

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



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

SCAN HERE



PPMP-2023-0814-137624

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2024

Unit/Office/Dept/Div: **Quality Assurance Center**
 Project Code: **QAC-2024**
 Purpose: **OFFICE SUPPLIES FOR 2024**

Total Budget : **129,212.86**
 Funding : **GF-MOOE**
 PPMP #: **206-5-3029-2024-7-0-0**

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																
Bulb, LED, 15W	5	pieces	300.00	1,500.00	5											
LED Bulb, 9 watts	4	pcs	150.00	600.00	4											
Sub-Total				2,100.00												
Hardware																
LED Bulb, 13 watts, 87% Energy Saving	4	pcs	250.00	1,000.00	4											
Sub-Total				1,000.00												
IT Supplies and Equipment																
Ink, Epson 003,Genuine Black 65mL	15	btl	350.00	5,250.00	15											
Ink, EPSON 003,Genuine Magenta 65mL	8	btl	350.00	2,800.00	8											
Ink, EPSON 003,Genuine Yellow 65mL	8	btl	350.00	2,800.00	8											
Ink, EPSON 003,Genuine Cyan 65mL	8	btl	350.00	2,800.00	8											
Epson 001 ink, Black, 127ml, Genuine	8	btls	600.00	4,800.00	8											
Epson 001 ink, Cyan, Genuine	7	btls	350.00	2,450.00	7											
Epson 001 ink, Magenta, Genuine	7	btls	350.00	2,450.00	7											
Epson 001 ink, Yellow, Genuine	6	btls	350.00	2,100.00	6											
Mouse, Wired, Optical, USB	3	pieces	210.00	630.00	3											
Computer Keyboard USB	2	pcs	400.00	800.00	2											
Sub-Total				26,880.00												
Office Furniture & Fixture																
Office Table	3	pc	4,000.00	12,000.00	1			2								
Office Chair	3	pieces	5,000.00	15,000.00	2			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
Sub-Total				27,000.00												
Office Supplies																
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	20	tubes	220.00	4,400.00	5			5			5			5		
Bathroom Deodorizer, with holder, at least 100g, any scent	10	pcs	80.00	800.00	5			5								
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	2	boxes	50.00	100.00	2											
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/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											
Toilet Brush with Holder	5	set	180.00	900.00	5											
Toilet Bowl Cleaner, at least 1 gallon	5	gal	395.00	1,975.00	5											
Soap, Dishwashing, Liquid, 250mL	15	btls	150.00	2,250.00	10			5								
Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	2	pcs	1,500.00	3,000.00	1			1								
Soap, Toilet, regular size	20	pieces	35.00	700.00	5			5			5			5		
Disinfectant Cleaner, multi-surface, scented	6	gal	420.00	2,520.00	6											
Broom, Stick Broom, Tukog	5	- pc	40.00	200.00	5											
Broom, Soft (Tambo), Large, Heavy Duty	5	pcs	250.00	1,250.00	5											
Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	2	pcs	420.00	840.00	2											
Staple Wire, #35	30	boxes	35.00	1,050.00	30											
Stapler, HD No.35	4	pc	350.00	1,400.00	4											
Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	10	packs	38.00	380.00	10											
Paper, Specialty 200gsm 8-1/2x11, 10s , Cyril Pink	10	packs	38.00	380.00	10											
Pen, Ball, blue	100	pieces	10.00	1,000.00	100											
Paper, Bond, A4, S-20, 70 gsm	100	reams	253.00	25,300.00	100											
Folder, Expanded, Long (Light Blue)	20	pcs	30.00	600.00	20											

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	10	kl	105.00	1,050.00	10											
Tissue, Bathroom, 2 Ply, 12rolls/pack	20	pack	204.00	4,080.00	20											
Rags, large, good quality, size 24"x15", water absorbent	5	pcs	40.00	200.00	5											
Data Filer, Big size, Legal	5	pieces	500.00	2,500.00	5											
Pen, Whiteboard Marker, black	3	pieces	50.00	150.00	3											
Pen, Whiteboard Marker, red	3	pieces	50.00	150.00	3											
Pen, Whiteboard Marker, blue,	3	pieces	50.00	150.00	3											
Pen, Permanent Marker, black, broad tip	3	pieces	60.00	180.00	3											
Pen, Permanent Marker, blue, broad tip	3	pieces	60.00	180.00	3											
Pen, Permanent Marker, red, broad tip	3	pieces	60.00	180.00	3											
Multi-Insect Killer Spray, 250mL	5	tubes	200.00	1,000.00	5											
Cleaner, Glass, 500mL, spray type, any scent	5	btl	200.00	1,000.00	5											
Mouse Pad, Rubber	3	pad	250.00	750.00	3											
Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes	21	pack	146.00	3,066.00	21											
Basin, Utility, Durable Plastic, Size: at least 15cm depth x 40.5cm diameter, any Color	3	pcs	205.00	615.00	3											
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	5	pack	125.00	625.00	5											
Alcohol, Ethyl, 70% solution, 1 gallon	10	gallons	600.00	6,000.00	5			5								
Sub-Total				72,196.00												
Grand Total				129,176.00												

Prepared by: _____

DAISY E. PANTORILLA

Noted by: _____

ROTACIO S. GRAVOSO
Unit Head/Project Leader

Noted By: _____

ALICIA M. FLORES
Head, Budget Office 201-2014

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