

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



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



120-5-915-2021-8-0-0

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2021

Unit/Office/Dept/Div: **Online Programs Office**

Project Code: **OPO-2021**

Purpose: **Office use**

Total Budget : **175,000.00**

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	D
IT Supplies and Equipment																
Solid State Drive, 1TB	1	unit	7,000.00	7,000.00										1		
Sub-Total				7,000.00												
Office Furniture & Fixture																
MC Low Back Office Chair	3	pc	7,600.00	22,800.00									3			
Sub-Total				22,800.00												
Office Supplies																
Glue, Multi-Purpose, White, at least 130g (118mL)	5	btls	78.00	390.00									5			
Scissors, 8" heavy duty, good quality	4	pieces	75.00	300.00									4			
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	20	pcs	195.00	3,900.00										20		
Paper Cutter, Sliding, for A3, with metal base, replaceable blades	1	unit	2,550.00	2,550.00										1		
Fastener, Paper, plastic, 50 sets/box	5	boxes	38.00	190.00										5		
Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	1	pcs	1,500.00	1,500.00										1		
Glue Gun, Big (approx. 7x18x 28cm)	1	pcs	355.00	355.00										1		
Pencil, Lead, #2, w/ eraser	35	pieces	10.00	350.00										35		
Calculator, desktop-type, 12 digits, 2-way power, plastic keys	1	unit	530.00	530.00										1		
Ready-Made Curtain (RMC), Maroon Color	13	pc	450.00	5,850.00										13		
Document Tray	3	pc	550.00	1,650.00										3		
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	5	boxes	20.00	100.00										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
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	5	boxes	46.00	230.00										5		
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	3	boxes	70.00	210.00										3		
Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 50L capacity	1	pcs	520.00	520.00										1		
Pen, Sign, .5mm, Gel-type, Blue	20	piece	35.00	700.00										20		
Pen, Highlighter, yellow	1	pieces	45.00	45.00										1		
Puncher, Heavy Duty	2	pieces	450.00	900.00										2		
Sticker Paper, high gloss A4 size, 50 sheets/pack	3	pack	155.00	465.00										3		
Tape Dispenser, 1" tape, big core, any color	1	pcs	115.00	115.00										1		
Tape, Transparent, 12mm x 50m	5	rolls	68.00	340.00										5		
Paper, Bond, A4, S-24, 80 gsm	10	reams	289.00	2,890.00										10		
Sub-Total				24,080.00												
Grand Total				53,880.00												

Prepared by:

ME-AN B. VILLAS

Noted by:

DEEJAY M. LUMANAO
Unit Head/Project Leader

Funds Available:

MYRNA S. PANCITO
Head, Budget Office

Date: **09/01/2021**

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