



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

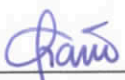
Unit/Office/Dept/Div: Director for Quality Assurance
 Project Code: QAC-2020

Total Budget : 200,000.00
 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																
Mouse, Wired Optical, USB	4	pieces	210.00	840.00	4											
Computer Keyboard USB	2	pcs	400.00	800.00	2											
UPS, APC-Bac, 500 w	4	piece	2,550.00	10,200.00	4											
AVR, 500W (IC Controlled)	1	unit	410.00	410.00	1											
Sub-Total				12,250.00												
Hardware																
Door mat cloth asstd color	10	pieces	16.50	165.00	10											
Sub-Total				165.00												
Office Appliances/Equipment																
Paper Shredder Machine, Heavy Duty	1	unit	6,000.00	6,000.00	1											
Sub-Total				6,000.00												
Office Supplies and Materials																
Air Freshener, 280ml Glade Orange/Lemon	24	tubes	124.30	2,983.20	6			6			6			6		
Alcohol, Rubbing, Isoprophyl 70% 500ml	48	bottles	45.00	2,160.00	12			12			12			12		
Bathroom Deodorizer Lemon/Orange scent Albatros	12	pieces	32.95	395.40	3			3			3			3		
Book, Record 150 pp 8-1/2" x 5-1/2"	10	pieces	30.00	300.00	5						5					
Book, Record 300 pp w/Official Record Book printing	10	pieces	73.80	738.00	5						5					
Clip Paper Plastic Gem type jumbo vinyl coated	20	boxes	17.35	347.00	10						10					
Clip Paper Plastic Gem type 33mm vinyl coated	20	boxes	10.00	200.00	10						10					
DOMEX, lemon scent, 500 ml	24	bottles	75.60	1,814.40	6			6			6			6		
Dust pan, plastic w/handle, large	1	pieces	25.00	25.00	1											
Envelope, documentary for A4 size Kraft 150gsm	100	pieces	1.50	150.00	25			25			25			25		

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
Folder, Pressboard plain for legal size docu.	1000	piece	7.72	7,720.00	500						500					
Hand Towel, Good Morning	20	pieces	14.95	299.00	10						10					
Soap, Dish washing Liquid Refill Lemon 200ml	24	pack	36.00	864.00	6			6			6			6		
Lysol Disinfectant spray 340gm	24	cans	171.00	4,104.00	6			6			6			6		
Marker, fluorescent, asstd colors 3 colors/set	10	set	96.65	966.50	5						5					
Pen, Pentel Pilot JUMBO black	6	pieces	106.95	641.70	6											
Pen, Pentel Pilot JUMBO blue	6	pieces	106.95	641.70	6											
Pen, Pentel Pilot JUMBO red	6	pieces	106.95	641.70	6											
Pencil, Mongol #3	100	pieces	4.50	450.00	50											
Ring Binder, plastic, 1/8" black	100	pieces	58.35	5,835.00	100											
Ring Binder, plastic, 1" black	50	pieces	13.00	650.00	50											
Ring Binder, plastic, 1/2" black	50	pieces	4.65	232.50	50											
Ring Binder, plastic, 1/4" black	50	pieces	12.00	600.00	50											
Ring Binder, plastic, 1-1/2" black	20	pieces	55.75	1,115.00	20											
Ring Binder, plastic, 2" black	20	pieces	34.65	693.00	20											
Ring Binder, plastic, 3/4" black	20	pieces	9.00	180.00	20											
Ring Binder, plastic, 3/8" black	20	pieces	10.00	200.00	20											
Ring Binder, plastic, 5/16" black	20	pieces	66.60	1,332.00	20											
Ring Binder, plastic, 5/8" black	20	pieces	165.35	3,307.00	10						10					
Ring Binder, plastic, 7/16" black	20	pieces	124.90	2,498.00	10						10					
Post-it Note pad 2 x 3 3M (color: pink/green/blue)	50	pads	22.29	1,114.50	25						25					
Post-it Pagemarkers 1/2 x 2 neon colors	50	pads	113.95	5,697.50	25						25					
Rubberband, Everlasting, 50 gms heavy duty	10	boxes	92.90	929.00	5						5					
Scissors, 8" heavy duty, good quality	2	pieces	300.00	600.00	2											
Soap, Detergent Powder, 1kg/pack	12	packs	108.00	1,296.00	3			3			3			3		
Soap, Toilet, regular size	12	pieces	16.25	195.00	3			3			3			3		
Soft Broom Tambo heavy duty thick BAGUIO	12	pieces	32.70	392.40	3			3			3			3		
Staple Wire, #35	50	boxes	36.95	1,847.50	25						25					
Stapler, Heavy Duty	2	pieces	264.00	528.00	2											
Tape, Masking 1" x 50m, good quality	10	rolls	33.15	331.50	5						5					
Tape, Masking 2" x 50m, good quality	10	rolls	56.70	567.00	5						5					
Tape, Magic 1" SCOTCH 3M	10	rolls	135.50	1,355.00	5						5					
Thumbtacks, small box Prince	20	boxes	5.75	115.00	10						10					

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
Zonrox, Disinfectant cleaner, lemon scented	12	gallons	124.00	1,488.00	6						6					
Pen, Ball, Pilot BP-S Fine, blue	100	pieces	15.00	1,500.00	25			25			25			25		
Paper, Specialty Sterling 200gsm 8-1/2x11 Cream	100	packs	38.00	3,800.00	50						50					
Ink Epson 664, black, cyan, magenta, yellow	12	bottle	300.00	3,600.00	6						6					
Photo paper, A4, non glossy (20pcs/pack)	100	pack	100.00	10,000.00	25			25			25			25		
Paper, Book, A4 size, 70 gsm, Double A	100	reams	232.00	23,200.00	50						50					
Scrubbing pad with sponge, heavy duty	12	pieces	25.00	300.00	3			3			3			3		
PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	100	packs	500.00	50,000.00	50						50					
Grass/Brush Cutter, 2 Strokes, Heavy Duty	1	unit	15,000.00	15,000.00	1											
Toner for KYOCERA 1635, TK-410	1	tubes	6,800.00	6,800.00	1											
Sub-Total				172,740.50												
Grand Total				191,155.50												

Prepared by: 
PAMELA P. ORAÑO

Noted by: 
EDITHA G. CAGASAN
Unit Head/Project Leader

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

Date: 07/28/2020

*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