

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

SCAN HERE



PPMP-2023-0817-139243

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2023

Unit/Office/Dept/Div: **VSU Integrated High School**

Project Code: **VSUIHS Office Supplies 23-24**

Purpose: **for office supplies**

Total Budget : **200,000.00**

Funding : **STF**

PPMP #: **138-1-2086-2023-6-0-51**

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																
Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	10	pcs	200.00	2,000.00					10							
Chlorine Granules, 1kg/pack	3	packs	200.00	600.00					3							
Vellum Board, Pale Cream, Long, 220 GSM, 10 sheets per pack	100	pack of 10's	70.00	7,000.00					100							
Vellum Board, Pale Cream, A4, 220 GSM, 10 sheets per pack	100	pack of 10's	60.00	6,000.00					100							
Vellum Board, Canary, Long, 220 GSM, 10 sheets per pack	100	pack of 10's	70.00	7,000.00					100							
Puncher, 2 holes, heavy duty	4	pieces	315.00	1,260.00					4							
Stapler, HD No.35	5	pc	350.00	1,750.00					5							
Staple Wire, #35	50	boxes	35.00	1,750.00					50							
Pen, Pentel Pen, Fine blue & black	50	pcs	50.00	2,500.00					50							
Pen, Whiteboard Marker, black	200	pieces	50.00	10,000.00					200							
Pen, Sign, .5mm, Gel-type, Blue	200	piece	35.00	7,000.00					200							
Pen, Sign, .5mm, Gel-type, Red	100	piece	35.00	3,500.00					100							
Pencil, Lead, #2, w/ eraser	100	pieces	10.00	1,000.00					100							
Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	50	pieces	90.00	4,500.00					50							
Meter Stick, wood	2	pcs	60.00	120.00					2							
Fastener, Paper, plastic, 50 sets/box	50	boxes	38.00	1,900.00					50							

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	50	box of 50's	30.00	1,500.00					50							
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	50	boxes	14.00	700.00					50							
Paper, Bond, A4, S-20, 70 gsm	200	reams	253.00	50,600.00					200							
Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	100	packs	38.00	3,800.00					100							
Disinfectant Spray, 340g	10	can	465.00	4,650.00					10							
Alcohol, Isoprophyl, 70% solution, 500ml pump type	30	btls	250.00	7,500.00					30							
Folder, File, Long, 14pts, White	150	piece	10.00	1,500.00					150							
Envelope, Document, Brown, 150 lbs, Long	100	pc	7.00	700.00					100							
Soap, Dishwashing, Liquid, 250mL	30	btls	150.00	4,500.00					30							
Tape, Double Sided, 1" x 10m	50	rolls	45.00	2,250.00					50							
Transparent Tape (1")	50	rolls	25.00	1,250.00					50							
Masking Tape, 1"	50	rolls	60.00	3,000.00					50							
First Aid Kit Set (Medical Bag)	5	set	800.00	4,000.00					5							
Acetate, transparent, guage #6, approx. 50m/roll	2	rolls	1,700.00	3,400.00					2							
Basin, Utility, Durable Plastic, Size: at least 15cm depth x 45cm diameter, any Color	5	pcs	230.00	1,150.00					5							
Data Filer, Big size, Legal	10	pieces	500.00	5,000.00					10							
Sub-Total				153,380.00												
Trainings																
Paper, Special (for Certificates)	100	pack	350.00	35,000.00					100							
Sub-Total				35,000.00												
Grand Total				188,380.00												

Prepared by: GUADA FÉ D. AMIHAN

Noted by: SHALOM GRACE C. SUGANO
Unit Head/Project Leader

Noted By: ALICIA M. FLORES
Head, Budget Office

Date: 08/17/2023

<> *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