, plastic, 50 sets/box	2	boxes	38.00	76.00				1						1		
Pen, Whiteboard Marker, black	6	pieces	50.00	300.00				2			2			2		
Pen, Whiteboard Marker, red	6	pieces	50.00	300.00				2			2			2		
Pen, Whiteboard Marker, blue,	6	pieces	50.00	300.00				2			2			2		
Pen, Permanent Marker, JUMBO red	6	pieces	120.00	720.00				2			2			2		
Pen, Permanent Marker, JUMBO green	6	pieces	120.00	720.00				2			2			2		
Pen, Permanent Marker, JUMBO black	10	pieces	120.00	1,200.00				2		2	2		2	2		
Tape Dispenser, 1" tape, big core, any color	2	pcs	115.00	230.00				2								
Cartolina, US, White, at least 160gsm	10	pcs	14.00	140.00				2			2		2	2		2
Cartolina, US, Green, at least 160gsm	5	pcs	14.00	70.00				1			1		1	1		1
Cartolina, US, Yellow, at least 160gsm	5	pcs	14.00	70.00				1			1		1	1		1
Cartolina, US, Orange, at least 160gsm	2	pcs	14.00	28.00				1						1		
Cartolina, US, Pink, at least 160gsm	2	pcs	14.00	28.00				1							1	
Cartolina, US, Red, at least 160gsm	2	pcs	14.00	28.00					1				1			
Cartolina, US, Violet, at least 160gsm	2	pcs	14.00	28.00			1									
Ring Binder, plastic, 10mm, 3/8" black	5	pieces	10.00	50.00				1		1			1			1
Ring Binder, plastic, 14mm, 9/16" black	5	pieces	15.00	75.00				1		1						1
Ring Binder, plastic, 22mm, 7/8" black	5	pieces	27.00	135.00				1		1				1		1
Ring Binder, plastic, 14mm, 5/8" black	5	pieces	18.00	90.00				1		1			1	1		1
Ring Binder, plastic, 8mm, 5/16" black	5	pieces	8.00	40.00				1		1			1	1		1
Ring Binder, plastic, 20mm, 3/4" black	5	pieces	22.00	110.00				1		1				1		1
Ring Binder, plastic, 38mm, 1-1/2" black	5	pieces	46.00	230.00				1		1				1		1
Ring Binder, plastic, 51mm 2" black	5	pieces	55.00	275.00				1		1				1		1

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Ring Binder, plastic, 25mm, 1" black	5	pieces	30.00	150.00				1		1	1		1	1		
Ring Binder, plastic, 6mm, 1/4" black	5	pieces	8.00	40.00				1		1	1		1	1		
Ring Binder, plastic, 12mm, 1/2" black	5	pieces	12.00	60.00				1		1	1		1			1
Broom, Soft (Tambo), Large, Heavy Duty	1	pcs	250.00	250.00				1								
Dust pan, plastic, stand-up handle, large	1	pc	140.00	140.00				1								
Sub-Total				84,075.00												
Grand Total				143,675.00												

Prepared by: Mauricio E. M. S. S.

Noted by:

Rosa Ophelia D. Velarde
Unit Head/Project Leader

Funds Available:

Alicia M. Flores
Head, Budget Office

Date: 03/25/2022

*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