



85-2-297-2021-0-2



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2021

Unit/Office/Dept/Div: University Student Services Office
Project Code: USSO-2021

Total Budget : 26,171.88
Funding : GF

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

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
Office Supplies and Materials																
Acetate, Plastic #4	1	rolls	650.00	650.00			1									
Air Freshener, 280ml Glade Orange/Lemon	2	tubes	124.30	248.60				2								
Alcohol, Rubbing, Isopropyl 70% 500ml	30	bottles	45.00	1,350.00		15			15							
Book, Record 300 pp w/Official Record Book printing	12	pieces	73.80	885.60			12									
Book, Record 500 pp w/Official Record Book printing	10	pieces	98.10	981.00					10							
Calculator, Electronic Casio MX-12v LCD Display 12 digits two-way power	1	pieces	193.80	193.80			1									
Cleanser, powder, Dutch/Ajax 350 gms	20	can	20.00	400.00			20									
Clear book/File A4 20pockets good qty	10	pieces	43.00	430.00			10									
Clip Paper Plastic Gem type 33mm vinyl coated	22	boxes	10.00	220.00			22									
Contour Board 27 x 39-3/8 300gsm GREY Conqueror	1	pieces	43.00	43.00			1									
Contour Board 27 x 39-3/8 300gsm OYSTER Conqueror	1	pieces	43.00	43.00			1									
Contour Board 27 x 39-3/8 300gsm ULTRAWHITE Conqueror	1	pieces	43.00	43.00			1									
Correction Fluid, waterbase 20ml/btl Retouch	5	bottles	25.00	125.00			5									
Correction Pen, Touch & Go	5	pieces	75.00	375.00			5									
DOMEX, lemon scent, 500 ml	5	bottles	75.60	378.00					5							
Dust pan, plastic w/handle, large	4	pieces	25.00	100.00			4									
Duster, Cotton	4	pieces	25.00	100.00			4									
Duster, Feather	4	pieces	65.00	260.00			4									
Envelope, documentary for A4 size Kraft 150gsm	30	pieces	1.50	45.00					30							
Envelope, Expanding long blue w/garterized tie	10	pieces	12.00	120.00					10							
Envelope, Expanding long brown w/ tie	10	piece	12.00	120.00					10							

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
Envelope, Expanding long golden yellow w/garter tie	10	pieces	12.00	120.00					10							
Envelope, Expanding plastic long	10	pieces	29.90	299.00					10							
Envelope, Expanding plastic short	10	pieces	25.50	255.00					10							
Envelope, Expanding short blue w/garterized tie	10	pieces	10.50	105.00					10							
Envelope, Expanding short brown/maroon w/tie	10	pieces	10.50	105.00					10							
Envelope, Mailing ord long classic white S-20 10xx	1	boxes	170.00	170.00			1									
Eraser, whiteboard,	5	pieces	10.00	50.00					5							
Folder, Fancy w/design FFO28 Star	10	pieces	8.70	87.00			10									
Folder, Morocco beige long w/plastic binder	10	pieces	7.50	75.00			10									
Folder, Morocco beige short w/plastic binder	10	pieces	6.50	65.00			10									
Folder, Pressboard long US green, Single fold	25	pieces	18.00	450.00			25									
Folder, Pressboard long US green, double fold	25	pieces	30.00	750.00			25									
Folder, Pressboard short US green, Single fold	20	pieces	7.00	140.00			20									
Laid Board 27 x 39-3/8 220gsm Conqueror DiamondWhite	1	pieces	41.15	41.15			1									
Mop Handle, plastic	3	pieces	84.50	253.50								3				
Mop Handle, steel	3	pieces	84.50	253.50								3				
Ring Binder, plastic, 1/8" black	5	pieces	58.35	291.75					5							
Ring Binder, plastic, 1" black	5	pieces	13.00	65.00					5							
Ring Binder, plastic, 1/2" black	6	pieces	4.65	27.90					6							
Ring Binder, plastic, 1/4" black	5	pieces	12.00	60.00					5							
Post-it Pagemarkers 1/2 x 2 neon colors	5	pads	113.95	569.75					5							
Post-it-Note pad 2 x 2 3M self-stick Pastel color 400shs/pad	3	pads	86.70	260.10					3							
Puncher, Heavy Duty, Tian Shou	2	pieces	98.00	196.00								2				
Rubberband, Everlasting, 50 gms heavy duty	3	boxes	92.90	278.70			3									
Rubberband, #18, 445 gms/box	2	boxes	102.00	204.00			2									
Soap, Detergent Powder, 500gms	15	pack	52.00	780.00			15									
Soap, Detergent Bar, 400gms	10	bar	17.50	175.00			10									
Soap, Toilet , guest size	15	pieces	7.90	118.50			15									
Soft Broom Tambo heavy duty thick BAGUIO	6	pieces	32.70	196.20			6									
Stamping Pad size 2 Carter/Artline	2	pieces	125.00	250.00					2							
Staple Wire, #35	6	boxes	36.95	221.70								6				
Tape, Adhesive, double tape 1"	5	rolls	23.00	115.00								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
Tape, Masking 1" x 50m, good quality	5	rolls	33.15	165.75								5				
Tape, Masking 3", good quality	5	rolls	32.00	160.00								5				
Tape, Double Sided/Double Stick, Scotch 3M, 1"	5	rolls	65.00	325.00								5				
Tape, Packaging, 2" x 50m,, good quality	4	rolls	17.25	69.00								4				
Toilet brush with handle	10	pieces	19.50	195.00								10				
Zonrox, Disinfectant cleaner, lemon scented	10	gallons	124.00	1,240.00								10				
Soft Broom, ordinary	10	pieces	12.50	125.00								10				
Book, Record VAECO #85	5	pieces	257.60	1,288.00								5				
Pen, Ball, Pilot BP-S Fine, blue	20	pieces	15.00	300.00		20										
Pen, Ball, LOTUS, blue	50	pieces	5.00	250.00			50									
Battery, Energizer, size AA	10	pieces	45.00	450.00					10							
Correction Fluid, Touch & Go	5	bottles	38.00	190.00			5									
Envelope, Expanding long green w/ garterized tie	20	pieces	12.00	240.00					20							
Pen, Highlighting, Stabilo Boss asstid color	10	pieces	15.00	150.00					10							
Stick Broom (tingting) 6" fr the top, approx 370 pcs	10	piece	16.90	169.00								10				
Paper, Book, A4 size, 80 gsm, Double A	20	reams	234.00	4,680.00					20							
Folder, file, for A4size paper, 14pts	200	piece	2.00	400.00			200									
Battery, Alkaline size AAA, 2 pcs/pack	3	packet	19.30	57.90			3									
Battery, Alkaline size AA, 2 pcs/pack	3	packet	43.50	130.50			3									
Envelope, Expanding file accordion style w/12 pockets plastic w/handle	3	pieces	114.00	342.00			3									
Paper, Pad Rainbow color	5	pads	50.00	250.00					5							
Sub-Total				25,316.90												
Photocopying supplies																
Xerox Paper, Premium, A4 8.25 x 11.75" 70gsm	5	reams	170.50	852.50								5				
Sub-Total				852.50												
Grand Total				26,169.40												

Note: Please make a separate PMP for each funding source.

Categorize the entries such as Office Supplies, Office Appliance & Equipment, Office Furniture, Laboratory Supplies, Construction & Electrical Supplies, Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies