

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

SCAN HERE



PPMP-2023-0814-137577

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: Department of Tourism and Hospitality Management

Project Code: DTHM-Advanced Education-2024

Purpose: For office use

Total Budget : 28,412.02

Funding : GF-MOOE

PPMP #: 198-5-2049-2024-7-0-1

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
Hardware																
Bulb, LED, 20 Watts	5	pc	400.00	2,000.00	5											
Sub-Total				2,000.00												
IT Supplies and Equipment																
Flash Drive, at least 32GB USB 3.0	1	piece	800.00	800.00	1											
Ink, Epson 003, Genuine Black 65mL	7	btl	350.00	2,450.00	7											
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				5,350.00												
Office Supplies																
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	2	boxes	50.00	100.00	1	1										
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	5	boxes	14.00	70.00	1	1	1	1			1					
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	5	tubes	220.00	1,100.00	1	1	1	1	1							
Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	2	pcs	200.00	400.00	1	1										
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	2	pack	115.00	230.00	1	1										
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	2	pack	125.00	250.00	1	1										
Cleaner, Glass, 500mL, spray type, any scent	2	btl	200.00	400.00	1	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
Soap, Detergent, Powder, 1 kilo/pack, any scent	5	kl	105.00	525.00	1	1	1	1	1							
Soap, Dishwashing, Liquid, 250mL	5	blts	150.00	750.00	1	1	1	1	1							
Disinfectant Spray, 170g	5	can	280.00	1,400.00	1	1	1	1	1							
Envelope, Expanding, with garter tie, green, long	20	pc	15.00	300.00	5	5	5	5								
Fabric Conditioner, 1L, any scent	2	blts	415.00	830.00	1	1										
Fastener, Paper, plastic, 50 sets/box	2	boxes	38.00	76.00	1	1										
File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	1	pieces	368.00	368.00	1											
Folder, Morocco, Long, w/ plastic binder, Beige	10	pieces	18.00	180.00	5	5										
Glue Gun, Small (approx. 4x12x 18cm)	1	pcs	185.00	185.00	1											
Mop Rug, Heavy Duty, 100% cotton	2	pieces	90.00	180.00	1	1										
Multi-Insect Killer Spray, 250mL	3	tubes	200.00	600.00	1	1	1									
Sticky Note, 3 x 3, Yellow	5	pads	84.00	420.00	1	1	1	1	1							
Laminating Film, A4, 100 shts/box, 250 microns	1	boxes	1,430.00	1,430.00	1											
Paper, Bond, A4, S-24, 80 gsm	5	reams	289.00	1,445.00	1	1	1	1	1							
Paper, Bond, Long, S-24, 80 gsm	5	reams	328.00	1,640.00	1	1	1	1	1							
Pen, Permanent Marker, black, fine tip	5	pieces	60.00	300.00	5											
Pen, Ball, red	20	pieces	10.00	200.00	10	10										
Pen, Ball, blue	20	pieces	10.00	200.00	10	10										
Pen, Highlighter, yellow	5	pieces	45.00	225.00	5											
Pen, Sign, .5mm, Gel-type, Blue	5	piece	35.00	175.00	5											
Pen, Whiteboard Marker, blue,	5	pieces	50.00	250.00	5											
Ring Binder, plastic, 12mm, 1/2" black	5	pieces	12.00	60.00	5											
Ring Binder, plastic, 6mm, 1/4" black	5	pieces	8.00	40.00	5											
Ring Binder, plastic, 25mm, 1" black	5	pieces	30.00	150.00	5											
Ring Binder, plastic, 14mm, 5/8" black	3	pieces	18.00	54.00	3											
Rubber sponge, round	5	pieces	13.00	65.00	5											
Ruler, Plastic, 12"	3	pieces	15.00	45.00	3											
Scissors, 6" heavy duty, good quality	5	piece	68.00	340.00	5											
Soap, Toilet, regular size	5	pieces	35.00	175.00	5											
Staple wire remover	3	pieces	40.00	120.00	3											

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
Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomic PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	1	pcs	1,500.00	1,500.00	1											
Stapler, HD No.35	2	pc	350.00	700.00	2											
Sticker Paper, high gloss A4 size, 50 sheets/pack	1	pack	155.00	155.00	1											
Tape, Double Sided, 1" x 10m	2	rolls	45.00	90.00	2											
Tape, Double Sided, 3/4" x 10m	2	rolls	26.00	52.00	1	1										
Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	3	pack	40.00	120.00	1	2										
Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	1	pcs	880.00	880.00	1											
Broom, Soft (Tambo), Large, Heavy Duty	5	pcs	250.00	1,250.00	5											
Stick Broom (tingting) 6" from the top, approx 370 pcs	5	piece	40.00	200.00	1	1	1	1	1							
Folder, File, Long, 14pts, White	7	piece	10.00	70.00	5	2										
Paper, Specialty 200gsm, A4, white	1	pack	60.00	60.00	1											
Pen, Permanent Marker, red, fine tip	5	pieces	60.00	300.00	5											
Specialty, board, long 8-1/2 x 13, 220 gsm, white, vellum, 10pcs/pack	1	pack	85.00	85.00	1											
Correction Tape, 8m x 5mm wide	5	pc	40.00	200.00	5											
Ink, Refill, for Permanent Marker, Black, 30mL	1	btls	115.00	115.00	1											
Sub-Total				21,055.00												
Grand Total				28,405.00												

Prepared by:

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Head, Budget Office

Date: 08/14/2023

<> *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 Furniture, Laboratory Supplies, IT Equipment, Construction & Electrical Supplies, Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies