

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



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



59-5-340-2021-7-0-3

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2021

Unit/Office/Dept/Div: Office of the Vice President for Admin. & Finance
 Project Code: OVPAF-2022
 Purpose: Office Use

Total Budget : 150,000.00
 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
Communication/Courier Services																
Globe Pre-paid Cell Card, 500Php	12	pc	550.00	6,600.00	1	1	1	1	1	1	1	1	1	1	1	1
Smart Prepaid Cell Card, 500Php	12	pc	550.00	6,600.00	1	1	1	1	1	1	1	1	1	1	1	1
Sub-Total				13,200.00												
IT Supplies and Equipment																
Desktop Microphone	1	pieces	650.00	650.00	1											
Surge supressor 6 outlets	3	unit	200.00	600.00		3										
Web Camera for PC	1	unit	2,500.00	2,500.00	1											
ATX Power Supply (500W)	2	pieces	980.00	1,960.00				2								
Ink, Epson 003,Genuine Black 65mL	2	btl	350.00	700.00		2										
Ink, EPSON 003,Genuine Cyan 65mL	2	btl	350.00	700.00		2										
Ink, EPSON 003,Genuine Magenta 65mL	2	btl	350.00	700.00		2										
Ink, EPSON 003,Genuine Yellow 65mL	2	btl	350.00	700.00		2										
Ink, Epson, genuine (C) T664, 70 ml	2	pieces	350.00	700.00		2										
Ink, Epson, genuine (M) T664, 70 ml	2	pieces	350.00	700.00		2										
Ink, Epson, genuine, (BK) T664, 70 ml	2	pieces	350.00	700.00		2										
Ink, Epson, genuine, (Y) T664, 70 ml	2	pieces	350.00	700.00		2										
Sub-Total				11,310.00												
Office Supplies																
Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	5	pcs	192.00	960.00			5									
Alcohol, Isopropyl, 70% solution, 500mL	10	btl	140.00	1,400.00	5		5									

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
Alcohol, Isopropyl, 70% solution, 500mL, pump type	10	btls	250.00	2,500.00	5	5										
Apron, Plastic, for Adult	1	pc	120.00	120.00			1									
Bathroom Deodorizer, with holder, at least 100g, any scent	5	pcs	60.00	300.00	5											
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	5	pack	115.00	575.00		5										
Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	3	pcs	420.00	1,260.00			3									
Broom, Soft (Tambo), Large, Heavy Duty	3	pcs	250.00	750.00	3											
Cleaner, Glass, 500mL, any scent	3	btls	198.00	594.00	3											
Cleanser, Powder, 500g, any scent	5	btls	76.00	380.00	5											
Clear Book (Display Book), Refillable, A4/Short, 20 shts, any color	2	pcs	67.00	134.00				2								
Clear Book (Display Book), Refillable, Legal, 20 shts, any color	3	pcs	78.00	234.00				3								
Clear Book Refills, A4 (10pcs/set)	1	sets	36.00	36.00				1								
Clear Book Refills, Legal (10pcs/set)	1	sets	42.00	42.00				1								
Cork Board, Wall Mount, w/ aluminum frame, 4' x 8'	1	pcs	3,670.00	3,670.00	1											
Correction Tape, 8m x 5mm wide	10	pc	40.00	400.00	5			5								
Cutting Mat, self-healing rubber, green, A3	1	pc	700.00	700.00		1										
Cutter, Big, Plastic (Ordinary), w/ lock	1	pcs	30.00	30.00		1										
Soap, Detergent, Liquid, 1 gal, any scent	3	gal	350.00	1,050.00	3											
Soap, Detergent, Powder, 1 kilo/pack, any scent	5	kl	105.00	525.00		3		2								
Soap, Dishwashing, Liquid, 250mL	5	btls	150.00	750.00		5										
Disinfectant Spray, 340g	1	can	465.00	465.00	1											
Fabric Conditioner, 1L, any scent	2	btls	415.00	830.00		2										
Foil, Aluminum, 16m x 30cm (approx. 260g)	2	boxes	290.00	580.00			2									
Folder, Pressboard, US, Green, Long	15	pcs	30.00	450.00	5		10									
Glue, Multi-Purpose, White, at least 130g (118mL)	2	btls	78.00	156.00	1		1									
Memo Notebooks, 80 leaves	5	pieces	29.00	145.00		5										
Muriatic Acid concentrated scented	3	gal	350.00	1,050.00	1		1	1								
Laminating Film, A4, 100 shts/box, 250 microns	1	box	1,430.00	1,430.00				1								
Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	20	pcs	140.00	2,800.00		10		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
Paper, Bond, Colored, Long, S-16, 56gsm, Green	1	reams	315.00	315.00				1								
Paper, Bond, Colored, Short, S-16, 56gsm, Pink	1	reams	264.00	264.00			1									
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	1	pack	250.00	250.00			1									
Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	5	packs	38.00	190.00	2			3								
Paper, Towel, Interfolded, 1 ply, 175 pulls	5	pack	75.00	375.00	5											
Pen, Sign, .5mm, Gel-type, Black	12	piece	35.00	420.00	12											
Pen, Sign, .5mm, Gel-type, Blue	12	piece	35.00	420.00	12											
Puncher, 2 holes, heavy duty	1	pieces	155.00	155.00		1										
Rags, large, good quality, size 24"x15", water absorbent	5	pcs	40.00	200.00			5									
Record Book, Big, 300 pages	3	pcs	80.00	240.00				3								
Ring Binder, plastic, 51mm 2" black	5	pieces	55.00	275.00	5											
Ring Binder, plastic, 25mm, 1" black	5	pieces	30.00	150.00	5											
Ring Binder, plastic, 12mm, 1/2" black	5	pieces	12.00	60.00	5											
Ring Binder, plastic, 6mm, 1/4" black	1	pieces	8.00	8.00	1											
Scouring Pad, big economy size, good quality	5	pieces	50.00	250.00			5									
Sharpener, Pencil Heavy Duty good qlty	1	pieces	350.00	350.00		1										
Soap, Toilet, regular size	10	pieces	35.00	350.00			5	5								
Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomic PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	1	pcs	1,500.00	1,500.00		1										
Tape, Magic, 24mm x 50m	2	rolls	357.00	714.00		2										
Tape, Packaging, 2" x 100 yards, Tan	2	rolls	55.00	110.00		2										
Tissue, Bathroom, 2 Ply, 12rolls/pack	2	pack	204.00	408.00	2											
Toilet Bowl and Urinal Cleaner, at least 500mL	3	btls	125.00	375.00			3									
Toilet Bowl Cleaner, at least 1 gallon	1	gal	395.00	395.00	1											
Toilet Brush with Holder	2	set	180.00	360.00	2											
My-Gel Gel Ink Pen refill 0.5mm, Blue	10	piece	25.00	250.00		5		5								
Sub-Total				32,700.00												
Vehicle Supplies																
Diesel fuel	200	liters	50.00	10,000.00	15	15	20	15	15	20	15	15	15	15	20	20
Sub-Total				10,000.00												
Grand Total				67,210.00												

Prepared by:


MARIA ROBERTA S. MIRAFLOR

Noted by:


DANIEL LESLIE S. TAN
Unit Head/Project Leader

Funds Available:


MYRNA S. PANCITO
Head, Budget Office

Date: 08/31/2021

*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