

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

SCAN HERE



PPMP-2022-0819-56665

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2023

Unit/Office/Dept/Div: College of Agricultural & Food Science

Project Code: 2023 PPMP - DOST-ASTHRDP-NSC (101T-416-10.6.7)

Purpose: Office Supplies

Total Budget : 40,000.00

Funding : TF

PPMP #: 34-4-478-2022-7-0-4

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
Agricultural/Farm Supplies																
broomstick	2	pcs	50.00	100.00			2									
Sub-Total				100.00												
Construction and Electrical Supplies																
Bulb, LED, 15W	5	pieces	300.00	1,500.00						5						
Sub-Total				1,500.00												
IT Supplies and Equipment																
Ink, Epson, genuine, (BK) T664, 70 ml	10	pieces	350.00	3,500.00			10									
Ink, Epson, genuine, (Y) T664, 70 ml	5	pieces	350.00	1,750.00			5									
Ink, Epson, genuine (C) T664, 70 ml	5	pieces	350.00	1,750.00			5									
Ink, Epson, genuine (M) T664, 70 ml	5	pieces	350.00	1,750.00			5									
Sub-Total				8,750.00												
Office Supplies																
Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	2	pcs	192.00	384.00			2									
Alcohol, Ethyl, 70% solution, 500ml	3	btl	125.00	375.00			3									
Bathroom Deodorizer, with holder, at least 100g, any scent	6	pcs	80.00	480.00			6									
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	4	boxes	28.00	112.00			4									
Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	4	boxes	70.00	280.00			4									

General Description	Quantity	Unit	UnitCost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Broom, Soft (Tambo), Large, Heavy Duty	1	pcs	250.00	250.00			1									
Cleanser, Powder, 500g, any scent	2	btls	76.00	152.00			2									
Disinfectant Cleaner, multi-surface, scented	1	gal	420.00	420.00			1									
Fastener, Paper, plastic, 50 sets/box	5	boxes	38.00	190.00			5									
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00						100						
Envelope, Expanding, with garter tie, green, long	100	pc	15.00	1,500.00						100						
Paper, Bond, A4, S-20, 70 gsm	20	reams	253.00	5,060.00			20									
Paper, Bond, Long, S-20, 70 gsm	15	reams	286.00	4,290.00			15									
Paper, Bond, A4, S-24, 80 gsm	15	reams	289.00	4,335.00			15									
Paper, Bond, Long, S-24, 80 gsm	5	reams	328.00	1,640.00			5									
Kitchen paper towel	5	pack	45.00	225.00			5									
Record Book, Big, 300 pages	3	pcs	110.00	330.00			3									
Record Book, Big, 500 pages	2	pcs	115.00	230.00			2									
Soap, Detergent, Powder, 1 kilo/pack, any scent	5	kl	105.00	525.00			5									
Soap, Dishwashing, Liquid, 250mL	5	btls	150.00	750.00			5									
Soap, hand, liquid, 250 ml	5	btls	135.00	675.00			5									
Staple Wire, #35	5	boxes	30.00	150.00			5									
Sticker Paper, high gloss A4 size, 50 sheets/pack	5	pack	155.00	775.00						5						
Tissue, Bathroom, 2 Ply, 12rolls/pack	5	pack	204.00	1,020.00			5									
Stapler, HD No.35	2	pc	350.00	700.00						2						
Pen, Whiteboard Marker, black	5	pieces	50.00	250.00			2			3						
Pen, Whiteboard Marker, red	5	pieces	50.00	250.00			5									
Pencil, Lead, #2, w/ eraser	15	pieces	10.00	150.00			15									
Pen, Ball, blue	24	pieces	10.00	240.00			12			12						
Pen, Highlighter, yellow	2	pieces	45.00	90.00			2									
Pen, Highlighter, orange	2	pieces	46.00	92.00			2									
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (JUMBO)	10	pc	150.00	1,500.00						10						
STICKY NOTES 2 X 3 ASSORTED COLORS	5	pad	79.00	395.00			5									
STICKY NOTE 3 X 3 ASSORTED COLORS	5	pad	79.00	395.00			5									
STICKY NOTES 3 X 4 ASSORTED COLORS	5	pad	79.00	395.00			5									
Sub-Total				29,605.00												

General Description	Quantity	Unit	UnitCost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Grand Total				39,955.00												

Prepared by: REMENTA J. SOLIS

Noted by: VICTOR B. ASIO
Unit Head/Project Leader

Noted By: NICK FREDDY R. BELLO
Head, Accounting Office

Date: 08/22/2022

<> *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