

☒ Original PPM

☐ Revised (Changed items, same budget)

☐ Supplemental



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



5-1-1500-2021-2-0-0

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2021

Unit/Office/Dept/Div: Department of Biological Sciences

Project Code: ISR.CAS.BS-11

Purpose: For office, laboratory and Field sampling use

Total Budget : 220,000.00

Funding : STF

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																
Antivirus Software 3 Device, 1+1 Year Licence include VPN (enrolled auto-renewal)	1	pc	2,000.00	2,000.00							1					
External Hard Disk Drive (Portable, 1TB), USB 3.0	2	unit	3,800.00	7,600.00							1					1
SD Card, 64GB	2	pcs	1,000.00	2,000.00				2								
Sub-Total				11,600.00												
Laboratory Supplies																
Alcohol, Ethyl, 70% solution, 1 gallon	1	gallons	600.00	600.00						1						
Alcohol, Denatured	1	gallons	253.00	253.00						1						
Sub-Total				853.00												
Office Supplies																
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	3	boxes	14.00	42.00						3						
Ink, Refill, for Permanent Marker, Black, 30mL	1	btl	115.00	115.00				1								
Ink, Refill, for Permanent Marker, Blue, 30mL	1	btl	115.00	115.00				1								
Ink, Refill, for Whiteboard Marker, Black, 30mL	1	btl	165.00	165.00				1								
Ink, Refill, for Whiteboard Marker, Blue, 30mL	1	btl	165.00	165.00				1								
Pen, Permanent Marker, blue, fine tip	3	pieces	60.00	180.00				3								
Pen, Permanent Marker, black, fine tip	3	pieces	60.00	180.00					3							
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	2	boxes	20.00	40.00							2					
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	2	boxes	28.00	56.00							2					

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
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	2	boxes	46.00	92.00							2					
Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	1	boxes	70.00	70.00			1									
Folder, Pressboard, US, Blue, Short	10	piece	29.00	290.00					5		5					
Folder, Pressboard, US, Green, Long	10	pcs	30.00	300.00				5			5					
Pen, Ball, black	10	pieces	10.00	100.00					5			5				
Pen, Ball, blue	20	pieces	10.00	200.00				10					10			
Fastener, Paper, plastic, 50 sets/box	1	boxes	38.00	38.00										1		
Paper, Bond, A4, S-20, 70 gsm	10	reams	253.00	2,530.00				5			5					
Paper, Bond, Long, S-20, 70 gsm	3	reams	286.00	858.00									3			
Paper, Bond, Short, S-20, 70 gsm	3	reams	245.00	735.00									3			
Pencil, Lead, #2, w/ eraser	5	pieces	10.00	50.00				5								
Correction Tape, 8m x 5mm wide	3	pc	40.00	120.00						3						
Alcohol, Ethyl, 70% solution, 500mL	5	btl	125.00	625.00				3			2					
Document Storage Box / Document Filing Case, plastic, transparent, A4 (30.7x23.2cm)	1	pcs	252.00	252.00									1			
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	1	tubes	220.00	220.00				1								
Sub-Total				7,538.00												
Grand Total				19,991.00												

Prepared by: BRENDA ME P. VALENZONA

Noted by: BEATRIZ S. BELONIAS
Unit Head/Project Leader

Funds Available: MYRNA S. PANCITO

Head, Budget Office

Date: 03/15/2021

*Funding Sources: General Fund(GF), Trust Fund(TF), Special Trust Fund(STF), IGP, Supplemental or Augmentation
Note: Please make a separate PMP 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