

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



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



173-5-904-2022-2-0-0

PROJECT PROCUREMENT MANAGEMENT PLAN (PMP)

CY 2022

Unit/Office/Dept/Div: **Office of the Director for Human Resource Management**
Project Code: **ODHRM-2022**
Purpose: **OFFICE USE**

Total Budget : **150,000.00**
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																
External Hard Disk Drive (Portable, 1TB), USB 3.1	2	unit	3,800.00	7,600.00	2											
Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)	1	unit	8,000.00	8,000.00	1											
Flash Drive, at least 32GB USB 3.0	4	piece	800.00	3,200.00	4											
Flatbed Scanner	1	unit	5,000.00	5,000.00	1											
Computer HD Webcam	2	pieces	1,000.00	2,000.00	2											
Antivirus Software 3 Device, 1+1 Year Licence include VPN (enrolled auto-renewal)	2	pc	2,000.00	4,000.00	2											
Printer All-in-One System With Wi-fi, ADF and Ink Tank system	1	unit	14,695.00	14,695.00	1											
Master Roll for RIZO CV 3230 Rizograph Machine (CV-B4)	2	roll	2,780.00	5,560.00	2											
Sub-Total				50,055.00												
Office Equipment																
Water Dispenser, Cabinet type	1	pc	10,000.00	10,000.00	1											
Paper shredder machine, heavy duty	1	pieces	6,000.00	6,000.00	1											
Sub-Total				16,000.00												
Office Supplies																
Paper, Bond, A4, S-20, 70 gsm	100	reams	253.00	25,300.00	50											
Folder, File, Long, 14pts, White	150	piece	10.00	1,500.00	100											
Paper, Bond, Long, S-20, 70 gsm	80	reams	286.00	22,880.00	50											
Pen, Permanent Marker, black, broad tip	20	pieces	60.00	1,200.00	20											

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, Ball, blue	100	pieces	10.00	1,000.00	50			50								
Pen, Sign, .5mm, Gel-type, Blue	50	piece	35.00	1,750.00	25			25								
Pen, Whiteboard Marker, black	20	pieces	50.00	1,000.00	20											
Alcohol, Ethyl, 70% solution, 500ml	30	btl	125.00	3,750.00	15			15								
Multi-Purpose Glue, 130 g	5	btl	60.00	300.00	5											
EPSON INK bit 664 black	20	btl	500.00	10,000.00	10			10								
Folder, Pressboard, US, Green, Long	100	pcs	30.00	3,000.00	50			50								
Toilet Bowl and Urinal Cleaner, at least 500ml	2	btl	125.00	250.00	2											
Toilet Bowl Cleaner, at least 1 gallon	2	gal	370.00	740.00	2											
Soap, Dishwashing, Liquid, 250ml	2	btl	150.00	300.00	2											
Broom, Soft (Tambo), Large, Heavy Duty	2	pcs	250.00	500.00	2											
Calculator, desktop-type, 12 digits, 2-way power, plastic keys	1	unit	530.00	530.00	1											
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	5	boxes	20.00	100.00	5											
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	5	boxes	28.00	140.00	5											
Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	5	pcs	140.00	700.00	5											
Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)	5	pcs	140.00	700.00	5											
Index Tab, PVC, self adhesive 6" x 1", 25pcs/box	5	set	70.00	350.00	5											
Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	5	pack	40.00	200.00	5											
Sub-Total				76,190.00												
Grand Total				142,245.00												

Prepared by:



JENEFER B. JAYME

Noted by:



HONEY SOFIA V. COLIS

Unit Head/Project Leader

Funds Available:



ALICIA M. FLORES

Head, Budget Office

Date:

09/06/2021