

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



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

SCAN HERE



PPMP-2023-0907-143928

Budget

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**CY 2024**

Unit/Office/Dept/Div: **College of Management & Economics**  
 Project Code: **VSU-IP-2023-14**  
 Purpose: **Project use year 2**

Total Budget : **976,332.93**  
 Funding : **GF-MOOE**  
 PPMP #: **38-5-1513-2024-8-0-1**

| 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 |
| <b>Communication/Courier Services</b>                 |          |      |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| TM Prepaid Load Card 300                              | 10       | pcs  | 330.00    | 3,300.00         | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                      |          |      |           | <b>3,300.00</b>  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Construction and Electrical Supplies</b>           |          |      |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Electrical Tape (Rubber)                              | 5        | pcs  | 180.00    | 900.00           | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                      |          |      |           | <b>900.00</b>    |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Hardware</b>                                       |          |      |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Grass/Brush cutter (Four Stroke Engine)               | 1        | unit | 25,000.00 | 25,000.00        | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                      |          |      |           | <b>25,000.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>IT Supplies and Equipment</b>                      |          |      |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Portable Trolley 15" Speaker with wireless microphone | 2        | unit | 10,000.00 | 20,000.00        | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| Ink, Epson 003,Genuine Black 65mL                     | 20       | btl  | 350.00    | 7,000.00         | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| Ink, EPSON 003,Genuine Magenta 65mL                   | 20       | btl  | 350.00    | 7,000.00         | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| Ink, EPSON 003,Genuine Yellow 65mL                    | 20       | btl  | 350.00    | 7,000.00         | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| Ink, EPSON 003,Genuine Cyan 65mL                      | 20       | btl  | 350.00    | 7,000.00         | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| Ink, EPSON T9481 XL for WF-C878R Printer, Black       | 10       | tube | 1,500.00  | 15,000.00        | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Ink, EPSON T9481 XL for WF-C878R Printer, Cyan        | 10       | tube | 1,500.00  | 15,000.00        | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Ink, EPSON T9481 XL for WF-C878R Printer, Magenta     | 10       | tube | 1,500.00  | 15,000.00        | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Ink, EPSON T9481 XL for WF-C878R Printer, Yellow      | 10       | tube | 1,500.00  | 15,000.00        | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Automatic Voltage Regulatory (AVR), 1500W, heavy duty | 1        | unit | 5,000.00  | 5,000.00         | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Keyboard And Mouse Combo Bundle, USB powered          | 4        | set  | 600.00    | 2,400.00         | 4                                                |     |     |     |     |     |     |     |     |     |     |     |
| Rechargeable Wireless Keyboard and Mouse Set          | 2        | unit | 950.00    | 1,900.00         | 2                                                |     |     |     |     |     |     |     |     |     |     |     |

