



5-2-323-2021-0



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2021

Unit/Office/Dept/Div: Department of Biological Sciences
Project Code: DBS GF(A.III.B.1)

Total Budget : 200,000.00
Funding : GF

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

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
Computer Supplies																
Canon Pixma Ink Bottle, GI-790(Cyan)	10	bottles	400.00	4,000.00	10											
Canon Pixma Ink Bottle, GI-790(Yellow)	10	bottles	325.00	3,250.00	10											
Canon Pixma Ink Bottle, GI-790(Magenta)	10	bottles	325.00	3,250.00	10											
Transport belt Gestetner DX2430	2	pcs	1,900.00	3,800.00	2											
Fusing unit for Fuji photocopy machine docucentre S2011	1	unit	14,000.00	14,000.00	1											
Ink, Epson, genuine, (BK) T664, 70 ml	10	pieces	350.00	3,500.00	10											
Sub-Total				31,800.00												
Gestetner/Roneo/Sole Dist																
Master roll for DX-2430 copy printer, 100 cuts	5	pieces	1,960.00	9,800.00				5								
Ink, Gestetner DX2430M, Reisograph Copy Printer Master, 390g	5	piece	1,960.00	9,800.00				5								
Sub-Total				19,600.00												
Office Supplies and Materials																
Envelope, Brown, 9 x 12-1/2, #150 lbs good qty	50	pieces	5.00	250.00										50		
Folder, Pressboard long US green, double fold	100	pieces	30.00	3,000.00				100								
Folder, Ordinary White Long	100	piece	6.00	600.00				100								
Paper, Book, A4 size, 80 gsm, Double A	100	reams	234.00	23,400.00	100											
Photo paper, A4, 135 gms. (10/pad)	1	pack	534.00	534.00				1								
Battery, Rechargeable size AA, (2 pcs/package)	2	pack	150.00	300.00	2											
Pen, Sign, My Gel, .5 black	50	pieces	35.00	1,750.00	50											
Pen, Sign, Pilot G-Tech 0.5 blue	100	pieces	35.00	3,500.00	100											
Clip, backfold, 50mm (2"), 12pcs/box	5	box	47.85	239.25				5								
Clip, backfold, 25mm (1"), 12pcs/box	5	box	11.45	57.25				5								

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
Alcohol, Rubbing, Isoprophyl 70% 500ml	30	bottles	45.00	1,350.00	30											
Alcohol, 70% solution, antiseptic disinfectant, 500 ml	20	btl	95.00	1,900.00				20								
Pen, Sign, My Gel, .5 red	100	pieces	35.00	3,500.00	100											
Tape, Transparent 1" x 50m, good quality	20	rolls	15.15	303.00							20					
Tape, Transparent 2" x 50m, good quality	20	rolls	15.05	301.00							20					
Tape, Double Sided/Double Stick, Scotch 3M, 1"	2	rolls	65.00	130.00							2					
Tape, Masking 1" x 50m, good quality	20	rolls	33.15	663.00							20					
Tape, Masking 2" x 50m, good quality	10	rolls	56.70	567.00							10					
Tissue Paper, 250 twin-ply shs,	100	piece	8.15	815.00	100											
Zonrox, Disinfectant cleaner, lemon scented	2	gallons	124.00	248.00	2											
Soft Broom, ordinary	5	pieces	12.50	62.50	5											
Battery, black, 9v rectangular, rechargeable	2	pieces	250.00	500.00			2									
Staple Wire, Max HD-3LS 10mm	20	box	38.00	760.00	20											
Pen, Whiteboard Marker Pilot black	15	pieces	50.00	750.00	15											
Pen, Whiteboard Marker Pilot blue	15	pieces	50.00	750.00	15											
Chalk, Dustless, big box	3	boxes	150.00	450.00	3											
Air Freshener, 280ml Orange/Lemon,	2	tubes	148.50	297.00	2											
Book, Record 500 pp w/Official Record Book printing	2	pieces	98.10	196.20							2					
Envelope, Expanding long brown w/ tie	100	piece	12.00	1,200.00							100					
Envelope, Mailing ord long classic white S-20 10xx	1	boxes	170.00	170.00										1		
Mop Handle, steel	5	pieces	84.50	422.50	5											
Mophead, all cotton, twisted 400gms	5	pieces	33.10	165.50	5											
Paper, Book long 8 x 13 S-18	100	reams	150.00	15,000.00	100											
DOMEX, lemon scent, 500 ml	2	bottles	75.60	151.20	2											
Sub-Total				64,282.40												
Grand Total				115,682.40												

Prepared by: ANALYN M. MAZO

Noted by: ANALYN M. MAZO
Unit Head/Project Leader

Funds Available: MYRNA S. PANCITO
Head, Budget Office

Date: 07/21/2020

*Funding Sources: General Fund(GF), Trust Fund(TF), Special Trust Fund(STF), IGP, Supplemental or Augmentation
Note: Please make a separate PMP for each funding source.