



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: **Records Office**Project Code: **Records and Archives Office-2021**

Total Budget : 75,000.00

Funding : GF

[illegible]

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
Glue, Elmer's Glue-All, 946 gms	2	gallon	165.00	330.00		1	1									
Soap, Dish washing Liquid Refill Lemon 200ml	2	pack	36.00	72.00			2									
Multi-purpose Paper, legal size, 8-1/2 x 13, s-24 Paper One	10	reams	179.80	1,798.00				10								
Pail, Plastic 60 lit cap	1	pieces	269.00	269.00		1										
Photo Paper, Glossy, A4, 200 gsm	4	pack	50.60	202.40			4									
Paper, Bond, A4, 80 gsm	40	ream	260.00	10,400.00	20	20										
Interfolded Paper Towel	3	pc	70.00	210.00			3									
Cleaner, Glass, Lemon Scent , Pledge or equiv	2	btls	176.05	352.10			2									
Cleanser, powder, Dutch/Ajax 350 gms	2	can	20.00	40.00		2										
Corkboard, 48" x 24" x	1	pieces	460.00	460.00	1											
Envelope, Expanding long brown w/ tie	20	piece	12.00	240.00			20									
Soap, Detergent Powder, 1kg/pack	2	packs	108.00	216.00			2									
Soap, Toilet, regular size	5	pieces	16.25	81.25			2	3								
Scrubbing pad with sponge, heavy duty	1	pieces	25.00	25.00		1										
Tape, Double Sided/Double Stick, Scotch 3M, 1"	2	rolls	65.00	130.00		1	1									
Tape, Masking 3", good quality	2	rolls	32.00	64.00		1	1									
Correction Tape, roller type, film based, 6m min length	5	pieces	35.00	175.00			5									
EXTERNAL HARD DRIVE	1	unit	3,500.00	3,500.00		1										
Ring Binder, plastic, 1/2" black	3	pieces	4.65	13.95			3									
Ring Binder, plastic, 1-1/2" black	3	pieces	55.75	167.25			3									
printer ink 003 set for epson L3110, (black, cyan, magenta, yellow)	1	set	1,200.00	1,200.00		1										
Kyocera Taskalfa 2200 TK-4109 Toner	1	pcs	1,500.00	1,500.00		1										
Sub-Total				27,039.70												
Photocopying supplies																
Toner TN118	1	tubes	3,437.50	3,437.50	1											
Sub-Total				3,437.50												
Grand Total				32,587.20												

Prepared by:

MARIA ROBERTA S. MIRAFLOR

Noted by:

MARIA ROBERTA S. MIRAFLOR
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**