

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



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

SCAN HERE



PPMP-2023-0330-108549

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2023

Unit/Office/Dept/Div: **Office of the Dean of Students**
Project Code: **ODS-OFFICE OF THE DEAN OF STUDENTS(2023)**
Purpose: **OFFICE SUPPLY**

Total Budget : **97,598.25**
Funding : **GF-MOOE**
PPMP #: **186-5-1551-2023-2-0-7**

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, Gestetner DX-2430 Reisograph Copy Printer, 500ml	4	pieces	1,080.24	4,320.96					4							
Desktop System Unit Only (Pentium Gold G5400), Assembled	1	unit	15,000.00	15,000.00					1							
Smart TVs, 50"	1	sets	25,000.00	25,000.00					1							
Sub-Total				44,320.96												
Office Furniture & Fixture																
Steel Cabinet, 4 Drawers w/ lock, Vertical, Dirty White	1	pieces	11,000.00	11,000.00					1							
Sub-Total				11,000.00												
Office Supplies																
Alchol, Isopropyl, 70% solution, 500mL, pump type	10	btls	250.00	2,500.00					10							
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	5	tubes	220.00	1,100.00					5							
Bathroom Deodorizer, with holder, at least 100g, any scent	20	pcs	80.00	1,600.00					20							
Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	1	pcs	420.00	420.00					1							
Broom, Soft (Tambo), Large, Heavy Duty	4	pcs	250.00	1,000.00					4							
Cleanser, Powder, 500g, any scent	20	btls	76.00	1,520.00					20							
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	10	boxes	70.00	700.00					10							
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	10	boxes	20.00	200.00					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
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	15	box of 50's	30.00	450.00					15							
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	15	boxes	14.00	210.00					15							
Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm	3	pcs	820.00	2,460.00					3							
Disinfectant Spray, 170g	6	can	280.00	1,680.00					6							
Envelope, Expanding, with garter tie, green, long	30	pc	15.00	450.00					30							
Fastener, Paper, non-rust metal, 50 sets/box	10	boxes	50.00	500.00					10							
Glue, Multi-Purpose, White, at least 130g (118mL)	10	btls	78.00	780.00					10							
Index Tab, PVC self adhesive 6" x 1", 25pcs/box	5	set	78.00	390.00					5							
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	15	pcs	195.00	2,925.00					15							
Sticky Note, 3 x 5, Yellow	5	pads	150.00	750.00					5							
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	15	pcs	200.00	3,000.00					15							
PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	1	packs	750.00	750.00					1							
Paper, Bond, A4, S-24, 80 gsm	20	reams	289.00	5,780.00					20							
Paper, Bond, Long, S-24, 80 gsm	10	reams	328.00	3,280.00					10							
Folder, Ordinary, A4	100	pcs	7.00	700.00					100							
Folder, Pressboard, A4, US Green, Double Fold	40	pcs	40.00	1,600.00					40							
Ballpen 50 Pieces, Blue	1	box of 50's	500.00	500.00					1							
Bleach, liquid, 99.9% antibac, 1 gallon	6	gallon	220.00	1,320.00					6							
Sub-Total				36,565.00												
Grand Total				91,885.96												

Prepared by:

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Noted by:

MANOLO B. LORETO JR.
Unit Head/Project Leader

Noted By:

ALICIA M. FLORES
Head, Budget Office

Date: **03/31/2023**