

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

SCAN HERE



PPMP-2022-0819-56563

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2023

Unit/Office/Dept/Div: Department of Forest Science
Project Code: DFS-Higher Education 2023
Purpose: For office use

Total Budget : 154,888.89

Funding : GF-MOOE

PPMP #: 31-5-2049-2023-7-0-0

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
Communication/Courier Services																
Smart Prepaid Cell Card, 500Php	4	pc	550.00	2,200.00							2			2		
Smart Prepaid Cell Card, 300Php	3	pc	330.00	990.00						1				2		
Sub-Total				3,190.00												
Hardwares																
Knife, 6", Stainless Steel	2	piece	200.00	400.00						2						
Sub-Total				400.00												
IT Supplies and Equipment																
Computer Keyboard USB	3	pcs	400.00	1,200.00							1			2		
Desktop Computer (i7), 11th Gen, 8GB RAM	1	unit	45,000.00	45,000.00						1						
Flash Drive, at least 32GB USB 3.0	1	piece	800.00	800.00						1						
Ink, Epson 003, Genuine Black 65mL	7	btl	350.00	2,450.00						5				2		
Ink, EPSON 003, Genuine Cyan 65mL	7	btl	350.00	2,450.00						5				2		
Ink, EPSON 003, Genuine Magenta 65mL	7	btl	350.00	2,450.00						5				2		
Ink, EPSON 003, Genuine Yellow 65mL	7	btl	350.00	2,450.00						5				2		
UPS, at least 500 w	2	piece	2,550.00	5,100.00						1				1		
Rechargeable Wireless Keyboard and Mouse Set	2	unit	950.00	1,900.00						1				1		
Mouse, Wired, Optical, USB	5	pieces	210.00	1,050.00						2				3		
External Hard Disk Drive (Portable, 1TB), USB 3.1	1	unit	3,000.00	3,000.00										1		
Sub-Total				67,850.00												
Office Equipment																
Water Dispenser, Cabinet type	1	pc	10,000.00	10,000.00							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
Air Condition Non-Inverter Window type 0.5HP, Standard size	1	unit	14,500.00	14,500.00							1					
Sub-Total				24,500.00												
Office Supplies																
Alcohol, Ethyl, 70% solution, 1 gallon	2	gallons	600.00	1,200.00	1									1		
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	5	tubes	220.00	1,100.00							3			2		
Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack	2	pack	785.00	1,570.00							1			1		
Battery, Rechargeable, Nickel-Metal Hydride, Size: AAA, 2 pcs/pack	1	pack	785.00	785.00										1		
Battery, Rechargeable, 9 volts	1	pcs	600.00	600.00							1					
Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	2	pcs	420.00	840.00							1			1		
Broom, Soft (Tambo), Large, Heavy Duty	5	pcs	250.00	1,250.00							3			2		
Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	5	pcs	192.00	960.00							3			2		
Vellum Board, White, Size: 8.5" x 11" (Letter), 180gsm, 10pcs/pack	9	packs	50.00	450.00							3			6		
Cleaner, Glass, 500mL, spray type, any scent	3	btl's	200.00	600.00										3		
Clip Board, Plastic, with PVC Cover, Long, any color	2	pcs	222.00	444.00							1			1		
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	10	boxes	20.00	200.00							5			5		
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	10	boxes	28.00	280.00							5			5		
Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	6	boxes	70.00	420.00							3			3		
Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	10	boxes	13.00	130.00							5			5		
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	10	box of 50's	30.00	300.00							5			5		
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	10	boxes	14.00	140.00							5			5		
Desk Tray, Metal, Double, Black, Dimension: approx. 18 x 25 x 38cm	1	pcs	500.00	500.00							1					
Soap, Detergent, Liquid, 1 gal, any scent	3	gal	350.00	1,050.00							2			1		
Soap, Detergent, Powder, 1 kilo/pack, any scent	5	kl	105.00	525.00							2			3		

