

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



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



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2022

Unit/Office/Dept/Div: **Department of Civil Engineering**
 Project Code: **DCE-2022**
 Purpose: **Office Supply and Maintenance**

Total Budget : **160,000.00**
 Funding : **GF-MOOE**

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
Fuel & Lubricants																
Gasoline, Premium	30	liter	55.00	1,650.00			30									
Sub-Total				1,650.00												
IT Supplies and Equipment																
AVR, 500W (IC Controlled)	3	unit	500.00	1,500.00			3									
UPS, 1000 VA	2	unit	3,000.00	6,000.00			2									
Ink, Epson 003,Genuine Black 65mL	3	btl	350.00	1,050.00			3									
Ink, EPSON 003,Genuine Cyan 65mL	2	btl	350.00	700.00			2									
Ink, EPSON 003,Genuine Magenta 65mL	2	btl	350.00	700.00			2									
Ink, EPSON 003,Genuine Yellow 65mL	2	btl	350.00	700.00			2									
Sub-Total				10,650.00												
Office Furniture & Fixture																
Office chair, with arm rest	3	pc	5,000.00	15,000.00			3									
Office Table	3	pc	4,000.00	12,000.00			3									
Sub-Total				27,000.00												
Office Supplies																
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	5	tubes	220.00	1,100.00			5									
Alcohol, Isopropyl, 70% solution, 500mL	10	btls	140.00	1,400.00			10									
Apron, Plastic, for Adult	1	pc	120.00	120.00			1									
Calculator, scientific ,10+2 digits, 2 line display, at least 240 functions	1	unit	700.00	700.00			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
Broom, Soft (Tambo), Large, Heavy Duty	5	pcs	250.00	1,250.00			5									
Clear Book (Display Book), Refillable, Legal, 20 shts, any color	10	pcs	78.00	780.00			10									
Clear Book Refills, Legal (10pcs/set)	5	sets	42.00	210.00			5									
Clip Board, Plastic, with PVC Cover, Long, any color	5	pcs	222.00	1,110.00			5									
Clip Board, Plastic, with PVC Cover, A4, any color	5	pcs	198.00	990.00			5									
Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	10	boxes	13.00	130.00			10									
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	10	boxes	70.00	700.00			10									
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	10	boxes	46.00	460.00			10									
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	10	boxes	28.00	280.00			10									
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	10	boxes	20.00	200.00			10									
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	10	box	30.00	300.00			10									
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	10	boxes	14.00	140.00			10									
Correction Tape, 8m x 5mm wide	15	pc	40.00	600.00			15									
Desk Tray, Metal, Double, Black, Dimension: approx. 18 x 25 x 38cm	1	pcs	500.00	500.00			1									
Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm	1	pcs	820.00	820.00			1									
Desk Tray, Plastic, Double, Dimension: approx. 6 x 26 x 35cm, any color	1	pcs	310.00	310.00			1									
Desk Tray, Plastic, Triple, Dimension: approx. 13 x 28 x 38cm, any color	1	pcs	550.00	550.00			1									
Soap, Dishwashing, Liquid, 250mL	5	btls	150.00	750.00			5									
Soap, Detergent, Powder, 1 kilo/pack, any scent	2	kl	105.00	210.00			2									
Disinfectant Cleaner, multi-surface, scented	5	gal	420.00	2,100.00			5									
Disinfectant Spray, 340g	5	can	465.00	2,325.00			5									
Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	2	pcs	445.00	890.00			2									
Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	3	pcs	240.00	720.00			3									

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Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	3	pcs	300.00	900.00			3									
Duster, Feather	2	pcs	56.00	112.00			2									
Dust pan, plastic, stand-up handle, large	2	pc	140.00	280.00			2									
Pen, Permanent Marker, black, broad tip	5	pieces	60.00	300.00			5									
Pen, Permanent Marker, blue, broad tip	5	pieces	60.00	300.00			5									
Pen, Highlighting, asstd color	10	pcs	25.00	250.00			10									
Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	10	pieces	90.00	900.00			10									
Gel Ink Sign Pen 0.5, blue	20	pcs	25.00	500.00			20									
My-Gel Gel Ink Pen refill 0.5mm, Blue	30	piece	25.00	750.00			30									
Sign pen, Fine Tech, 0.3mm. blue	5	pieces	30.00	150.00			5									
Tape Dispenser, 1" tape, big core, any color	1	pcs	115.00	115.00			1									
Pen, Sign, .5mm, Gel-type, Red	5	piece	35.00	175.00			5									
Pen, Sign, .5mm, Gel-type, Black	5	piece	35.00	175.00			5									
Pen, Sign, .5mm, Gel-type, Blue	5	piece	35.00	175.00			5									
Pen, Whiteboard Marker, black	2	pieces	50.00	100.00			2									
Pen, Whiteboard Marker, red	2	pieces	50.00	100.00			2									
Pen, Whiteboard Marker, blue,	2	pieces	50.00	100.00			2									
Paper, Bond, A4, S-24, 80 gsm	20	reams	289.00	5,780.00			20									
Paper, Bond, Long, S-24, 80 gsm	5	reams	328.00	1,640.00			5									
Paper, Bond, Short, S-24, 80 gsm	5	reams	277.00	1,385.00			5									
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	1	pack	250.00	250.00			1									
Sticky Note, 2 x 3, Yellow	5	pads	79.00	395.00			5									
Sticky Note, 3 x 4, Yellow	5	pads	140.00	700.00			5									
Rag, (for cleaning & wiping)	10	pieces	5.00	50.00			10									
Rags, large, good quality, size 24"x15", water absorbent	5	pcs	40.00	200.00			5									
Plastic bucket/utility can with cover	2	pcs	1,400.00	2,800.00			2									
Bucket, Plastic	2	pc	100.00	200.00			2									
Water Dipper (Tabo)	3	pc	45.00	135.00			3									
Scissors, 8" heavy duty, good quality	1	pieces	75.00	75.00			1									
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	3	pack	115.00	345.00			3									

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	3	pack	125.00	375.00			3									
Acetate, transparent, guage #6, approx. 50m/roll	1	rolls	1,525.00	1,525.00			1									
Bathroom Deodorizer, with holder, at least 100g, any scent	5	pcs	60.00	300.00			5									
Cleaner, Glass, 500mL, any scent	5	btls	198.00	990.00			5									
Transparent Tape (2")	2	rolls	40.00	80.00			2									
Transparent Tape (1")	2	rolls	25.00	50.00			2									
Tape, Masking, 1/2" x 25 yards	1	rolls	25.00	25.00			1									
Cleanser, Powder, 500g, any scent	5	btls	76.00	380.00			5									
Tissue, Bathroom, 2 Ply, 12rolls/pack	1	pack	204.00	204.00			1									
Sub-Total				42,911.00												
Grand Total				82,211.00												

Prepared by: 
MARIA PRECILLA P. BALO

Noted by: 
GLADYS G. DOYDORA
Unit Head/Project Leader

Funds Available: 
MYRNA S. PANCITO
Head, Budget Office

Date: **08/26/2021**

*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