

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



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

SCAN HERE



PPMP-2022-0830-58413

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2023

Unit/Office/Dept/Div: **Office of the Head of Performance Management and Rewards & Recognition**

Project Code: **OHPMRR-2023**

Purpose: **OFFICE SUPPLIES**

Total Budget : **30,000.00**

Funding : **GF-MOOE**

PPMP #: **174-5-176-2023-7-0-0**

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
Communication/Courier Services																
Voice Recorder	1	pc	4,500.00	4,500.00		1										
Sub-Total				4,500.00												
IT Supplies and Equipment																
Flash Drive, at least 32GB USB 3.0	1	piece	800.00	800.00			1									
Ink, Epson 003,Genuine Black 65mL	4	btl	350.00	1,400.00			1			1			1	1		
Ink, EPSON 003,Genuine Cyan 65mL	2	btl	350.00	700.00				1			1					
Ink, EPSON 003,Genuine Magenta 65mL	2	btl	350.00	700.00				1			1					
Ink, EPSON 003,Genuine Yellow 65mL	2	btl	350.00	700.00				1			1					
Sub-Total				4,300.00												
Office Supplies																
Duster, Microfiber (Cotton)	2	pcs	102.00	204.00	2											
Envelope, Document, Brown, 150 lbs, Long	20	pc	7.00	140.00				20								
Envelope, Document, Brown, 150 lbs, Short	100	pc	5.00	500.00			50				50					
Envelope, Expanding, with garter tie, brown, long	10	pc	15.00	150.00			5					5				
Envelope, Expanding, with garter tie, violet, long	10	pc	15.00	150.00					5					5		
Fastener, Paper, plastic, 50 sets/box	5	boxes	38.00	190.00		2				2			1			
Folder, File, Long, 14pts, White	50	piece	10.00	500.00		30			20							
Glue, Multi-Purpose, White, at least 130g (118mL)	6	btl	78.00	468.00		2		2				2				
Index Tab, transparent, self-adhesive, transparent, 5sets/box	5	boxes	65.00	325.00		3		2								
Ink, Refill, for Permanent Marker, Black, 30mL	1	btl	115.00	115.00			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
Ink, Refill, for Permanent Marker, Red, 30mL	1	btl's	115.00	115.00			1									
Multi-Insect Killer Spray, 250mL	1	tubes	200.00	200.00				1								
Sticky Note, 3 x 3, Yellow	3	pads	84.00	252.00			2			1						
Pail, Plastic, 10 li cap.	1	pieces	200.00	200.00			1									
Paper, Art, glossy, assorted colors, 500shts/ream	1	reams	235.00	235.00			1									
Paper, Bond, A4, S-24, 80 gsm	10	reams	289.00	2,890.00		5			5							
Paper, Bond, Long, S-24, 80 gsm	5	reams	328.00	1,640.00		3		2								
Paper, Bond, Colored, Long, S-16, 56gsm, Green	1	reams	315.00	315.00			1									
Pen, Permanent Marker, black, broad tip	5	pieces	60.00	300.00			3		2							
Pen, Permanent Marker, blue, fine tip	3	pieces	60.00	180.00			2		1							
Pen, Permanent Marker, blue, broad tip	5	pieces	60.00	300.00			3		2							
Pen, Permanent Marker, black, fine tip	3	pieces	60.00	180.00			2		1							
Pen, Permanent Marker, red, fine tip	3	pieces	60.00	180.00			2			1						
Pen, Permanent Marker, red, broad tip	3	pieces	60.00	180.00			2			1						
Pen, Highlighter, yellow	10	pieces	45.00	450.00			5		5							
Puncher, 2 holes, heavy duty	2	pieces	155.00	310.00		1		1								
Rubberband, #18, 350 gms/box	2	boxes	270.00	540.00		1		1								
Ruler, Plastic, 12"	2	pieces	15.00	30.00		1		1								
Scissors, 6" heavy duty, good quality	3	piece	68.00	204.00		2			1							
Tape, Double Sided, 1" x 10m	5	rolls	35.00	175.00		3			2							
Tape, Double Sided, 3/4" x 10m	5	rolls	26.00	130.00		3			2							
Tape, Duct, 2" x 25m, Black/Grey	1	rolls	180.00	180.00			1									
Tape, Masking, 1" x 25 yards	5	rolls	48.00	240.00		3			2							
Tape, Masking, 1/2" x 25 yards	5	rolls	25.00	125.00		3			2							
Tape, Masking, 3/4" x 25 yards	5	rolls	36.00	180.00		3			2							
Thumb Tacks, Small Box	1	boxes	12.00	12.00			1									
Tape, Transparent, 24mm x 50m	5	rolls	120.00	600.00		3			2							
Tape, Transparent, 12mm x 50m	5	rolls	68.00	340.00		3			2							
PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	1	packs	500.00	500.00			1									
Multi- Insect killer spray, 300ml	1	pc	219.00	219.00		1										
Soft Broom (Tambo) 200g minimum, heavy duty	1	pcs	220.00	220.00		1										
Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	1	pcs	420.00	420.00		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
Staple wire remover, Plier type, Metal	3	piece	100.00	300.00		2			1							
Alcohol, Ethyl, 75% solution, 1 gallon	3	gallon	480.00	1,440.00		1		1						1		
7 in 1 set Office Supplies Organizer	1	unit	300.00	300.00											1	
Pencil, #2, Medium, Yellow, 12pcs/box	2	Box of 12's	120.00	240.00				1						1		
Paper, Book, A4 size, 80 gsm	10	reams	285.00	2,850.00			5			5						
STICKY NOTES 2 X 3 ASSORTED COLORS	5	pad	79.00	395.00		2			2						1	
STICKY NOTES 3 X 4 ASSORTED COLORS	5	pad	79.00	395.00		2						2		1		
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	3	pack	125.00	375.00			2		1							
Ink, Refill, for Permanent Marker, Blue, 30mL	1	btls	115.00	115.00			1									
Sub-Total				21,194.00												
Grand Total				29,994.00												

Prepared by: FLORANTE G. DIDAL

Noted by: MIRIAM M. DE LA TORRE
Unit Head/Project Leader

Noted By: ALICIA M. FLORES
Head, Budget Office

Date: 08/30/2022

<> *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