

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



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **Office of the Vice President for Research, Extension and Innovation**
 Project Code: **OVPREI.A.III.C**
 Purpose: **OFFICE SUPPLIES**

Total Budget : 200,000.00
 Funding : **GF-MOOE**
 PPMP #: **152-5-2114-2023-4-0-0**

SCAN HERE



PPMP-2022-0530-35215

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
Agricultural/Farm Supplies																
Pots, Plastic, big, at least 14 inches diameter	50	pcs	80.00	4,000.00	10	10	10	10	10							
Polyethylene Pots, #21	1	pc	40.00	40.00	1											
Sub-Total				4,040.00												
Construction and Electrical Supplies																
Nails, Finishing 2-1/2"	5	kilos	100.00	500.00	5											
Nails, Common Wire, 1-1/2"	3	kl	80.00	240.00	1	1	1									
Roof Sealant, All-Purpose	1	gallon	300.00	300.00	1											
Sub-Total				1,040.00												
Hardwares																
Plywood, Marine, 3/4"(thickness) x 4' x 8'	10	piece	1,550.00	15,500.00	5	5										
Plywood, Marine, 1/4"(thickness) x 4' x 8'	20	piece	520.00	10,400.00	10	10										
Nails, Finishing, 1"	4	kl	80.00	320.00	4											
Nails, Finishing, 2"	3	kl	80.00	240.00	2	1										
Battery, Rechargeable, Alkaline, Size: AA Nominal Voltage 1.5V 2pcs/pack	3	pack	350.00	1,050.00	1	1	1									
Sub-Total				27,510.00												
IT Supplies and Equipment																
Computer Monitor 24", IPS	1	set	10,000.00	10,000.00	1											
Computer HD Webcam	1	pieces	4,000.00	4,000.00	1											
Computer Keyboard USB	1	pcs	400.00	400.00	1											
Sub-Total				14,400.00												

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
Mapping & Surveying Materials																
Battery, Energizer Double AA	1	pieces	454.00	454.00	1											
Sub-Total				454.00												
Medical & Dental Supplies & Equipment																
UPS (Computer)	1	unit	5,000.00	5,000.00	1											
Sub-Total				5,000.00												
Office Furniture & Fixture																
Ergonomic Office Chair	1	unit	14,500.00	14,500.00	1											
Sub-Total				14,500.00												
Office Supplies																
Tissue, Bathroom, 2 Ply, 12rolls/pack	20	pack	204.00	4,080.00	5	10	5									
Folder, Pressboard, US, Green, Long	100	pcs	30.00	3,000.00	30	30	30	10								
Folder, Ordinary, A4	50	pcs	7.00	350.00	20	20	10									
Binder Clip, 1.5", black	50	pcs	7.50	375.00	20	20	10									
Binder Clip, 2", black	50	pcs	8.50	425.00	10	20	20									
Fastener, Paper, plastic, 50 sets/box	5	boxes	38.00	190.00	3	2										
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	2	pack	125.00	250.00	1	1										
Paper, Bond, A4, S-24, 80 gsm	30	reams	289.00	8,670.00	10	10	10									
Paper, Bond, Long, S-24, 80 gsm	5	reams	328.00	1,640.00	2	3										
Paper, Bond, A4, S-20, 70 gsm	10	reams	253.00	2,530.00	5	2	3									
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	10	pack	250.00	2,500.00	3	3	3	1								
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	3	pack	115.00	345.00	1	1	1									
Battery, Rechargeable, Nickel-Metal Hydride, Size: AAA, 2 pcs/pack	1	pack	785.00	785.00	1											
Mop Rug, Heavy Duty, 100% cotton	5	pieces	90.00	450.00	1	1	1	1	1							
String Doormat/Rug/Basahan	5	pieces	100.00	500.00	2	2	1									
Laminating Film, A4, 100 shts/box, 250 microns	1	box of 50's	1,430.00	1,430.00	1											
Pen, Ball, blue	36	pieces	10.00	360.00	10	20	6									
Correction Tape, 8m x 5mm wide	5	pc	40.00	200.00	2	2	1									
Correction Tape, 10 meters	5	pcs	32.00	160.00	2	3										
External Hard Drive, 1 TB	2	unit	3,000.00	6,000.00	2											

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				34,240.00												
Grand Total				101,184.00												

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 Head, Budget Office

Date: 05/30/2022

*Funding Sources: General Fund(GF), Trust Fund(TF, Special Trust Fund(STF), IGP, Supplemental or Augmentation
 Note: Please make a separate PPM/P 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