| 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 |
| Headset with Noise Cancelling Mic                                               | 2        | unit         | 1,800.00  | 3,600.00          | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                                                |          |              |           | <b>120,900.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Office Supplies</b>                                                          |          |              |           |                   |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack            | 4        | pack         | 125.00    | 500.00            | 4                                                |     |     |     |     |     |     |     |     |     |     |     |
| Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack             | 4        | pack         | 115.00    | 460.00            | 4                                                |     |     |     |     |     |     |     |     |     |     |     |
| Pen, Ball, black                                                                | 20       | pieces       | 10.00     | 200.00            | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| Pen, Ball, red                                                                  | 50       | pieces       | 10.00     | 500.00            | 50                                               |     |     |     |     |     |     |     |     |     |     |     |
| Pen, Sign, .5mm, Gel-type, Blue                                                 | 60       | piece        | 35.00     | 2,100.00          | 60                                               |     |     |     |     |     |     |     |     |     |     |     |
| Sign pen, Fine Tech, 0.3mm, blue                                                | 60       | pieces       | 30.00     | 1,800.00          | 60                                               |     |     |     |     |     |     |     |     |     |     |     |
| Pen, Whiteboard Marker, black                                                   | 20       | pieces       | 50.00     | 1,000.00          | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| Pencil, Lead, #2, w/ eraser                                                     | 100      | pieces       | 10.00     | 1,000.00          | 100                                              |     |     |     |     |     |     |     |     |     |     |     |
| Pen, Highlighting, asstd color                                                  | 5        | pcs          | 25.00     | 125.00            | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Vellum Board, Canary, A4, 220 GSM, 10 sheets per pack                           | 60       | pack of 10's | 60.00     | 3,600.00          | 60                                               |     |     |     |     |     |     |     |     |     |     |     |
| Envelope, Expanding, with garter tie, brown, long                               | 50       | pc           | 15.00     | 750.00            | 50                                               |     |     |     |     |     |     |     |     |     |     |     |
| My-Gel Gel Ink Pen refill 0.5mm, Blue                                           | 20       | piece        | 25.00     | 500.00            | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| A4 Photo Paper                                                                  | 10       | packs        | 150.00    | 1,500.00          | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Double Sided Glossy Photo Paper A4 (50sheets per pack)                          | 10       | pack         | 250.00    | 2,500.00          | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Folder, File, Long, 14pts, White                                                | 50       | piece        | 10.00     | 500.00            | 50                                               |     |     |     |     |     |     |     |     |     |     |     |
| Sticky Note, 2 x 3, Yellow                                                      | 3        | pads         | 79.00     | 237.00            | 3                                                |     |     |     |     |     |     |     |     |     |     |     |
| Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack | 5        | pack         | 40.00     | 200.00            | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| TNT Prepaid Cell Card, 500Php                                                   | 10       | pcs          | 550.00    | 5,500.00          | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Certificate Holder (A4)                                                         | 50       | pcs          | 65.00     | 3,250.00          | 50                                               |     |     |     |     |     |     |     |     |     |     |     |
| A4 Matte Photo Paper                                                            | 20       | packs        | 70.00     | 1,400.00          | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| Scissors, 6" heavy duty, good quality                                           | 3        | piece        | 68.00     | 204.00            | 3                                                |     |     |     |     |     |     |     |     |     |     |     |
| Stapler, HD No.35                                                               | 2        | pc           | 350.00    | 700.00            | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| Tissue, Bathroom, 2 Ply, 12rolls/pack                                           | 50       | pack         | 204.00    | 10,200.00         | 50                                               |     |     |     |     |     |     |     |     |     |     |     |
| Concentrate Antibac Dishwashing Liquid with Power Of Safeguard refill, 375ml    | 20       | pack         | 150.00    | 3,000.00          | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| Alcohol, Isopropyl, 70% solution, 500mL                                         | 10       | btls         | 140.00    | 1,400.00          | 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 |
| Air Freshener, Spray, at least 280mL, Lemon/Orange Scent                  | 5        | tubes | 220.00    | 1,100.00         | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| EPSON INK btl 664 black                                                   | 10       | btl   | 500.00    | 5,000.00         | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Paper, Bond, A4, S-24, 80 gsm                                             | 10       | reams | 289.00    | 2,890.00         | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Paper, Bond, Long, S-24, 80 gsm                                           | 10       | reams | 328.00    | 3,280.00         | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Paper, Bond, Short, S-24, 80 gsm                                          | 10       | reams | 277.00    | 2,770.00         | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear                | 5        | boxes | 850.00    | 4,250.00         | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Index Tab, transparent, self-adhesive, transparent, 5sets/box             | 5        | boxes | 90.00     | 450.00           | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box                 | 20       | boxes | 20.00     | 400.00           | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box                | 20       | boxes | 70.00     | 1,400.00         | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box             | 20       | boxes | 50.00     | 1,000.00         | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box              | 20       | boxes | 20.00     | 400.00           | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| Mouse Pad, Rubber                                                         | 10       | pad   | 250.00    | 2,500.00         | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Glue, Multi-Purpose, White, at least 130g (118mL)                         | 5        | btls  | 78.00     | 390.00           | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black       | 20       | pack  | 56.00     | 1,120.00         | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black      | 20       | pack  | 40.00     | 800.00           | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black       | 20       | pack  | 25.00     | 500.00           | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black | 20       | pack  | 85.00     | 1,700.00         | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| Toilet Bowl Cleaner, at least 1 gallon                                    | 2        | gal   | 395.00    | 790.00           | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| Envelope, Expanding, Plastic, Long, with Handle                           | 10       | pcs   | 100.00    | 1,000.00         | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Envelope, brown, ordinary, A4 size                                        | 50       | pcs   | 10.00     | 500.00           | 50                                               |     |     |     |     |     |     |     |     |     |     |     |
| Clip, Metal Bulldog, 3" (approx. 76.2mm), 12 pcs/box                      | 10       | boxes | 192.00    | 1,920.00         | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box                  | 10       | boxes | 143.00    | 1,430.00         | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)                    | 10       | boxes | 14.00     | 140.00           | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Correction Tape, 8m x 5mm wide                                            | 5        | pc    | 40.00     | 200.00           | 5                                                |     |     |     |     |     |     |     |     |     |     |     |

