

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



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



INDICATIVE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2025

Unit/Office/Dept/Div: **Planning Office**
 Project Code: **Planning Office Operations**
 Purpose: **For Office Operations**

Total Budget : **70,000.00**
 Funding : **GF-MOOE**
 PPMP # : **233-5-3257-2025-1-0-1**

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
Construction and Electrical Supplies																
Extension wire with 4 gang Universal Convenience Outlet, at least 10m long	1	pc	500.00	500.00	1											
Sub-Total				500.00												
Food & Food Ingredients																
Snacks AM	50	set	80.00	4,000.00	25							25				
Snacks PM	50	packs	80.00	4,000.00	25							25				
Sub-Total				8,000.00												
IT Supplies and Equipment																
Headset with Noise Cancelling Mic	2	unit	1,800.00	3,600.00	2											
Web Camera for PC	1	unit	2,500.00	2,500.00	1											
Wireless Mouse	2	pcs	500.00	1,000.00	2											
Sub-Total				7,100.00												
Office Furniture & Fixture																
Office Table with Mobile Pedestal	1	pc	12,500.00	12,500.00	1											
Senior Executive High back chair	2	pc	6,500.00	13,000.00	2											
Sub-Total				25,500.00												
Office Supplies																
Paper, Bond, A4, S-24, 80 gsm	45	reams	289.00	13,005.00	45											
Alcohol, Ethyl, 70% solution, 500mL	15	btls	125.00	1,875.00	15											
Alcohol, Isopropyl, 70% solution, 500mL	15	btls	140.00	2,100.00	15											
Tissue, Bathroom, 2 Ply, 12rolls/pack	10	pack	204.00	2,040.00	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
Facial Tissue 1 Pc 14 x 9 Cm	5	boxes	125.00	625.00	5											
Sign pen, Fine Tech, 0.3mm. blue	30	pieces	35.00	1,050.00	30											
Kitchen paper towel	15	pack	100.00	1,500.00	15											
Hand Towel, cloth, cotton, 12 pcs/pack	2	pack	300.00	600.00	2											
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	2	pcs	195.00	390.00	2											
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	2	pcs	200.00	400.00	2											
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (JUMBO)	1	pc	195.00	195.00	1											
Tape, Double Sided, 1" x 10m	10	rolls	45.00	450.00	10											
Tape, Double Sided, 3/4" x 10m	10	rolls	26.00	260.00	10											
Masking Tape, 1"	10	rolls	60.00	600.00	10											
Laminating Film, A4, 100 shts/box, 250 microns	1	boxes	1,430.00	1,430.00	1											
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	2	boxes	25.00	50.00	2											
Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	4	boxes	25.00	100.00	4											
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	2	boxes	75.00	150.00	2											
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	5	pack	115.00	575.00	5											
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	2	pack	125.00	250.00	2											
Staple wire remover	2	pieces	40.00	80.00	2											
STICKY NOTES 2 X 3 ASSORTED COLORS	5	pad	79.00	395.00	5											
Ring Binder, plastic, 8mm, 5/16" black	10	pieces	8.00	80.00	10											
Ring Binder, plastic, 10mm, 3/8" black	10	pieces	10.00	100.00	10											
Plastic Rigid Sheet Binding Cover A4 Size 100pcs. 0.2mm - 1 packet	1	packet	400.00	400.00	1											
Scotch Tape 1 inch x 100 meters	5	rolls	40.00	200.00	5											
Sub-Total				28,900.00												
Grand Total				70,000.00												

