60-2-520-2021-0-1

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

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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2021

Unit/Office/Dept/Div: Office of the Vice President for Instruction
Project Code: OVPI-2021

Total Budget : 250,000.00
Funding : GF

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
Computer Supplies																
Continuous Paper 11"x14-7/8" 3ply, plain, 55 gsm 500 sets/box	30	boxes	850.00	25,500.00	15						15					
Computer ribbon, EPSON SO15531/15086, Genuine	20	pieces	765.00	15,300.00	10						10					
Ink tank printer	1	unit	6,000.00	6,000.00	1											
UPS, at least 800 watts	1	unit	5,000.00	5,000.00	1											
Computer ribbon, EPSON SO15032, Genuine	20	pieces	158.00	3,160.00	10						10					
Sub-Total				**54,960.00**												
Hardwares																
Door mat cloth asstd color	8	pieces	16.50	132.00	8											
Sub-Total				**132.00**												
Laboratory Supplies																
Cotton, absorbent, 400g	6	rolls	130.00	780.00	3						3					
Sub-Total				**780.00**												
Machines and parts																
Dofrox Oil or Industrial Sewing machine Oil	1	gal	300.00	300.00	1											
Sub-Total				**300.00**												
Office Supplies and Materials																
Refill Ink Epson 664 Black	10	pcs	340.00	3,400.00	5						5					
Ink Epson 664, black, cyan, magenta, yellow	12	bottle	300.00	3,600.00	6						6					
Battery, Alkaline size AAA, 2 pcs/pack	8	packet	19.30	154.40	8											
Battery, Alkaline size AA, 2 pcs/pack	8	packet	43.50	348.00	8											
Binder Clip 2"	50	boxes	70.00	3,500.00	25						25					
Paper, Bond Premium grade, A-4 size, 70 gsm	100	reams	131.90	13,190.00	50						50					

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
Paper, Bond long 8-1/2 x 13, S-20 70gsm US Superwhite	20	reams	275.00	5,500.00	10						10					
Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	50	pack	85.00	4,250.00	25						25					
Fastener, Paper, plastic	20	boxes	87.00	1,740.00	5			5			5			5		
PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	20	packs	500.00	10,000.00	5			5			5			5		
Rubberband, #18, 445 gms/box	10	boxes	102.00	1,020.00	5						5					
Staple Wire, Max DH-3LS 17	8	boxes	55.00	440.00	8											
Staple Wire No. 35-5M Leg Length 6mm (1/4")	8	boxes	80.00	640.00	8											
Tape, Masking 2" x 50m, good quality	20	rolls	56.70	1,134.00	10						10					
Tape, Ducktile, 2" black or green color	2	rolls	275.00	550.00	2											
Alcohol, Rubbing, Isoprophyl 70% 500ml	24	bottles	45.00	1,080.00	6			6			6			6		
Air Freshener, 280ml Orange/Lemon,	24	tubes	148.50	3,564.00	6			6			6			6		
Cleaner, Glass, Lemon Scent , Pledge or equiv	2	btls	176.05	352.10	2											
DOMEX, lemon scent, 500 ml	24	bottles	75.60	1,814.40	6			6			6			6		
Dust pan, plastic w/handle, large	2	pieces	25.00	50.00	2											
Duster, Cotton	5	pieces	25.00	125.00	5											
Dishwashing Liquid, 250ml	24	btls	100.00	2,400.00	6			6			6			6		
Toilet brush with handle	2	pieces	19.50	39.00	2											
Broom, Soft, Tambo, Heavy Duty, Baguio or equiv.	6	pc	250.00	1,500.00	3						3					
Broom, long handle for ceiling	2	pieces	82.00	164.00	2											
Scrubbing pad with sponge, heavy duty	8	pieces	25.00	200.00	4						4					
Soap, Detergent Powder, 1kg/pack	12	packs	108.00	1,296.00	3			3			3			3		
Soap, Toilet, regular size	24	pieces	16.25	390.00	6			6			6			6		
Toilet bowl and Urinal Cleaner, 900ml	12	bottles	74.50	894.00	3			3			3			3		
Insect spray, 300ml. Baygon	4	cans	219.36	877.44	2						2					
Hand Towel, Good Morning	20	pieces	14.95	299.00	10						10					
Toner kit, TASKALFA 180, TK-439	1	tube	7,300.00	7,300.00	1											
Datafilers, 6" x 9-1/2" x 15-1/2" w/ transparent pocket , white color	50	pieces	292.20	14,610.00	25						25					
Folder, Pressboard long US green, Single fold	500	pieces	18.00	9,000.00	250						250					
Photo Paper, Glossy, A4, 200 gsm	20	pack	50.60	1,012.00	10						10					
Ribbon, Genuine EPSON SO15639	20	pc	150.00	3,000.00	10						10					
ink, HP Deskjet #678, black	10	pcs	400.00	4,000.00	5						5					

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
ink, HP Deskjet #678, tricolor	10	pc	400.00	4,000.00	5						5					
Sub-Total				**107,433.34**												
Grand Total				**163,605.34**												

Prepared by: ______________________
ERLINDA S. VALENZONA

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

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

Date: **07/30/2020**

*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