

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



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



83-5-366-2021-4-0-2

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2021

Unit/Office/Dept/Div: **Office of the Graduate School**
 Project Code: **VSU-1P-2021-8c (Component 3)**
 Purpose: **Supplies and Materials**

Total Budget : 80,000.00

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
IT Supplies and Equipment																
Ink, Epson, genuine (C) T664, 70 ml	10	pieces	350.00	3,500.00						10						
Ink, Epson, genuine, (BK) T664, 70 ml	10	pieces	350.00	3,500.00						10						
Ink, Epson, genuine, (Y) T664, 70 ml	10	pieces	350.00	3,500.00						10						
Ink, Epson, genuine (M) T664, 70 ml	10	pieces	350.00	3,500.00						10						
Sub-Total				14,000.00												
Mapping & Surveying Materials																
GPS Navigator	1	pc	8,000.00	8,000.00						1						
Sub-Total				8,000.00												
Medical & Dental Supplies & Equipment																
Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	5	boxes	300.00	1,500.00						5						
face shield	10	pieces	100.00	1,000.00						10						
Sub-Total				2,500.00												
Office Equipment																
Portable Trolley Speaker	1	pc	8,000.00	8,000.00						1						
Sub-Total				8,000.00												
Office Supplies																
Paper, Bond, A4, S-24, 80 gsm	10	reams	289.00	2,890.00						10						
Pen, Ball, blue	100	pieces	10.00	1,000.00						100						
Pencil, Lead, #2, w/ eraser	50	pieces	10.00	500.00						50						
Cartolina, US, White, at least 160gsm	50	pcs	14.00	700.00						50						
Cartolina, US, Red, at least 160gsm	30	pcs	14.00	420.00						30						

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
Cartolina, US, Green, at least 160gsm	30	pcs	14.00	420.00						30						
Cartolina, US, Yellow, at least 160gsm	30	pcs	14.00	420.00						30						
Cartolina, US, Orange, at least 160gsm	30	pcs	14.00	420.00						30						
Tape, Masking, 1" x 25 yards	15	rolls	48.00	720.00						15						
Transparent Tape (1")	10	rolls	25.00	250.00						10						
Tape, Double Sided, 1" x 10m	10	rolls	35.00	350.00						10						
Paper, Manila	100	pcs	6.00	600.00						100						
Envelope, Document, Brown, 150 lbs, Long	100	pc	7.00	700.00						100						
Pen, Permanent Marker, black, broad tip	15	pieces	60.00	900.00						15						
Clip Board, Plastic, with PVC Cover, A4, any color	10	pcs	198.00	1,980.00						10						
Alcohol, Ethyl, 70% solution, 500mL	30	btls	125.00	3,750.00						30						
Stapler, HD No.35	3	pc	350.00	1,050.00						3						
Staple Wire, #35	15	boxes	30.00	450.00						15						
Puncher, #10	2	pieces	155.00	310.00						2						
Paper Cutter Knife, 6" steel blade, plastic handle, good quality	10	pcs	150.00	1,500.00						10						
Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	10	pcs	140.00	1,400.00						10						
Scissors, 6" heavy duty, good quality	10	piece	68.00	680.00						10						
Envelope, Expanding, Plastic, Long, with Handle	10	pcs	100.00	1,000.00						10						
Clear Book (Display Book), Refillable, Legal, 20 shts, any color	20	pcs	78.00	1,560.00						20						
Record Book, Big, 300 pages	10	pcs	80.00	800.00						10						
Pen, Sign, .5mm, Gel-type, Blue	20	piece	35.00	700.00						20						
Pen, Whiteboard Marker, black	20	pieces	50.00	1,000.00						10		10				
Multi-Purpose Glue, 130 g	10	btl	60.00	600.00						10						
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	2	boxes	14.00	28.00						2						
Tissue, Bathroom, 2 Ply, 12rolls/pack	1	pack	204.00	204.00						1						
Outdoor Sun Hat	10	pc	250.00	2,500.00						10						
Sub-Total				29,802.00												
Grand Total				62,302.00												

Prepared by: *Wenifreda T. Oclinaria*
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Head, Budget Office

Date: 05/20/2021

*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