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Soap, Dishwashing, Liquid, 250mL	3	btls	150.00	450.00							2			1		
Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	3	pcs	240.00	720.00							2			1		
Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	3	pcs	300.00	900.00							2			1		
Empty Water Bottle (5 gallon), round, blue	1	pc	190.00	190.00							1					
Envelope, Expanding, with garter tie, green, long	20	pc	15.00	300.00							10			10		
Flashlight, rechargeable, LED, 220-240V 50/60Hz, duration time: 10 hrs (low torch), 2.5 hrs (high torch)	1	pcs	1,675.00	1,675.00										1		
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00							50			50		
Folder, Pressboard, US, Green, Long	20	pcs	30.00	600.00							10			10		
Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	5	btls	120.00	600.00										5		
Ink, Refill, for Whiteboard Marker, Black, 30mL	5	btls	165.00	825.00										5		
Multi-Purpose Glue, 130 g	3	btl	60.00	180.00										3		
Sticky Note, 3 x 3, Yellow	10	pads	84.00	840.00							5			5		
Paper Cutter, wood, A4 size	1	piece	625.00	625.00										1		
Paper, Bond, A4, S-24, 80 gsm	50	reams	289.00	14,450.00							25			25		
Paper, Bond, Long, S-24, 80 gsm	20	reams	328.00	6,560.00							10			10		
Paper, Photo, matte finish, 146GSM, 10 shts/pack	5	pack	75.00	375.00										5		
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	5	pack	250.00	1,250.00							2			3		
Pen, Ball, blue	50	pieces	10.00	500.00							25			25		
Pen, Ball, red	20	pieces	10.00	200.00							10			10		
Pen, Sign, .5mm, Gel-type, Blue	10	piece	35.00	350.00							5			5		
Pen, Whiteboard Marker, black	12	pieces	50.00	600.00							6			6		
Pen, Whiteboard Marker, red	5	pieces	50.00	250.00							2			3		
Pencil, Lead, #2, w/ eraser	20	pieces	10.00	200.00							10			10		
Pin, Push, hammerhead type, asstd colors 50s/pack	2	boxes	35.00	70.00							1			1		
Rags, large, good quality, size 24"x15", water absorbent	5	pcs	40.00	200.00							3			2		
Record Book, Big, 500 pages	5	pcs	115.00	575.00							3			2		
Ring Binder, plastic, 38mm, 1-1/2" black	10	pieces	46.00	460.00							5			5		
Ring Binder, plastic, 8mm, 5/16" black	10	pieces	8.00	80.00							5			5		
Ring Binder, plastic, 14mm, 9/16" black	10	pieces	15.00	150.00							5			5		
Ring Binder, plastic, 20mm, 3/4" black	15	pieces	22.00	330.00							5			10		

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Ring Binder, plastic, 25mm, 1" black	10	pieces	30.00	300.00							5			5		
Rubber sponge, round	5	pieces	13.00	65.00										5		
Rubberband, #18, 350 gms/box	1	boxes	270.00	270.00										1		
Ruler, Plastic, 12"	5	pieces	15.00	75.00										5		
Ruler, Plastic, 24"	2	pieces	35.00	70.00							1			1		
Scissors, 8" heavy duty, good quality	3	pieces	75.00	225.00							1			2		
Soap, Toilet, regular size	5	pieces	35.00	175.00										5		
Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomic PP plastic mop handle, 360deg. spin microfibre mop head, 180deg. flexible mop pole	1	pcs	1,500.00	1,500.00										1		
Staple Wire No. 35-5M Leg Length 6mm (1/4")	5	boxes	80.00	400.00							2			3		
Stapler, HD No.35	1	pc	350.00	350.00										1		
Stick Broom (tingting) 6" from the top, approx 370 pcs	5	piece	40.00	200.00										5		
Sticker Paper, high gloss A4 size, 50 sheets/pack	1	pack	155.00	155.00										1		
Tape, Double Sided, 1" x 10m	3	rolls	35.00	105.00							3					
Tape, Double Sided, 2" x 10m	3	rolls	70.00	210.00							3					
Tape, Transparent, 12mm x 50m	2	rolls	68.00	136.00							2					
Tissue, Bathroom, 2 Ply, 12rolls/pack	5	pack	204.00	1,020.00							5					
Toilet Bowl and Urinal Cleaner, at least 500mL	3	btls	125.00	375.00							1			2		
Toilet Brush with Holder	3	set	180.00	540.00							2			1		
Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	5	pack	40.00	200.00							3			2		
PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	2	packs	500.00	1,000.00							1			1		
Original Portable Electric Kettle Water Heater 1.2L	1	pc	500.00	500.00							1					
Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	1	pcs	880.00	880.00							1					
Table Fork, Stainless steel, 1 doz	3	dozen	205.00	615.00							2			1		
Table Spoon, Stainless steel	3	dozen	205.00	615.00										3		
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	1	pack	115.00	115.00										1		
Sub-Total				58,945.00												
Grand Total				154,885.00												

Prepared by: NOESSA C. DAVID

Noted by: ANATOLIO N. POLINAR
Unit Head/Project Leader

Noted By: ALICIA M. FLORES
Head, Budget Office

Date: 08/19/2022

<> *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