

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

SCAN HERE



PPMP-2023-0804-135708

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

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

Project Code: CAFS-2024

Purpose: Office Supplies

Total Budget : 80,000.00

Funding : GF-MOOE

PPMP #: 34-5-478-2024-7-0-0

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
Agricultural/Farm Supplies/Livestock																
Pots, Plastic, big, at least 14 inches diameter	10	pcs	100.00	1,000.00			10									
Sub-Total				1,000.00												
Construction and Electrical Supplies																
Bulb, LED, 15W	30	pieces	300.00	9,000.00			15			15						
Sub-Total				9,000.00												
Hardware																
Plywood, Marine, 1/4" (thickness) x 4' x 8'	3	piece	580.00	1,740.00						3						
Plywood, Marine, 1/2" (thickness) x 4' x 8'	2	piece	1,100.00	2,200.00						2						
Sub-Total				3,940.00												
IT Supplies and Equipment																
Ink, Epson 003, Genuine Black 65mL	10	btl	350.00	3,500.00			5			5						
Ink, EPSON 003, Genuine Cyan 65mL	5	btl	350.00	1,750.00						5						
Ink, EPSON 003, Genuine Magenta 65mL	5	btl	350.00	1,750.00						5						
UPS, at least 500 w	1	piece	2,550.00	2,550.00			1									
VOIP Phone	1	unit	6,000.00	6,000.00			1									
Sub-Total				15,550.00												
Office Supplies																
Acetate, transparent, guage #6, approx. 50m/roll	1	rolls	1,700.00	1,700.00			1									
Alcohol, Ethyl, 70% solution, 500mL	15	btls	125.00	1,875.00			15									
Bathroom Deodorizer, with holder, at least 100g, any scent	50	pcs	80.00	4,000.00			25			25						

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
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	4	pack	115.00	460.00			4									
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	5	pack	125.00	625.00			5									
Broom, Soft (Tambol), Large, Heavy Duty	4	pcs	250.00	1,000.00						4						
Car Freshener, Gel, at least 70g, Lemon/Orange scent	10	cans	180.00	1,800.00			10									
Cleaner, Glass, 500mL, spray type, any scent	5	btl's	200.00	1,000.00						5						
Cleanser, Powder, 500g, any scent	20	btl's	76.00	1,520.00			10			10						
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									
Soap, Dishwashing, Liquid, 250mL	5	btl's	150.00	750.00			5									
Glue Gun, Big (approx. 7x18x 28cm)	1	pcs	355.00	355.00			1									
Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	5	btl's	120.00	600.00			5									
Muriatic Acid concentrated scented	10	gal	350.00	3,500.00			5			5						
Pail, Plastic, 10 li cap.	2	pieces	200.00	400.00			2									
Pail, Utility, Plastic 100 liter cap/drum/water container	2	pieces	1,000.00	2,000.00						2						
Paper, Bond, A4, S-20, 70 gsm	40	reams	253.00	10,120.00			20			20						
Paper, Bond, A4, S-24, 80 gsm	20	reams	289.00	5,780.00			10			10						
Paper, Bond, Long, S-20, 70 gsm	10	reams	286.00	2,860.00			5			5						
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	5	pack	250.00	1,250.00						5						
Paper, Specialty 200gsm 8-1/2x11, 10s, White	10	packs	38.00	380.00			10									
Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	10	packs	38.00	380.00			10									
Pen, Permanent Marker, black, broad tip	3	pieces	60.00	180.00						3						
Pen, Permanent Marker, blue, fine tip	2	pieces	60.00	120.00						2						
Pen, Permanent Marker, blue, broad tip	2	pieces	60.00	120.00						2						
Pen, Permanent Marker, black, fine tip	2	pieces	60.00	120.00						2						
Pen, Ball, blue	15	pieces	10.00	150.00			10			5						
Pen, Sign, .5mm, Gel-type, Blue	15	piece	35.00	525.00			10			5						
Pencil, Lead, #2, w/ eraser	20	pieces	10.00	200.00			10			10						
Pin, Push, hammerhead type, asstd colors 50s/pack	3	boxes	35.00	105.00						3						
Pin, Map, round head, asstd. Color	3	boxes	35.00	105.00						3						
Specialty board, short 8-1/2 x 11, 120 gsm, white (10pcs/pack)	10	pack	65.00	650.00			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
Specialty Board, short 8-1/2 x 11, 220 gsm, Cream (10pcs/pack)	10	pack	65.00	650.00			10									
Staple Wire, #35	10	boxes	35.00	350.00			5			5						
Tissue, Bathroom, 2 Ply, 12rolls/pack	2	pack	204.00	408.00			2									
Toilet Bowl Cleaner, at least 1 gallon	5	gal	395.00	1,975.00			3			2						
Toilet Brush with Holder	3	set	180.00	540.00			3									
Detergent Soap Powder with Antibacterial, 500g	20	packs	60.00	1,200.00			10			10						
Sub-Total				49,973.00												
Grand Total				79,463.00												

Prepared by: REMENTA J. SOLIS

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Unit Head/Project Leader

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Head, Budget Office

Date: 08/04/2023

<> *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