

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



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



59-5-340-2022-8-0-0

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: Office of the Vice President for Admin. & Finance

Project Code: OVPAF-2022

Purpose: Office Use

Total Budget : 150,000.00

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
Communication/Courier Services																
Globe Pre-paid Cell Card, 500Php	12	pc	550.00	6,600.00	3			3			3			3		
Smart Prepaid Cell Card, 500Php	12	pc	550.00	6,600.00	3			3			3			3		
Sub-Total				13,200.00												
IT Supplies and Equipment																
Surge supressor 6 outlets	3	unit	200.00	600.00		3										
Desktop Microphone	1	pieces	650.00	650.00	1											
Web Camera for Laptop and Desktop	1	pcs	720.00	720.00	1											
ATX Power Supply (500W)	2	pieces	980.00	1,960.00		2										
Ink, Epson 003,Genuine Black 65mL	3	btl	350.00	1,050.00	3											
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											
Ink, Epson, genuine (C) T664, 70 ml	1	pieces	350.00	350.00				1								
Ink, Epson, genuine (M) T664, 70 ml	1	pieces	350.00	350.00				1								
Ink, Epson, genuine, (BK) T664, 70 ml	1	pieces	350.00	350.00				1								
Ink, Epson, genuine, (Y) T664, 70 ml	1	pieces	350.00	350.00				1								
Sub-Total				9,530.00												
Laboratory Supplies																
Apron	1	pc	3,500.00	3,500.00	1											
Sub-Total				3,500.00												
Office Supplies																

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
Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	5	pcs	192.00	960.00	3			2								
Alcohol, Ethyl, 70% solution, 1 gallon	5	gallons	600.00	3,000.00	5											
Bathroom Deodorizer, with holder, at least 100g, any scent	10	pcs	60.00	600.00	5						5					
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	5	pack	115.00	575.00			5									
Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	3	pcs	420.00	1,260.00			3									
Broom, Soft (Tambo), Large, Heavy Duty	5	pcs	250.00	1,250.00		5										
Stick Broom (tingting) 6" fr the top, approx 370 pcs	1	piece	40.00	40.00	1											
Cleaner, Glass, 500mL, any scent	5	btls	198.00	990.00	2				3							
Cleanser, Powder, 500g, any scent	6	btls	76.00	456.00	2		4									
Clear Book (Display Book), Refillable, A4/Short, 20 shts, any color	2	pcs	67.00	134.00			2									
Clear Book Refills, Legal (10pcs/set)	2	sets	42.00	84.00			2									
Whiteboard, Wall Mount, 4' x 8', w/ aluminum frame	1	pcs	4,962.00	4,962.00	1											
Correction Tape, 8m x 5mm wide	10	pc	40.00	400.00	5			5								
Cutting Mat, self-healing rubber, green, A3	1	pc	700.00	700.00	1											
Soap, Detergent, Liquid, 1 gal, any scent	1	gal	350.00	350.00	1											
Soap, Detergent, Powder, 1 kilo/pack, any scent	5	kl	105.00	525.00	5											
Soap, Dishwashing, Liquid, 250mL	5	btls	150.00	750.00	5											
Disinfectant Spray, 340g	1	can	465.00	465.00	1											
Fabric Conditioner, 1L, any scent	2	btls	415.00	830.00		1	1									
Foil, Aluminum, 16m x 30cm (approx. 260g)	2	boxes	290.00	580.00	2											
Folder, Pressboard, US, Green, Long	15	pcs	30.00	450.00				15								
Glue, Multi-Purpose, White, at least 130g (118mL)	2	btls	78.00	156.00	2											
Memo Notebooks, 80 leaves	5	pieces	29.00	145.00	2		2	1								
Muriatic Acid concentrated scented	3	gal	350.00	1,050.00	3											
Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	20	pcs	140.00	2,800.00	20											
Paper, Bond, Long, S-24, 80 gsm	5	reams	328.00	1,640.00			5									
Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	2	pack	65.00	130.00	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
Specialty Paper, long, 8-1/2 x 13, 220gsm, color: light green (10pcs/pack)	2	pack	65.00	130.00		1	1									
Pen, Sign, .5mm, Gel-type, Black	5	piece	35.00	175.00	5											
Pen, Sign, .5mm, Gel-type, Blue	12	piece	35.00	420.00	12											
My-Gel Gel Ink Pen refill 0.5mm, Blue	15	piece	25.00	375.00				15								
Puncher, 2 holes, heavy duty	1	pieces	155.00	155.00	1											
Record Book, Big, 300 pages	3	pcs	80.00	240.00	3											
Ring Binder, plastic, 51mm 2" black	5	pieces	55.00	275.00	5											
Ring Binder, plastic, 25mm ,1" black	5	pieces	30.00	150.00	5											
Ring Binder, plastic, 6mm, 1/4" black	2	pieces	8.00	16.00	2											
Ring Binder, plastic, 12mm, 1/2" black	5	pieces	12.00	60.00	5											
Scouring Pad, big economy size, good quality	5	pieces	50.00	250.00	5											
Sharpener, Pencil Heavy Duty good qlty	1	pieces	350.00	350.00	1											
Soap, Toilet , guest size	10	pieces	15.00	150.00	5		5									
Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	1	pcs	1,500.00	1,500.00	1											
Tape Dispenser, 1" tape, big core, any color	1	pcs	115.00	115.00	1											
Tape, Double Sided, 2" x 10m	1	rolls	70.00	70.00	1											
Tape, Magic, 12mm x 50m	2	rolls	196.00	392.00	2											
Tape, Packaging, 2" x 100 yards, Tan	2	rolls	55.00	110.00		2										
Tissue, Bathroom, 2 Ply, 12rolls/pack	3	pack	204.00	612.00	3											
Kitchen paper towel	4	pack	45.00	180.00	4											
Toilet Bowl and Urinal Cleaner, at least 500mL	3	btls	125.00	375.00	3											
Toilet Bowl Cleaner, at least 1 liter	2	btl	250.00	500.00	2											
Toilet Brush with Holder	2	set	180.00	360.00	2											
Sub-Total				32,242.00												
Vehicle Supplies																
Diesel fuel	200	liters	50.00	10,000.00	20	15	15	20	15	15	20	15	15	20	15	15
Sub-Total				10,000.00												
Grand Total				68,472.00												

Prepared by:


MARIA ROBERTA S. MIRAFLOR

Noted by:


DANIEL LESLIE S. TAN
Unit Head/Project Leader

Funds Available:


MYRNA S. PANCITO
Head, Budget Office

Date: 08/31/2021

*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