

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



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



28-5-1087-2022-7-0-0

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: **Department of Geodetic Engineering**

Project Code: **DGE- General Fund 2022**

Purpose: **For the administrative office and instructional use**

Total Budget : **160,000.00**

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
Fuel & Lubricants																
Gasoline, Premium	30	liter	55.00	1,650.00				15			15					
Sub-Total				1,650.00												
IT Supplies and Equipment																
Ink, Epson, genuine, (BK) T664, 70 ml	10	pieces	350.00	3,500.00			10									
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, (Y) T664, 70 ml	2	pieces	350.00	700.00							2					
Sub-Total				5,600.00												
Office Equipment																
Paper shredder machine, heavy duty	1	pieces	6,000.00	6,000.00			1									
Sub-Total				6,000.00												
Office Supplies																
Paper, Bond, A4, S-24, 80 gsm	50	reams	289.00	14,450.00			25				25					
Folder, Pressboard, A4, US Green, Double Fold	100	pcs	40.00	4,000.00			100									
Sign pen, Fine Tech, 0.3mm. blue	24	pieces	30.00	720.00			24									
Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	24	pieces	90.00	2,160.00							24					
Folder, Pressboard, US, Green, Long	100	pcs	30.00	3,000.00			100									
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00			100									
Envelope, Document, Brown, 150 lbs, Long	200	pc	7.00	1,400.00			200									
Envelope, brown, ordinary, A4 size	100	pcs	10.00	1,000.00							100					

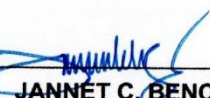
General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Pen, Permanent Marker, black, broad tip	5	pieces	60.00	300.00			5									
Pen, Permanent Marker, blue, fine tip	5	pieces	60.00	300.00			5									
Pen, Permanent Marker, blue, broad tip	5	pieces	60.00	300.00			5									
Pen, Permanent Marker, black, fine tip	5	pieces	60.00	300.00			5									
Pen, Permanent Marker, red, fine tip	5	pieces	60.00	300.00			5									
Pen, Permanent Marker, red, broad tip	5	pieces	60.00	300.00			5									
Alcohol, Ethyl, 70% solution, 1 gallon	2	gallons	600.00	1,200.00			1				1					
Tissue, Bathroom, 2 Ply, 12rolls/pack	5	pack	204.00	1,020.00			3				2					
Soap, Dishwashing, Liquid, 250mL	2	btls	150.00	300.00			2									
Floor mop with bucket, microfiber spin rotating 360	2	pc	1,500.00	3,000.00			1				1					
Bathroom Deodorizer, with holder, at least 100g, any scent	10	pcs	60.00	600.00			10									
Scrub Sponge, Heavy Duty	5	pcs	60.00	300.00			5									
Sticky Note, 2 x 3, Yellow	5	pads	79.00	395.00			5									
Sticky Note, 3 x 3, Yellow	5	pads	84.00	420.00			5									
Tape, Double Sided, 1" x 10m	10	rolls	35.00	350.00			10									
Tape, Masking, 1" x 25 yards	10	rolls	48.00	480.00			10									
Marking Tape, 1-1/2" Thick	10	pcs	70.00	700.00							10					
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	2	pack	250.00	500.00			2									
Paper, Photo, Waterproof Glossy Inkjet , A4, 230 GSM No Backprint, 20 shts/pack	2	pack	60.00	120.00			2									
Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	10	pack	65.00	650.00							10					
Specialty, board, long 8-1/2 x 13, 220 gsm, white, vellum, 10pcs/pack	10	pack	85.00	850.00			10									
Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	10	pack	40.00	400.00			10									
Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity	3	pcs	960.00	2,880.00			3									
Dust pan, plastic, stand-up handle, large	3	pc	140.00	420.00			3									
Hand Towel, cloth, cotton, 12 pcs/pack	2	piece	258.00	516.00			2									
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	25	pack	115.00	2,875.00			25									

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
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	10	pack	125.00	1,250.00			10									
Sub-Total				48,756.00												
Printing Services																
Tarpaulin printing	55	sq. ft	20.00	1,100.00		22								33		
Sub-Total				1,100.00												
Grand Total				63,106.00												


Prepared by:


HAIDE B. CUEVAS

Noted by:


JANNET C. BENCURE
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