| 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 |
| Tape Measure, double-side tailor tape measure, plastic, length: 150cm/60", width: 2cm/0.79"           | 1        | pcs    | 95.00     | 95.00             | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Tape, Double Sided, 1" x 10m                                                                          | 5        | rolls  | 45.00     | 225.00            | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Tape, Duct, 2" x 25m, Black/Grey                                                                      | 2        | rolls  | 180.00    | 360.00            | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| Tape, Foam, Double Sided, 1" x 5m                                                                     | 2        | rolls  | 100.00    | 200.00            | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| Tape, Masking, 2" x 25 yards                                                                          | 5        | rolls  | 95.00     | 475.00            | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Tape, Packaging, 2" x 100 yards, Tan                                                                  | 5        | rolls  | 75.00     | 375.00            | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Computer/Paint Brush, 1.5"                                                                            | 2        | piece  | 25.00     | 50.00             | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| Staple Wire, #35                                                                                      | 20       | boxes  | 35.00     | 700.00            | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| PVC Plastic Cover 100pcs per Pack A4 size 0.2mm                                                       | 2        | packs  | 750.00    | 1,500.00          | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| Laminating Film, 9 inch x 50 m, 250 microns                                                           | 1        | rolls  | 1,050.00  | 1,050.00          | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Laminating Film                                                                                       | 2        | roll   | 780.00    | 1,560.00          | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| Broom, Plastic, with long steel handle (approx. 140cm), for ceiling                                   | 1        | pcs    | 420.00    | 420.00            | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Broom and Dustpan Set                                                                                 | 1        | set    | 600.00    | 600.00            | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Stick Broom (tingting) 6" from the top, approx 370 pcs                                                | 1        | piece  | 40.00     | 40.00             | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal                       | 10       | pieces | 368.00    | 3,680.00          | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Neck lanyard or ID sling (black)                                                                      | 100      | pc     | 25.00     | 2,500.00          | 100                                              |     |     |     |     |     |     |     |     |     |     |     |
| Sponge (plato)                                                                                        | 5        | pcs    | 10.00     | 50.00             | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Kitchen Cleaning Sponge approx. 100mmx75mmx30mm                                                       | 5        | pieces | 60.00     | 300.00            | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single) | 10       | pcs    | 200.00    | 2,000.00          | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                                                                      |          |        |           | <b>95,236.00</b>  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|                                                                                                       |          |        |           |                   |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Grand Total</b>                                                                                    |          |        |           | <b>245,336.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |

Prepared by: \_\_\_\_\_

**GEECEL F. GALVEZ**

Noted by: \_\_\_\_\_

**MOISES NEIL V. SERIÑO**  
Unit Head/Project Leader

Noted By: \_\_\_\_\_

**ALICIA M. FLORES**  
Head, Budget Office

Date: **09/07/2023**