

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



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



85-4-618-2021-9-0-0

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2021

Unit/Office/Dept/Div: **University Student Services Office**
 Project Code: **TES-ASF (On-going) 2020-2021** 2020050 - 10-13-47.8
 Purpose: **Office Supplies needed for TES - 1st sem. 2020-201 (On-going)**

Total Budget : **147,400.00**
 Funding : **TF**

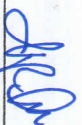
General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Construction and Electrical Supplies																
Stand Fan, 405 mm diameter, 220 volts	2	unit	2,500.00	5,000.00										2		
Sub-Total				5,000.00												
IT Supplies and Equipment																
Ribbon Cartridge EPSON S015639	4	pieces	165.00	660.00										4		
Computer Printer, All-In-One/Multifunction Colored-ink Tank	2	unit	11,000.00	22,000.00										2		
UPS, at least 500 w	2	piece	2,550.00	5,100.00										2		
Sub-Total				27,760.00												
Office Furniture & Fixture																
Sofa, 3 Seater	1	unit	15,000.00	15,000.00										1		
Metal filing shelves, open, 4 layers	1	unit	10,000.00	10,000.00										1		
Sub-Total				25,000.00												
Office Supplies																
Alcohol, Ethyl, 70% solution, 1 gallon	1	gallons	600.00	600.00										1		
Magazine Box / Data File Box / Datafile, horizontal, made of chipboards, closed ends, Legal (Single)	20	pcs	100.00	2,000.00										20		
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	5	boxes	46.00	230.00										5		
Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	5	boxes	70.00	350.00										5		
Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	10	boxes	13.00	130.00										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
Folder, File, Long, 14pts, White	50	piece	10.00	500.00										50		
Clipp, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 gms	5	box	30.00	150.00										5		
Paper, Bond, A4, S-24, 80 gsm	20	reams	289.00	5,780.00										20		
Sub-Total				9,740.00												
Grand Total				67,500.00												

Prepared by: MERIAM M. LUNA

Noted by: 

MANOLO B. LORETO
Unit Head/Project Leader

Funds Available: 

NICK FREDDY R. BELLO
(OIC) Head, Accounting Office

Date: 10/21/2021

*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