

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



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

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**CY 2023**

Unit/Office/Dept/Div: **Bids and Awards Committee**  
 Project Code: **VSU-COA 2023**  
 Purpose: **FOR OFFICE USE**

Total Budget : **150,000.00**  
 Funding : **GF-MOOE**  
 PPMP #: **112-5-1671-2023-7-0-0**



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
<b>Hardware</b>																
Butane gas, 250gms,	1	can	150.00	150.00			1									
<b>Sub-Total</b>				<b>150.00</b>												
<b>IT Supplies and Equipment</b>																
Ink, Epson 003, Genuine Black 65ml	9	blt	350.00	3,150.00			9									
Ink, EPSON 003, Genuine Cyan 65ml	5	blt	350.00	1,750.00			5									
Ink, EPSON 003, Genuine Magenta 65ml	5	blt	350.00	1,750.00			5									
Ink, EPSON 003, Genuine Yellow 65ml	5	blt	350.00	1,750.00			5									
Flash Drive, at least 32GB USB 3.0	1	piece	800.00	800.00			1									
Laptop 14" (i5)	1	unit	44,000.00	44,000.00			1									
<b>Sub-Total</b>				<b>53,200.00</b>												
<b>Office Equipment</b>																
Heavy Duty Combo Binding Machine	1	unit	18,000.00	18,000.00			1									
<b>Sub-Total</b>				<b>18,000.00</b>												
<b>Office Supplies</b>																
Alcohol, Rubbing, 70% Isoprophyl, 1ltr.	5	blts	200.00	1,000.00			5									
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	5	boxes	28.00	140.00			5									
Binder Clip, 1.5", black	5	pcs	7.50	37.50			5									
Binder Clip, 2-inch, 12 pcs/box	2	boxes	100.00	200.00			2									
Paper, Bond, A4, S-20, 70 gsm	8	reams	253.00	2,024.00			8									
Paper, Bond, Long, S-20, 70 gsm	6	reams	286.00	1,716.00			6									



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, Bond, Short, S-20, 70 gsm	6	reams	245.00	1,470.00			6									
Calculator, desktop-type, 12 digits, 2-way power, plastic keys	4	unit	530.00	2,120.00			4									
Correction Tape, 10 meters	4	pcs	32.00	128.00			4									
Envelope, Brown, long, good quality	15	pcs	5.00	75.00			15									
Envelope, Expanding, with garter tie, brown, long	60	pc	15.00	900.00			60									
Gel Ink Sign Pen 0.5, black	36	pcs	25.00	900.00			36									
Gel Ink Sign Pen 0.5, blue	36	pcs	25.00	900.00			36									
Gel Ink Sign Pen 0.5, red	36	pcs	25.00	900.00			36									
Pen, Highlighter, yellow	2	pieces	45.00	90.00			2									
Pen, Highlighter, violet	3	pieces	47.00	141.00			3									
Pen, Highlighter, orange	2	pieces	46.00	92.00			2									
Tape, Masking, 2" x 25 yards	2	rolls	95.00	190.00			2									
Magfile double, black, legal	20	pcs	260.00	5,200.00			20									
Note Pad, 3" x 3", post-it, assorted colors	3	pads	35.00	105.00			3									
Note Pad, 4" x 5", post-it, assorted colors	3	pads	40.00	120.00			3									
Fastener, Paper, plastic, 50 sets/box	6	boxes	36.00	228.00			6									
Pencil, Lead, #2, w/ eraser	12	pieces	10.00	120.00			12									
Pen, Permanent Marker, black, broad tip	2	pieces	60.00	120.00			2									
Pen, Permanent Marker, blue, broad tip	2	pieces	60.00	120.00			2									
Pen, Permanent Marker, red, broad tip	2	pieces	60.00	120.00			2									
Ink, Refill, for Permanent Marker, Black, 30mL	1	btl	115.00	115.00			1									
Ink, Refill, for Permanent Marker, Red, 30mL	1	btl	115.00	115.00			1									
PVC Binding Cover, short, 100pcs/pack	1	pack	550.00	550.00			1									
Staple Wire, #35	4	boxes	30.00	120.00			4									
Stapler, HD No.35	2	pc	350.00	700.00			2									
Transparent Tape (1")	3	rolls	25.00	75.00			3									
Transparent Tape (2")	6	rolls	40.00	240.00			6									
Clear Packaging Tape	2	piece	80.00	160.00			2									
White Folders, 0.14mm long 100pcs/pack	2	packs	430.00	860.00			2									
White folders, short 100 pcs/pack	1	pack	350.00	350.00			1									
Rubberband, #18, 350 gms/box	2	boxes	270.00	540.00			2									
White Mailing Envelope, Long, 9 1/2 x 4 1/8	50	pcs	1.00	50.00			50									

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
Folder, Morocco, Short, w/ plastic binder, Blue	30	pieces	15.00	450.00			30									
Bathroom Deodorizer, with holder, at least 100g, any scent	2	pcs	80.00	160.00			2									
Soap, Detergent, Powder, 1 kilo/pack, any scent	2	kl	105.00	210.00			2									
Soap, Dishwashing, Liquid, 250ml	5	btl	150.00	750.00			5									
Plastic Straw Rope, Heavy Duty, at least 200m, Flat Film	5	pc	180.00	900.00			5									
Packing Rope for Cardboard Boxes	5	pcs	220.00	1,100.00			5									
Soft Broom (Tambo) 200g minimum, heavy duty	6	btl	125.00	750.00			6									
Toilet Bowl and Urinal Cleaner, at least 500ml	2	pcs	520.00	1,040.00			2									
Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 50L capacity																
<b>Sub-Total</b>				<b>28,391.50</b>												
<b>Grand Total</b>				<b>99,741.50</b>												

Prepared by:

ARJANERY B. ANTOFINA

Noted by:

JESSAMINE C. ECLEO  
Unit Head/Project Leader

Noted By:

Alicia M. Flores  
Head, Budget Office

Date: 09/02/2022

<> \*Funding Sources: General Fund(GF), Trust Fund(TF), Special Trust Fund(STF), IGP, Supplemental of 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