

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



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



50-1458-2021-2-0-1

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2021

Unit/Office/Dept/Div: **Culture and Arts Center**
 Project Code: **OHCAC-2021**
 Purpose: **Office use**

Total Budget : **250,000.00**
 Funding : **STF**

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
IT Supplies and Equipment																
Desktop Computer (i7 Branded)	1	unit	75,000.00	75,000.00					1							
LCD Projector SVGA (800x600)	1	unit	25,000.00	25,000.00					1							
External Hard Disk Drive (Portable, 2TB), USB 3.0	1	unit	5,500.00	5,500.00					1							
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, (BK) T664, 70 ml	2	pieces	350.00	700.00					2							
Ink, Epson, genuine, (Y) T664, 70 ml	2	pieces	350.00	700.00					2							
Web Camera for PC	1	unit	2,500.00	2,500.00					1							
Projector Screen	1	pc	15,000.00	15,000.00					1							
Flash Drive, 128GB, USB 3.0	1	pcs	1,500.00	1,500.00					1							
Laptop, 14" (i7)	1	unit	60,000.00	60,000.00					1							
Sub-Total				187,300.00												
Office Equipment																
Filing cabinets, 2 doors good quality , 5 shelves W-90 CM X D -40 CM X H-185 CM	1	pcs	15,000.00	15,000.00				1								
Sub-Total				15,000.00												
Office Furniture & Fixture																
Computer Table, tower type	1	unit	3,000.00	3,000.00					1							
Office Table	1	pc	4,000.00	4,000.00					1							
Sub-Total				7,000.00												
Office Supplies																

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
Clear Book (Display Book), Refillable, A4/Short, 20 shts, any color	10	pcs	67.00	670.00				10								
Cork Board, Wall Mount, w/ aluminum frame, 2' x 3'	1	pcs	880.00	880.00				1								
Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	2	pcs	445.00	890.00				2								
Envelope, Document, Brown, 150 lbs, Long	20	pc	7.00	140.00				20								
Envelope, Expanding, with garter tie, blue, long	10	pc	15.00	150.00				10								
Envelope, Mailing, white, long, 500pcs/box	1	box	395.00	395.00				1								
Fastener, Paper, plastic, 50 sets/box	2	boxes	38.00	76.00				2								
Folder, File, Long, 14pts, White	20	piece	10.00	200.00				20								
Paper, Bond, A4, S-20, 70 gsm	10	reams	253.00	2,530.00				10								
Paper, Bond, Long, S-20, 70 gsm	5	reams	286.00	1,430.00				5								
Paper, Specialty 200gsm 8-1/2x11, 10s, White	20	packs	38.00	760.00				20								
Pencil, Charcoal	20	pieces	100.00	2,000.00				20								
Pencil, Lead, #2, w/ eraser	20	pieces	10.00	200.00				20								
Pin, Push, hammerhead type, asstd colors 50s/pack	2	boxes	35.00	70.00				2								
Specialty Board, short 8-1/2 x 11, 220 gsm, White (10pcs/pack)	10	pack	65.00	650.00				10								
EPSON PRINTER L4160	1	unit	15,000.00	15,000.00				1								
Coffee Maker	1	pc	1,200.00	1,200.00					1							
Office Visitor's Chair	2	pcs	2,800.00	5,600.00					2							
Sub-Total				32,841.00												
Grand Total				242,141.00												

Prepared by:

JUDE NONIE A. SALES

Noted by:

JUDE NONIE A. SALES
Unit Head/Project Leader

Funds Available:

MYRNA S. PANCITO
Head, Budget Office

Date: **03/24/2021**

*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, Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies