



61-2-66-2021-0-3



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: **Office of the Vice President for Research & Extension**
 Project Code: **RPO-OC.2020**

Total Budget : **479,774.20**
 Funding : **GF**

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																
External Drive	2	unit	3,800.00	7,600.00	1			1								
Printer, computer, continuous ink system, 4-in-1 (Print, Scan, Xerox copy, Fax with ADF)	1	unit	13,500.00	13,500.00		1										
UPS, APC-Bac, 500 w	2	piece	2,550.00	5,100.00	1						1					
Sub-Total				26,200.00												
Laboratory Supplies																
TISSUE PAPER 2 PLY	36	pcs	11.00	396.00	12			12								
Sub-Total				396.00												
Office Appliances/Equipment																
Paper Shredder Machine, Heavy Duty	2	unit	6,000.00	12,000.00			2									
Epson L6170 Wi-Fi Duplex All-in-One Ink Tank Printer with ADF	1	pc	15,500.00	15,500.00	1											
Sub-Total				27,500.00												
Office Supplies and Materials																
Alcohol, Rubbing, 70% ethyl	10	bottles	37.85	378.50	2		2		2		2		2			
Battery, Alkaline size AAA, 2 pcs/pack	4	packet	19.30	77.20		4										
Battery, Rechargeable size AA, (2 pcs/packet)	4	pack	150.00	600.00		4										
Specialty paper Dynamics 8-1/2x13 90gsm Pearl	10	packs	50.00	500.00	3			4			3					
Book, Record 300 pp w/Official Record Book printing	10	pieces	73.80	738.00		5			5							
Ink Cartridge Canon Pixma 811 Color	15	pcs	1,100.00	16,500.00	5			5			5					
Ink, Refill, Epson, 70ml, Color Blue/Cyan, T6642	10	bottle	300.00	3,000.00	3			3			4					
Ink, Refill, Epson, 70ml, color black, T6641	10	bottle	300.00	3,000.00	3			3			4					
Folder, Ordinary White Long	20	piece	6.00	120.00	10			10								

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
Folder, Plastic w/clip long blue punchless	20	pieces	7.89	157.80	10			5			5					
Clip Paper Plastic Gem type jumbo vinyl coated	5	boxes	17.35	86.75		5										
Fastener, Paper, plastic	5	boxes	87.00	435.00		2			3							
Paper, Manila	10	pieces	2.50	25.00			10									
Paper, Bond Premium grade, A-4 size, 70 gsm	50	reams	131.90	6,595.00		5	10		5	10			10		10	
Photo paper, A4, non glossy (20pcs/pack)	5	pack	100.00	500.00		3			2							
Ballpen, 0.5 Blue	3	boxes	120.00	360.00	3											
Marking Pen, for whiteboard, black, Stabilo	10	pieces	27.15	271.50	3			3			3			1		
Pen, Whiteboard Marker Pilot green	3	pieces	47.15	141.45		2		1								
Marking Pen, for whiteboard, blue Stabilo	3	pieces	27.15	81.45	1			1			1					
Pencil, Mongol #2	24	pieces	4.50	108.00			24									
Pen, Sign, Pilot G-Tech 0.5 blue	12	pieces	35.00	420.00	12											
Pen, Highlighting, Stabilo Boss asstd color	10	pieces	15.00	150.00	3			3			3			1		
Pin, Map, round head, asstd. Color	5	boxes	32.70	163.50			3			2						
Specialty Board, short 8-1/2 x 11, 220 gsm, White (10pcs/pack)	10	pack	65.00	650.00		5		5								
Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	10	pack	85.00	850.00	2		2		2			2		2		
Ink, Refill, Epson, 70ml, color Magenta, T6643,	10	bottle	300.00	3,000.00	3			3			4					
Ink, Refill, Epson, 70ml, color Yellow, T6644	10	bottle	300.00	3,000.00	3			3			4					
Stapler, Swingline, HD #444	2	pc	350.00	700.00			1			1						
Battery, Rechargeable size AA, Energizer 4pcs/set w/Charger	1	set	2,000.00	2,000.00		1										
Tape, Adhesive, double tape 1"	2	rolls	23.00	46.00	1			1								
Tape, Masking 1" x 50m, good quality	5	rolls	33.15	165.75	2			2			1					
Tape, Packaging, 2" x 50m,, good quality	5	rolls	17.25	86.25		2			1			1		1		
Tape, Transparent 1" x 50m, good quality	5	rolls	15.15	75.75	1		1		1		1		1			
Grass/Brush Cutter, 2 Strokes, Heavy Duty	20	unit	15,000.00	300,000.00	20											
Thumbtacks, small box Prince	10	boxes	5.75	57.50	5			3			2					
toner for Hp Laser jet 85A	5	boxes	2,500.00	12,500.00		1			1		2			1		
Epson L6160 (Black 001)	10	bottles	400.00	4,000.00	2		1		2		2		1		2	
Epson L6160 Cyan 001	10	bottles	350.00	3,500.00	2		1		2		2		1		2	
Epson L6160 Magenta 001	10	bottles	350.00	3,500.00	2		1		2		2		1		2	

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantites)											
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Epson L6160 Yellow 001	10	bottles	350.00	3,500.00	2		1		2		2		1		2	
EPSON 003, Black	4	bottle	350.00	1,400.00	1			1			1			1		
Paper Towel	20	roll	70.00	1,400.00	4		3		4		3		3		3	
Sub-Total				374,840.40												
Grand Total				428,936.40												

Prepared by: 
MARIA VERJIE Q. SUBERE

Noted by: 
JOSE L. BACUSMO
Unit Head/Project Leader

Funds Available: **MYRNA S. PANCITO**
Head, Budget Office
Date: **07/29/2020**

*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