

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

SCAN HERE



PPMP-2022-0902-59612

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2023

Unit/Office/Dept/Div: **Office of the Head of Motor Pool Services**

Project Code: **MPSO-Office Supply 2023**

Purpose: **For Office use**

Total Budget : **75,000.00**

Funding : **GF-MOOE**

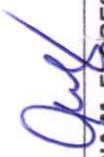
PPMP #: **184-5-971-2023-7-0-1**

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
IT Supplies and Equipment																
UPS Battery Backup, 1500VA	1	unit	10,000.00	10,000.00	1											
Sub-Total				10,000.00												
Office Equipment																
Labelling Printer	1	unit	8,500.00	8,500.00	1											
Sub-Total				8,500.00												
Office Supplies																
Paper, Bond, A4, S-20, 70 gsm	30	reams	253.00	7,590.00	30											
Car Freshener, Gel, at least 70g, Lemon/Orange scent	20	cans	180.00	3,600.00	20											
Fastener, Paper, plastic, 50 sets/box	10	boxes	38.00	380.00	10											
Tape, Masking, 1/2" x 25 yards	40	rolls	25.00	1,000.00	40											
Tape, Masking, 2" x 25 yards	7	rolls	95.00	665.00	7											
Tape, Packaging, 2" x 100 yards, Tan	5	rolls	75.00	375.00	5											
Stick Broom (tingting) 6" from the top, approx 370 pcs	20	piece	40.00	800.00	20											
Broom, Soft (Tambo), Large, Heavy Duty	5	pcs	250.00	1,250.00	5											
Floor Mop with wooden handle, heavy duty	5	pcs	240.00	1,200.00	5											
Pen, Ball, blue	20	pieces	10.00	200.00	20											
Pen, Ball, black	5	pieces	10.00	50.00	5											
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00	100											
Pencil, #2, Medium, Yellow, 12pcs/box	3	Box of 12's	120.00	360.00	3											
Correction Tape, 8m x 5mm wide	10	pc	40.00	400.00	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
Tape, Transparent, 12mm x 50m	20	rolls	68.00	1,360.00	20											
Nylon, #300, for grass cutter	5	kl	450.00	2,250.00	5											
Calculator, desktop-type, 12 digits, 2-way power, plastic keys	1	unit	530.00	530.00	1											
Record Book, Big, 300 pages	10	pcs	110.00	1,100.00	10											
Soap, Detergent, Bar, at least 350g, any scent	20	bar	38.00	760.00	20											
Soap, Detergent, Powder, 1 kilo/pack, any scent	10	kl	105.00	1,050.00	10											
Alcohol, Ethyl, 70% solution, 500mL	30	btl	125.00	3,750.00	30											
Stapler, HD No.35	1	pc	350.00	350.00	1											
Staple Wire, #35	5	boxes	30.00	150.00	5											
Sub-Total				30,170.00												
Grand Total				48,670.00												

Prepared by:  **VINCENT PAUL C. ASILOM**

Noted by:  **MARLON G. BURLAS**
Unit Head/Project Leader

Noted By:  **ALICIA M. FLORES**
Head, Budget Office

Date: 10/13/2022

<> *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