

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



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

SCAN HERE



PPMP-2024-0213-178149

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2025

Unit/Office/Dept/Div: **Recruitment Selection Placement and Personnel Records Office**

Project Code: **RSPPRO-2025**

Purpose: **OFFICE USE**

Total Budget : **100,000.00**

Funding : **GF-MOOE**

PPMP #: **220-5-1237-2025-1-0-0**

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
Construction and Electrical Supplies																
Electrical Tape (Rubber)	1	pcs	180.00	180.00			1									
Sub-Total				180.00												
IT Supplies and Equipment																
External Hard Drive, 1 TB	2	unit	3,500.00	7,000.00			2									
UPS, 1000 VA	2	unit	3,000.00	6,000.00			2									
Headset, USB Wired, Noise Cancelling, Rotatable Mic. Boom	2	unit	1,500.00	3,000.00			2									
Epson 003 Ink Bottle for Epson L3150, Black	20	btls	400.00	8,000.00			20									
Epson 003 Ink Bottle for Epson L3150, YELLOW	10	btls	400.00	4,000.00			10									
Epson 003 Ink Bottle for Epson L3150, MAGENTA	10	btls	400.00	4,000.00			10									
Epson 003 Ink Bottle for Epson L3150, CYAN	10	btls	400.00	4,000.00			10									
Sub-Total				36,000.00												
Office Supplies																
Alcohol, Ethyl, 70% solution, 500mL	12	btls	125.00	1,500.00			12									
Calculator, desktop-type, 12 digits, 2-way power, plastic keys	1	unit	530.00	530.00									1			
Cleaner, Glass, 500mL, spray type, any scent	3	btls	220.00	660.00			3									
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	3	boxes	75.00	225.00			3									
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	5	boxes	60.00	300.00			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
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	5	box of 50's	30.00	150.00			3						2			
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	5	boxes	20.00	100.00			2						3			
Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm	1	pcs	820.00	820.00			1									
Soap, Dishwashing, Liquid, 250mL	5	btls	150.00	750.00			3						2			
Disinfectant Cleaner, multi-surface, scented	1	gal	420.00	420.00			1									
Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	3	pcs	250.00	750.00			3									
Envelope, Expanding, with garter tie, green, long	55	pc	20.00	1,100.00			40						15			
Fastener, Paper, plastic, 50 sets/box	5	boxes	40.00	200.00			3						2			
Folder, Pressboard, US, Green, Long	100	pcs	35.00	3,500.00			50						50			
Hand Towel, cloth, cotton	5	piece	35.00	175.00			3						2			
Hand Sprayer, plastic, 300 ml cap.	3	pieces	150.00	450.00			3									
Index Card, 4" x 6", ruled both sides, 100 pcs/pack	5	pack	42.00	210.00			3						2			
Index Card, 5" x 8", ruled both sides, 100 pcs/pack	30	pack	54.00	1,620.00			20						10			
Ink, for stamp pad, violet, 30mL, w/ applicator	10	btls	35.00	350.00			5						5			
Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)	10	pcs	150.00	1,500.00			5						5			
Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	10	pcs	140.00	1,400.00			5						5			
Multi-Insect Killer Spray, 250mL	2	tubes	300.00	600.00			2									
Sticky Note, 2 x 3, Yellow	5	pads	79.00	395.00			3						2			
Sticky Note, 3 x 3, Yellow	5	pads	84.00	420.00			3						2			
Sticky Note, 3 x 4, Yellow	5	pads	140.00	700.00			3						2			
Sticky Note, 3 x 5, Yellow	5	pads	150.00	750.00			3						2			
Paper Cutter HD, size 15x12", brown	1	pieces	900.00	900.00			1									
Laminating Film, A4, 100 shts/box, 250 microns	3	boxes	1,430.00	4,290.00			2						1			
Paper, Bond, A4, S-24, 80 gsm	60	reams	289.00	17,340.00			30						30			
Paper, Bond, Long, S-20, 70 gsm	30	reams	286.00	8,580.00			20						10			
Paper, Photo, Waterproof Glossy Inkjet, A4, 230 GSM No Backprint, 20 shts/pack	5	pack	95.00	475.00			2						3			
A4 Matte Photo Paper	5	packs	70.00	350.00			3						2			
2 ply Toilet Paper	50	rolls	25.00	1,250.00			30						20			

