



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



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

INDICATIVE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2025

Unit/Office/Dept/Div: **Department of Meteorology**
Project Code: **DMet-2025**
Purpose: **DMet office use**

Total Budget : **180,000.00**
Funding : **GF-MOOE**
PPMP #: **103-5-5-2024-1-0-1**

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
Accommodation																
Board & Lodging (2days)	1	day	1,500.00	1,500.00								1				
Sub-Total				1,500.00												
Construction and Electrical Supplies																
Stand Fan, 405 mm diameter, 220 volts	1	unit	2,500.00	2,500.00	1											
Extension Hanging Cord Cable with button on/off switch	2	pc	250.00	500.00	2						6					
LED tube T8, 18 watts	6	pcs	180.00	1,080.00												
Sub-Total				4,080.00												
Food & Food Ingredients																
Snacks AM	50	set	80.00	4,000.00			25					25				
Sub-Total				4,000.00												
Fuel & Lubricants																
Diesel	20	liters	65.00	1,300.00					10			10				
Sub-Total				1,300.00												
Hardware																
LED Bulb, 13 watts, 87% Energy Saving	6	pcs	250.00	1,500.00	6						2					
Door Knob	2	piece	1,000.00	2,000.00							2					
Padlock, 60mm	2	piece	350.00	700.00												
Sub-Total				4,200.00												
IT Supplies and Equipment																
Mouse, Wired, Optical, USB	10	pieces	210.00	2,100.00							10					
Computer Keyboard USB	10	pcs	400.00	4,000.00							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
Desktop Monitor, 24" IPS, 75Hz	2	pcs	8,500.00	17,000.00							2					
Multimedia Speakers 2.0, 6W, USB powered	3	pairs	600.00	1,800.00							3					
Headset, USB Wired, Noise Cancelling, Rotatable Mic. Boom	3	unit	1,500.00	4,500.00							3					
UPS, 1000 VA	4	unit	3,000.00	12,000.00	4											
UTP Cable (305 meters), CAT 6 23 AWG	1	boxes	7,500.00	7,500.00	1						4					
Power supply, 600 watts Bronze Certified	4	piece	2,700.00	10,800.00												
Sub-Total				59,700.00												
Office Furniture & Fixture																
Gang Chair, 5-Seater	1	piece	9,000.00	9,000.00	1											
White Board 4x6 Ft.	2	unit	9,000.00	18,000.00							2					
Sub-Total				27,000.00												
Office Supplies																
A4 copy paper, 80 gsm	10	ream	360.00	3,600.00	10											
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	10	pcs	200.00	2,000.00	10											
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	3	pack	115.00	345.00	3											
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	3	pack	125.00	375.00	3											
Folder, File, Long, 14pts, White	50	piece	10.00	500.00	50											
Fastener, Paper, plastic, 50 sets/box	6	boxes	40.00	240.00	6											
Cleanser, Powder, 500g, any scent	6	btl	80.00	480.00			6									
Laundry Soap	4	bar	30.00	120.00			4									
Liquid Hand Soap, 500 ml.	4	btl	120.00	480.00			4									
Cleaner, Glass, 500mL, spray type, any scent	4	btl	220.00	880.00			4									
Tissue, Bathroom, 2 Ply, 12rolls/pack	2	pack	204.00	408.00	2											
Masking Tape, 1"	6	rolls	60.00	360.00			6									
Record Book, Big, 300 pages	4	pcs	150.00	600.00			4									
Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 ml	2	gallon	300.00	600.00			2									
Gel Ink Sign Pen 0.5, blue	12	pcs	30.00	360.00							12					
Gel Ink Sign Pen 0.5, red	6	pcs	30.00	180.00							6					
Sub-Total				11,528.00												

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
Trainings																
Token	2	bag	1,000.00	2,000.00								2				
Training/Workshop	50	pieces	200.00	10,000.00			25					25				
Airplane Ticket	2	person	4,674.00	9,348.00						2						
Sub-Total				21,348.00												
Transportation																
University vehicle/van rental	2	day	5,000.00	10,000.00			1					1				
Sub-Total				10,000.00												
Grand Total				144,656.00												

Prepared by:

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Submitted by:

CHARLIE S. ANDAN
Unit Head/Project Leader

Date: 02/26/2024

*Funding Sources: General Fund(GF), Trust Fund(TF), Special Trust Fund(STF), IGP, Supplemental or Augmentation
Note: Please make a separate PMP for each funding source.
Categorize the entries such as Office Supplies, Office Appliance & Equipment, Laboratory Supplies, IT Equipment, Construction & Electrical Supplies,
Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies