

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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



36-5-1556-2021-7-0-2

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2021

Unit/Office/Dept/Div: College of Forestry & Environmental Sciences

Project Code: CFES-Higher Education 2022

Purpose: For office use

Total Budget : 150,000.00

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	Dec
Communication/Courier Services																
Smart Prepaid Cell Card, 300Php	5	pc	330.00	1,650.00											5	
Globe Prepaid Cell Card, 300Php	7	pc	330.00	2,310.00											7	
Sub-Total				3,960.00												
IT Supplies and Equipment																
Ink, Epson, genuine (C) T664, 70 ml	5	pieces	350.00	1,750.00											5	
Ink, Epson, genuine (M) T664, 70 ml	5	pieces	350.00	1,750.00											5	
Ink, Epson, genuine, (BK) T664, 70 ml	10	pieces	350.00	3,500.00											10	
Ink, Epson, genuine, (Y) T664, 70 ml	5	pieces	350.00	1,750.00											5	
UPS, at least 800 watts	1	unit	5,000.00	5,000.00											1	
Wireless Access Point	1	unit	9,900.00	9,900.00											1	
Computer Monitor 24", IPS	1	set	7,500.00	7,500.00											1	
External Hard Disk Drive (Portable, 1TB), USB 3.1	1	unit	3,000.00	3,000.00											1	
Sub-Total				34,150.00												
Office Equipment																
Refrigerator - at least 3.5 cu. ft., Two-door Personal Refrigerator (Direct Cool), inverter	1	unit	10,000.00	10,000.00											1	
Sub-Total				10,000.00												
Office Furniture & Fixture																
Office Table with Mobile Pedestal	1	pc	12,500.00	12,500.00											1	
Sub-Total				12,500.00												
Office Supplies																

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Record Book, Big, 300 pages	5	pcs	80.00	400.00											5	
Wall Clock	1	pc	800.00	800.00											1	
Cork Board, Wall Mount, w/ aluminum frame, 4' x 8'	1	pcs	3,670.00	3,670.00											1	
Disinfectant Spray, 340g	4	can	465.00	1,860.00											4	
Envelope, Expanding, with garter tie, brown, long	100	pc	15.00	1,500.00											100	
File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	3	pieces	368.00	1,104.00											3	
Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)	1	pcs	520.00	520.00											1	
Date stamp, rubber, self-inking, with dater and custom text, 1" x 1-5/8"	1	pc	900.00	900.00											1	
Disinfectant Cleaner, multi-surface, scented	2	gal	420.00	840.00											2	
Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	3	pcs	445.00	1,335.00											3	
Envelope, Letter, window (window location-bottom left), white, 70gsm, long, 500pcs/box	1	box	850.00	850.00											1	
Envelope, Mailing, white, long, 500pcs/box	1	box	395.00	395.00											1	
Fabric Conditioner, 4L, any scent	1	gallon	1,210.00	1,210.00											1	
Fastener, Paper, non-rust metal, 50 sets/box	5	boxes	50.00	250.00											5	
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00											100	
Folder, Pressboard, US, Blue, Long	100	pieces	30.00	3,000.00											100	
Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	5	pcs	140.00	700.00											5	
Multi-Insect Killer Spray, 600mL	2	tubes	600.00	1,200.00											2	
Paper, Bond, A4, S-24, 80 gsm	30	reams	289.00	8,670.00											30	
Paper, Bond, Long, S-24, 80 gsm	10	reams	328.00	3,280.00											10	
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	5	pack	250.00	1,250.00											5	
Pen, Sign, .5mm, Gel-type, Blue	50	piece	35.00	1,750.00											50	
Pen, Sign, .5mm, Gel-type, Black	50	piece	35.00	1,750.00											50	
Pen, Sign, .5mm, Gel-type, Red	25	piece	35.00	875.00											25	
Pin, Push, hammerhead type, asstd colors 50s/pack	5	boxes	35.00	175.00											5	
Puncher, Heavy Duty	1	pieces	450.00	450.00											1	
Scissors, 6" heavy duty, good quality	2	piece	68.00	136.00											2	

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
Stapler, HD No.35	2	pc	350.00	700.00											2	
Staple Wire No. 35-5M Leg Length 6mm (1/4")	10	boxes	80.00	800.00											10	
Sticker Paper, high gloss A4 size, 50 sheets/pack	5	pack	155.00	775.00											5	
Tape, Masking, 1" x 25 yards	5	rolls	48.00	240.00											5	
Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	20	pieces	90.00	1,800.00											20	
Tape, Transparent, 24mm x 50m	10	rolls	120.00	1,200.00											10	
Sub-Total				45,385.00												
Grand Total				105,995.00												

Prepared by:

JESIBEL L. MUERTIGUE

Noted by:

DENNIS P. PEQUE
Unit Head/Project Leader

Funds Available:

ALICIA M. FLORES
Head, Budget Office

Date: **09/08/2021**

*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