

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



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



**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**CY 2024**

Unit/Office/Dept/Div: **Department of Computer Science and Technology**  
 Project Code: **DCST-2024**  
 Purpose: **Maintenance and Operating Expenses**

Total Budget : 100,000.00  
 Funding : **GF-MOOE**  
 PPMIP #: **6-5-442-2024-0-0-0**

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
<b>Agricultural/Farm Supplies/Livestock</b>																
Plastic Tags/ Label T Type	5	packs	300.00	1,500.00				5								
<b>Sub-Total</b>				<b>1,500.00</b>												
<b>Construction and Electrical Supplies</b>																
Flat Bar, 1/4"(thickness) x 1" x 6 meter	1	pcs	500.00	500.00			1									
<b>Sub-Total</b>				<b>500.00</b>												
<b>Fuel &amp; Lubricants</b>																
Gasoline, (Unleaded)	100	L	85.00	8,500.00		10	10	10	10	10	10	10	10	10	10	
<b>Sub-Total</b>				<b>8,500.00</b>												
<b>Hardware</b>																
Angle Bar, 1/4"(thickness) x 1-1/2" x 1-1/2" x 20', standard	2	length	1,000.00	2,000.00				2								
Angle Bar, 1/4"(thickness) x 2" x 2" x 20', standard	4	length	1,300.00	5,200.00									4			
<b>Sub-Total</b>				<b>7,200.00</b>												
<b>IT Supplies and Equipment</b>																
Ink, Epson 003, Genuine Black 65ml	4	btl	350.00	1,400.00			4									
Ink, EPSON 003, Genuine Magenta 65ml	2	btl	350.00	700.00				2								
Ink, EPSON 003, Genuine Cyan 65ml	2	btl	350.00	700.00				2								
Ink, EPSON 003, Genuine Yellow 65ml	2	btl	350.00	700.00				2								
<b>Sub-Total</b>				<b>3,500.00</b>												
<b>Office Supplies</b>																
Paper, Bond, A4, S-20, 70 gsm	40	reams	253.00	10,120.00			10	10	10	10						
Paper, Bond, A4, S-24, 80 gsm	10	reams	289.00	2,890.00						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
Paper, Mimeo, WW, A4, S-20	10	ream	220.00	2,200.00				10								
Paper, Mimeo, WW, Long, S-20	15	reams	228.00	3,420.00				15								
Paper, Mimeo, WW, Long, S-18	15	reams	218.00	3,270.00				5	5	5						
Paper, Mimeo, WW, Long, S-18	10	kl	150.00	1,500.00			5	5								
Soap, Detergent, Powder, 1 kilo/pack, any scent	10	btl	125.00	1,250.00				3	10							
Toilet Bowl and Urinal Cleaner, at least 500ml	3	gal	350.00	1,050.00												
Muriatic Acid concentrated scented	5	gallon	300.00	1,500.00			5									
Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 ml	5	gallon	300.00	1,500.00												
Bathroom Deodorizer, with holder, at least 100g, any scent	10	pcs	80.00	800.00				5	5							
Soap, Dishwashing, Liquid, 250ml	30	btl	150.00	4,500.00			10	10	10							
Soap, Dishwashing, Liquid, 250ml	50	pcs	30.00	1,500.00				50								
Gel Ink Sign Pen 0.5, blue	50	pieces	10.00	500.00			25	25	25							
Pen, Ball, red	75	pieces	50.00	3,750.00			20									
Pen, Whiteboard Marker, black	20	btl	165.00	3,300.00				10								
Ink, Refill, for Whiteboard Marker, Black, 30ml	10	btl	140.00	1,400.00												
Alcohol, Isopropyl, 70% solution, 500ml	5	tubes	700.00	3,500.00					5							
Multi-Insect Killer Spray, 600ml	5	tubes	220.00	1,100.00							5					
Air Freshener, Spray, at least 280ml, Lemon/Orange Scent	1	pcs	250.00	250.00				5			1					
Broom, Soft (Tambo), Large, Heavy Duty	5	pc	50.00	250.00				5								
Broom, Stick Broom, Tukog	5	gal	420.00	2,100.00				10								
Disinfectant Cleaner, multi-surface, scented	10	btl	200.00	2,000.00					5							
Glass cleaner 500ml lemon w/spray	5	pack	204.00	1,020.00					5							
Tissue, Bathroom, 2 Ply, 12rolls/pack	5	pieces	45.00	225.00					10							
Pen, Highlighter, yellow	10	rolls	45.00	450.00									10			
Tape, Double Sided, 1" x 10m	10	rolls	120.00	1,200.00			10									
Tape, Transparent, 24mm x 50m	10	rolls	48.00	480.00								5				
Tape, Masking, 1" x 25 yards	5	boxes	20.00	100.00												
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	10	box of 50's	30.00	300.00							10					
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 gms	5	pieces	368.00	1,840.00											5	
File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal																



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
Magazine Box / Data File Box / Datafile, horizontal, made of chipboards, closed ends, Legal (Double)	10	pcs	195.00	1,950.00										10		
Folder, File, Long, 14pts, White	20	piece	10.00	200.00									20			
Folder, File, Short, 14pts, White	20	piece	8.00	160.00									20			
Fastener, Paper, plastic, 50 sets/box	5	boxes	40.00	200.00			5									
Laminating Film, A4, 100 shts/box, 250 microns	1	boxes	1,430.00	1,430.00				1								
Liquid Hand Soap, 500 ml.	25	btl	120.00	3,000.00								25				
<b>Sub-Total</b>				<b>64,705.00</b>												
<b>Vehicle Supplies</b>																
Diesel fuel	100	liters	84.00	8,400.00		10	10	10	10	10	10	10	10	10	10	
<b>Sub-Total</b>				<b>8,400.00</b>												
<b>Grand Total</b>				<b>94,305.00</b>												

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Date: 01/15/2024

<> \*Funding Sources: General Fund(GF), Trust Fund(TF), Special Trust Fund(STF), IGP, Supplemental or Augmentation  
Note: Please make a separate PMP 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