

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



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



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2024

Unit/Office/Dept/Div: **Office of the Vice President for Academic Affairs**
 Project Code: **OVPA-2024**
 Purpose: **Supplies and Materials for OVPA**

Total Budget : **175,000.00**
 Funding : **GF-MOOE**
 PPMP #: **127-5-520-2024-7-0-0**

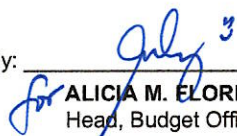
General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
IT Supplies and Equipment																
Ink, Epson 003,Genuine Black 65mL	6	btl	350.00	2,100.00				3						3		
Ink, EPSON 003,Genuine Cyan 65mL	3	btl	350.00	1,050.00				3								
Ink, EPSON 003,Genuine Magenta 65mL	3	btl	350.00	1,050.00				3								
Ink, EPSON 003,Genuine Yellow 65mL	3	btl	350.00	1,050.00				3								
HP Ink Cartridge 678 Black	6	piece	550.00	3,300.00				6								
HP Ink Cartridge 678 Tricolor	6	piece	550.00	3,300.00				6								
Keyboard And Mouse Combo Bundle, USB powered	1	set	600.00	600.00	1											
Ink, EPSON T9481 XL for WF-C878R Printer, Black	2	tube	1,500.00	3,000.00	1						1					
Ink, EPSON T9481 XL for WF-C878R Printer, Magenta	2	tube	1,500.00	3,000.00	1						1					
Ink, EPSON T9481 XL for WF-C878R Printer, Yellow	2	tube	1,500.00	3,000.00	1						1					
Ink, EPSON T9481 XL for WF-C878R Printer, Cyan	2	tube	1,500.00	3,000.00	1						1					
Computer Monitor 24", IPS, Bezel-less Full HD Monitor	2	set	7,000.00	14,000.00	1						1					
Computer Printer, All-in-One/Multifunction Colored-Ink Tank	2	unit	14,000.00	28,000.00	1						1					
Sub-Total				66,450.00												
Office Furniture & Fixture																
Office table, metal legs, woodgrain top, good quality	2	pcs	15,000.00	30,000.00	2											
Sub-Total				30,000.00												
Office Supplies																
Alcohol, Isopropyl, 70% solution, 500mL	24	btls	140.00	3,360.00	6			6			6			6		
Apron, Plastic, for Adult	2	pc	120.00	240.00	1						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
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	24	pack	115.00	2,760.00	4		4		4		4		4		4	
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	24	pack	125.00	3,000.00	4		4		4		4		4		4	
Calculator, mini-printer type, 12digits AC/DC power w/ ink roller & adaptor	1	unit	2,500.00	2,500.00	1											
Correction Tape, 8m x 5mm wide	48	pc	40.00	1,920.00	12		6		12		6		6		6	
Soap, Detergent, Powder, 1 kilo/pack, any scent	6	kl	105.00	630.00	2			1			2			1		
Envelope, Expanding, plastic, A4	50	pc	59.00	2,950.00	25			25								
Eraser, Plastic, two-sided eraser (for graphite & drawing ink), for Technical Pen	2	pcs	275.00	550.00	1						1					
Flashlight, heavy duty, w/ chargeable battery, 3 battery capacity, 1.5 v C type	1	pcs	1,575.00	1,575.00				1								
Glue Stick, Big, for Glue Gun	25	pieces	10.00	250.00				25								
Hand Towel, cloth, cotton, 12 pcs/pack	6	pack	258.00	1,548.00	2			1			2			1		
Multi-Insect Killer Spray, 250mL	4	tubes	200.00	800.00	1			1			1			1		
Sticky Note, 3 x 3, Yellow	6	pads	84.00	504.00	2			2			2					
Paper, Contour, Short, 100gsm, Ultra White	2	boxes	650.00	1,300.00	1									1		
Paper, Laid 8 x 13 90gsm Ivory	1	boxes	1,415.00	1,415.00				1								
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	4	pack	250.00	1,000.00	1			1			1			1		
Pen, Permanent Marker, black, fine tip	4	pieces	60.00	240.00	1			1			1			1		
Pen, Permanent Marker, red, fine tip	4	pieces	60.00	240.00	1			1			1			1		
Pen, Ball, blue	100	pieces	10.00	1,000.00	25			25			25			25		
Pen, Highlighter, yellow	24	pieces	45.00	1,080.00	6			6			6			6		
Pen, Whiteboard Marker, blue,	25	pieces	50.00	1,250.00	10			5			5			5		
Pen, Whiteboard Marker, red	25	pieces	50.00	1,250.00	10			5			5			5		
Ruler, Plastic, 24"	2	pieces	35.00	70.00	1						1					
Scissors, 8" heavy duty, good quality	4	pieces	75.00	300.00	2						2					
Tape, Duct, 2" x 25m, Black/Grey	2	rolls	180.00	360.00				2								
Tape, Packaging, 2" x 100 yards, Tan	4	rolls	75.00	300.00				2						2		
Computer/Paint Brush, 1.5"	4	piece	25.00	100.00	2						2					
Sign pen, Fine Tech, 0.3mm. blue	12	pieces	30.00	360.00	4			3			3			2		
Date stamp, 10 years advance or more	1	pcs	195.00	195.00	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
Inkjet Printable Vinyl Sticker, Glossy, A4 size, 20pcs./pack, waterproof	1	packs	475.00	475.00				1								
Folder, Pressboard, A4, US Green, Double Fold	50	pcs	40.00	2,000.00				50								
First Aid Kit Set (Medical Bag)	1	set	800.00	800.00							1					
Fiber Doormat	2	pc	150.00	300.00	1						1					
Dishwashing Liquid Soap, Refill 350ml	24	pack	120.00	2,880.00	4		4		4		4		4		4	
First Aid Box or Medicine Cabinet	1	pc	800.00	800.00	1											
Exhaust Fan (Industrial wall exhaust fan, 12")	4	unit	1,600.00	6,400.00	4											
Cleaner, Glass, 500mL, spray type, any scent	6	btls	200.00	1,200.00	1		1		1		1		1		1	
Paper, Book, A4 size, 80 gsm	50	reams	285.00	14,250.00				25						25		
Concentrate Antibac Dishwashing Liquid with Power Of Safeguard refill, 375ml	2	pack	150.00	300.00	1						1					
Battery, Energizer Rechargeable Double AA	1	pieces	487.00	487.00	1											
Calculator, heavy duty, 12 digit display solar and battery	2	pc	500.00	1,000.00	1						1					
Kitchen Cleaning Sponge approx. 100mmx75mmx30mm	4	pieces	60.00	240.00	2						2					
LADDER ALUMINUM 8 STEP DOUBLE SIDE	1	unit	4,000.00	4,000.00	1											
Certificate Jacket A4	20	pcs	40.00	800.00				20								
Color Paper A4	1	pack	275.00	275.00							1					
Feather Duster Household Dusting Brush with Telescopic Pole Stainless Steel	2	pc	200.00	400.00	1						1					
Sub-Total				69,654.00												
Grand Total				166,104.00												

Prepared by: 
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Noted by: 
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Unit Head/Project Leader

Noted By: 
ALICIA M. FLORES
Head, Budget Office

Date: **08/09/2023**

<> *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