

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



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

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PPMP-2023-0331-108904

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2023

Unit/Office/Dept/Div: **Office of the Dean of Students**

Project Code: **ODS-STUDENT WELFARE SERVICES 2023 OFFICE SUPPLIES**

Purpose: **OFFICE SUPPLIES**

Total Budget : **48,799.13**

Funding : **GF-MOOE**

PPMP #: **186-5-1551-2023-2-0-11**

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 (Unleaded) - For VSU Fuel Station (for messengerial and travel	100	liters	85.00	8,500.00					100							
Sub-Total				8,500.00												
IT Supplies and Equipment																
Ink, Gestetner DX-2430 Reisograph Copy Printer, 500ml	2	pieces	1,080.24	2,160.48					2							
Ink, Epson 003,Genuine Black 65mL	10	btl	350.00	3,500.00					10							
Ink, EPSON 003,Genuine Cyan 65mL	3	btl	350.00	1,050.00					3							
Ink, EPSON 003,Genuine Magenta 65mL	3	btl	350.00	1,050.00					3							
Ink, EPSON 003,Genuine Yellow 65mL	3	btl	350.00	1,050.00					3							
Sub-Total				8,810.48												
Office Furniture & Fixture																
Computer Table, tower type	1	unit	3,000.00	3,000.00					1							
Sub-Total				3,000.00												
Office Supplies																
Clip Board, Plastic, with PVC Cover, A4, any color	5	pcs	198.00	990.00					5							
Clip Board, Plastic, with PVC Cover, Long, any color	2	pcs	222.00	444.00					2							
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	5	boxes	20.00	100.00					5							
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	5	boxes	30.00	150.00					5							
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	5	boxes	50.00	250.00					5							

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
Clip, Double Binder, 2" (approx. 51mm) , Black, 12pcs/box	5	boxes	70.00	350.00					5							
Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	5	boxes	20.00	100.00					5							
Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box	5	boxes	55.00	275.00					5							
Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box	5	boxes	76.00	380.00					5							
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	10	box of 50's	30.00	300.00					10							
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	10	boxes	14.00	140.00					10							
Crayons, 48 colors	5	box of 50's	180.00	900.00					5							
Soap, Detergent, Liquid, 1 gal, any scent	1	gal	350.00	350.00					1							
Disinfectant Cleaner, multi-surface, scented	1	gal	420.00	420.00					1							
Envelope, Expanding, Plastic, Long	5	pc	54.00	270.00					5							
Envelope, Expanding, with garter tie, brown, long	20	pc	15.00	300.00					20							
Envelope, Expanding, with garter tie, green, long	20	pc	15.00	300.00					20							
Fastener, Paper, plastic, 50 sets/box	10	boxes	38.00	380.00					10							
Folder, File, Short, 14pts, White	500	piece	8.00	4,000.00					500							
Glue Gun, Small (approx. 4x12x 18cm)	2	pcs	185.00	370.00					2							
Glue Stick, Small, for Glue Gun	10	pcs	7.00	70.00					10							
Glue, Multi-Purpose, White, at least 454g (473mL)	2	btls	495.00	990.00					2							
Specialty Board, short 8-1/2 x 11, 220 gsm, Cream (10pcs/pack)	10	pack	65.00	650.00					10							
Specialty Paper, A4, Ivory	1	pack	500.00	500.00					1							
Paper, Bond, Colored, Long, S-16, 56gsm, Pink	10	reams	315.00	3,150.00					10							
Facial Tissue 1 Pc 14 x 9 Cm	25	boxes	125.00	3,125.00					25							
Tissue, Bathroom, 2 Ply, 12rolls/pack	6	pack	204.00	1,224.00					6							
Paper, Bond, A4, S-24, 80 gsm	15	reams	289.00	4,335.00					15							
Paper, Bond, Long, S-24, 80 gsm	5	reams	328.00	1,640.00					5							
Paper, Bond, Colored, Short, S-16, 56gsm, Pink	2	reams	264.00	528.00					2							
Pen, Sign, .5mm, Gel-type, Blue	10	piece	35.00	350.00					10							
Pen, Ball, blue	25	pieces	10.00	250.00					25							
Sub-Total				27,581.00												

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
Grand Total				47,891.48												

Prepared by: _____

JUNARD C. GUCELA

Noted by: _____

MANOLO B. LORETO JR.
Unit Head/Project Leader

Noted By: _____

ALICIA M. FLORES
Head, Budget Office

Date: **03/31/2023**

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