



133-1-614-2021-8-0-0



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2021

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

Unit/Office/Dept/Div: Office of the Vice President for the Student Affairs and Services

Project Code: OVPSAS STF-2020

Purpose: Office Supplies

Total Budget : 30,000.00

Funding : STF

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
IT Supplies and Equipment																
AVR, 500W (IC Controlled)	2	unit	500.00	1,000.00	1	1										
Ink, Epson 003,Genuine Black 65mL	10	btl	350.00	3,500.00	3	3	3	1								
Ink, EPSON 003,Genuine Cyan 65mL	5	btl	350.00	1,750.00	2	2	1									
Ink, EPSON 003,Genuine Magenta 65mL	5	btl	350.00	1,750.00	2	2	1									
Ink, EPSON 003,Genuine Yellow 65mL	5	btl	350.00	1,750.00	2	2	1									
Sub-Total				9,750.00												
Office Equipment																
Electric fan	1	pc	2,500.00	2,500.00	1											
Ceiling fan	2	pc	2,500.00	5,000.00	1	1										
Sub-Total				7,500.00												
Office Supplies																
Disinfectant Cleaner, multi-surface, scented	2	gal	300.00	600.00	1	1										
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	10	boxes	14.00	140.00	2	2	2	2	2							
Cutting Mat, self-healing rubber, green, A4	1	pc	220.00	220.00	1											
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	3	pcs	195.00	585.00	2	1										
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	5	pcs	100.00	500.00	2	2	1									
Duster, Feather	2	pcs	45.00	90.00	1	1										
Envelope, Document, Brown, 150 lbs, Long	100	pc	7.00	700.00	20	20	20	20	20							
Envelope, Expanding, with garter tie, blue, long	100	pc	15.00	1,500.00	20	20	20	20	20							

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
Envelope, Expanding, with garter tie, brown, long	100	pc	15.00	1,500.00	20	20	20	20	20							
Envelope, Expanding, plastic, A4	100	pc	26.00	2,600.00	20	20	20	20	20							
Envelope, Mailing, white, long, 500pcs/box	1	box	395.00	395.00	1											
Fastener, Paper, plastic, 50 sets/box	10	boxes	38.00	380.00	2	2	2	2	2							
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00	20	20	20	20	20							
Folder, Morocco, Long, w/ plastic binder, Brown	100	pieces	18.00	1,800.00	20	20	20	20	20							
Sub-Total				12,010.00												
Grand Total				29,260.00												

Prepared by:

SHEILA MARIE C. LEMOS

Noted by:

ALELI A. VILLOCINO
Unit Head/Project Leader

Funds Available:

MYRNA S. PANCITO
Head, Budget Office 8/9/22

Date: **09/22/2020**

*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