

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



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

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PPMP-2022-0824-57727

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2023

Unit/Office/Dept/Div: **Department of Business and Management**

Project Code: **DBM A.Y.2023**

Purpose: **Office Supplies**

Total Budget : **21,241.37**

Funding : **GF-MOOE**

PPMP #: **4-5-1502-2023-7-0-1**

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
Office Supplies																
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	15	boxes	28.00	420.00	2		2	2	1	2	1	1	1	1	1	1
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	15	boxes	70.00	1,050.00	1	2	1	1	1	1	2	1	1	1	1	2
Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	15	boxes	13.00	195.00	1	2	1	2	1	1	1	1	1	1	2	1
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	15	boxes	14.00	210.00	1			1		1	2	2	2	2	2	2
Soap, Detergent, Liquid, 1 gal, any scent	3	gal	350.00	1,050.00	1			1					1			
Fastener, Paper, plastic, 50 sets/box	15	boxes	38.00	570.00	2	1	1	1	1	1	1	1	1	3	1	1
Folder, File, Long, 14pts, White	30	piece	10.00	300.00	3	4	2	1	1	1	2	2	2	4	4	4
Folder, Pressboard, US, Green, Short	30	pcs	29.00	870.00	2	2	2	2	2	2	3	3	3	3	3	3
Sticky Note, 2 x 3, Yellow	10	pads	79.00	790.00	1	2		1		1	2	1		1		1
Sticky Note, 3 x 4, Yellow	10	pads	140.00	1,400.00	1	1	1	1		1	1		1	1	1	1
Paper, Bond, A4, S-20, 70 gsm	15	reams	253.00	3,795.00	1	2	2	2	1	1	1	1	1	1	1	1
Pen, Ball, blue	50	pieces	10.00	500.00	4	5	5	2	2	2	5	5	5	5	5	5
Pen, Ball, red	50	pieces	10.00	500.00	5	5	5	5	2	2	3	5	5	3	5	5
Record Book, Big, 300 pages	2	pcs	110.00	220.00	1									1		
Soap, Toilet , guest size	15	pieces	15.00	225.00	2	2	1	1	1	1	1	1	2	1	1	1
Soap, Toilet, regular size	10	pieces	35.00	350.00	2	1	1	1	2	1	1				1	
Staple Wire, #35	30	boxes	30.00	900.00	3	2	2	3	2	2	2	2	3	3	3	3
Cable Tie, 8", 100 pcs/pack	3	packs	110.00	330.00	1			1						1		

General Description	Quantity	Unit	UnitCost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Alcohol, Ethyl, 70% solution, 1 gallon	1	gallons	600.00	600.00	1											
Liquid Hand Soap	2	gallon	500.00	1,000.00	1									1		
Binder Clip, 1.5", black	50	pcs	7.50	375.00	5	5	5	4	3	3	4	4	4	3	5	5
Binder Clip, 2", black	50	pcs	8.50	425.00	5	5	5	5	5	2	3	3	2	5	5	5
Sub-Total				16,075.00												
Grand Total				16,075.00												

Prepared by: _____

SHEILLO G. CATORCE

Noted by: _____

BERT C. PEÑALOSA
Unit Head/Project Leader

Noted By: _____

ALICIA M. FLORES
Head, Budget Office

Date: **08/24/2022**

<> *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