

☒ Original PMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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



41-5-298-2022-7-0-0

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AUG 27 2021

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

BY: *[Signature]*

Unit/Office/Dept/Div: Office of the Director of NSTP/CWTS

Project Code: NSTP-2022 Office Supplies

Purpose: Office Supplies

Total Budget : 74,120.45

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
Construction and Electrical Supplies																
Compact Fluorescent Lamp (CFL), 24W Spiral type	20	pc	175.00	3,500.00	20											
Bulb Socket, PVC	10	pc	50.00	500.00	10											
Sub-Total				4,000.00												
IT Supplies and Equipment																
Ink, Brother BT60BK, Black	10	btls	400.00	4,000.00	10											
Ink, Brother BT5000C Cyan	6	btls	350.00	2,100.00	6											
Ink, Brother BT5000M Magenta	6	btls	350.00	2,100.00	6											
Ink, Brother BT5000Y Yellow	6	btls	350.00	2,100.00	6											
Ink, Epson, genuine (C) T664, 70 ml	5	pieces	350.00	1,750.00	5											
Ink, Epson, genuine (M) T664, 70 ml	5	pieces	350.00	1,750.00	5											
Ink, Epson, genuine, (BK) T664, 70 ml	6	pieces	350.00	2,100.00	6											
Ink, Epson, genuine, (Y) T664, 70 ml	5	pieces	350.00	1,750.00	5											
UPS, at least 500 w	1	piece	2,550.00	2,550.00	1											
Sub-Total				20,200.00												
Office Furniture & Fixture																
Office chair, with arm rest	2	pc	5,000.00	10,000.00	2											
Metal filing shelves, open, 4 layers	1	unit	10,000.00	10,000.00	1											
Sub-Total				20,000.00												
Office Supplies																
Paper, Bond, Short, S-24, 80 gsm	5	reams	277.00	1,385.00	5											
Paper, Bond, Long, S-24, 80 gsm	8	reams	328.00	2,624.00	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
Paper, Bond, A4, S-24, 80 gsm	30	reams	289.00	8,670.00	30											
Tape, Masking, 1" x 25 yards	12	rolls	48.00	576.00	12											
Tape, Transparent, 12mm x 50m	10	rolls	68.00	680.00	10											
Toilet Bowl and Urinal Cleaner, at least 500mL	5	bits	125.00	625.00	5											
Fastener, Paper, plastic, 50 sets/box	5	boxes	38.00	190.00	5											
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	5	boxes	20.00	100.00	5											
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	5	box	30.00	150.00	5											
Tape, Double Sided, 1" x 10m	10	rolls	35.00	350.00	10											
Envelope, brown, ordinary, A4 size	100	pcs	10.00	1,000.00	100											
Envelope, Expanding, with garter tie, blue, long	30	pc	15.00	450.00	30											
Record Book, Big, 300 pages	5	pcs	80.00	400.00	5											
Broom, Stick Broom, Tukog	10	pc	35.00	350.00	10											
Soft Broom (Tambo) 200g minimum, heavy duty	10	pcs	125.00	1,250.00	10											
Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	10	pcs	192.00	1,920.00	10											
Folder, File, Long, 14pts, White	50	piece	10.00	500.00	50											
Folder, File, Short, 14pts, White	20	piece	8.00	160.00	20											
Folder, Pressboard, US, Green, Long	20	pcs	30.00	600.00	20											
Acetate, transparent, guage #3, approx. 50m/roll	1	rolls	880.00	880.00	1											
Alcohol, Ethyl, 70% solution, 500mL	10	bits	125.00	1,250.00	10											
Glue, White, All-purpose, 1 gallon	1	gallons	510.00	510.00	1											
Paper, Specialty 200gsm 8-1/2x11, 10s, LightGreen	100	packs	38.00	3,800.00	100											
Fiber Doormat	10	pc	150.00	1,500.00	10											
Sub-Total				29,920.00												
Grand Total				74,120.00												

Prepared by:  **MANOLO B. LORETO**

Noted by:  **MANOLO B. LORETO**
Unit Head/Project Leader

Funds Available:  **MYRNA S. PANCITO**
Head, Budget Office

Date: **08/24/2021**

*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,