

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



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

SCAN HERE



PPMP-2022-0831-58629

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2023

Unit/Office/Dept/Div: **OFFICE OF THE CHIEF LEGAL OFFICER**

Project Code: **DPO-2023**

Purpose: **Office Supplies**

Total Budget : **50,000.00**

Funding : **GF-MOOE**

PPMP #: **153-5-1171-2023-7-0-1**

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
Office Equipment																
Hot & Cold water dispenser	1	unit	9,000.00	9,000.00	1											
Sub-Total				9,000.00												
Office Furniture & Fixture																
Open Type Filing Cabinet	1	pc	10,000.00	10,000.00	1											
Sub-Total				10,000.00												
Office Supplies																
Alcohol, Ethyl, 70% solution, 500mL	3	btls	125.00	375.00	3											
Alcohol, Isopropyl, 70% solution, 500mL	3	btls	140.00	420.00	3											
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	1	tubes	220.00	220.00	1											
Fastener, Paper, plastic, 50 sets/box	2	boxes	38.00	76.00	2											
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	5	box of 50's	30.00	150.00	5											
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	5	boxes	14.00	70.00	5											
Folder, File, Long, 14pts, White	250	piece	10.00	2,500.00	250											
Folder, Pressboard, US, Blue, Long	30	pieces	30.00	900.00	30											
Envelope, Document, Brown, 150 lbs, Long	20	pc	7.00	140.00	20											
Paper, Bond, Long, S-24, 80 gsm	5	reams	328.00	1,640.00	5											
Pen, Ball, blue	20	pieces	10.00	200.00	20											
Pen, Sign, .5mm, Gel-type, Blue	30	piece	35.00	1,050.00	30											

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
Calculator, desktop-type, 12 digits, 2-way power, plastic keys	2	unit	530.00	1,060.00	2											
Puncher, Heavy Duty	1	pieces	450.00	450.00	1											
Record Book, Big, 300 pages	2	pcs	110.00	220.00	2											
Ink, for stamp pad, violet, 30mL, w/ applicator	2	btls	35.00	70.00	2											
Stamping Pad size 4	2	pieces	134.00	268.00	2											
Scissors, 6" heavy duty, good quality	2	piece	68.00	136.00	2											
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	5	boxes	70.00	350.00	5											
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	5	boxes	46.00	230.00	5											
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	5	boxes	28.00	140.00	5											
Eraser, whiteboard, magnetic flannel	1	pc	60.00	60.00	1											
Data Filer, Big size, Legal	6	pieces	500.00	3,000.00	6											
Paper, Bond, A4, S-24, 80 gsm	20	reams	289.00	5,780.00	20											
Data filer box, double, 11 x 40 x 24cm	3	pcs	500.00	1,500.00	3											
Sub-Total				21,005.00												
Grand Total				40,005.00												

Prepared by: 
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Noted by:  8/31/2022
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Date: **08/31/2022**

<> *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