

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



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

SCAN HERE



PPMP-2024-0112-169102

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: Office of the RDE Network Secretariat

Project Code: RDE.Network.A.III.C (ORDENS)

Purpose: Office Supplies

Total Budget : 648,774.08

Funding : GF-MOOE

PPMP #: 202-5-2645-2024-0-0-0

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
<b>Office Supplies</b>																
Alcohol, Isopropyl, 70% solution, 500mL, pump type	10	btls	250.00	2,500.00			10									
Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	5	pcs	200.00	1,000.00			5									
Dust pan, plastic, stand-up handle, small	1	pc	75.00	75.00			1									
Soap, Dishwashing, Liquid, 250mL	20	btls	150.00	3,000.00					10			10				
Liquid Hand Soap	4	gallon	600.00	2,400.00				2			2					
Sticky Note, 2 x 3, Yellow	2	pads	79.00	158.00				2								
Paper, Bond, Short, S-24, 80 gsm	2	reams	277.00	554.00				2								
Paper, Bond, Long, S-24, 80 gsm	5	reams	328.00	1,640.00				5								
Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	5	packs	45.00	225.00				5								
Fastener, Paper, plastic, 50 sets/box	2	boxes	40.00	80.00				2								
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	1	box of 50's	30.00	30.00				1								
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	2	boxes	20.00	40.00				2								
Paper, Bond, A4, S-20, 70 gsm	10	reams	253.00	2,530.00					10							
Paper, Bond, A4, S-24, 80 gsm	10	reams	289.00	2,890.00					10							
Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	10	pieces	90.00	900.00			10									
Broom, Soft (Tambo), Large, Heavy Duty	1	pcs	250.00	250.00			1									
Cork Board, Wall Mount, w/ aluminum frame, 2' x 3'	1	pcs	880.00	880.00			1									
Correction Tape, 8m x 5mm wide	10	pc	40.00	400.00			10									

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
Tape, Double Sided, 1" x 10m	5	rolls	45.00	225.00				5								
Tape, Double Sided, 2" x 10m	5	rolls	120.00	600.00					5							
Tape, Double Sided, 3/4" x 10m	5	rolls	26.00	130.00					5							
Tape, Masking, 1" x 25 yards	5	rolls	48.00	240.00					5							
STICKY NOTES 2 X 3 ASSORTED COLORS	2	pad	79.00	158.00			2									
Tape, Packaging, 2" x 100 yards, Clear	1	rolls	75.00	75.00					1							
Scotch Tape 1 inch x 100 meters	5	rolls	40.00	200.00				5								
Permanent Marker, Black, Broad tip, 12pcs	1	boxes	700.00	700.00			1									
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	2	boxes	25.00	50.00				2								
Clip Board, Plastic, with PVC Cover, A4, any color	1	pcs	198.00	198.00				1								
Clip Board, Plastic, with PVC Cover, Long, any color	1	pcs	222.00	222.00				1								
PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	5	packs	500.00	2,500.00				5								
PVC Plastic Cover, A4, 300micron	5	pack	850.00	4,250.00				5								
Ring Binder, plastic, 25mm , 1" black	10	pieces	40.00	400.00				10								
Ring Binder, plastic, 6mm, 1/4" black	10	pieces	8.00	80.00				10								
Ring Binder, plastic, 12mm, 1/2" black	10	pieces	12.00	120.00				10								
<b>Sub-Total</b>				<b>29,700.00</b>												
<b>Grand Total</b>				<b>29,700.00</b>												

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Date: **01/12/2024**

<> \*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