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

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

SCAN HERE
PPMP-2022-0913-63121

# PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2023

Unit/Office/Dept/Div: Office of the Director for Physical Plant
Project Code: PPO Office Supplies 2023
Purpose: For PPO office supplies 2023

Total Budget : 60,000.00
Funding : GF-MOOE
PPMP #: 176-5-89-2023-8-0-1

| 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 |
| ***IT Supplies and Equipment*** | | | | | | | | | | | | | | | | |
| Epson 001 ink, Black, 127ml, Genuine | 5 | btls | 600.00 | 3,000.00 | | 5 | | | | | | | | | | |
| Ink, Epson, genuine, (BK) T664, 70 ml | 20 | pieces | 350.00 | 7,000.00 | | 20 | | | | | | | | | | |
| ***Sub-Total*** | | | | **10,000.00** | | | | | | | | | | | | |
| ***Office Supplies*** | | | | | | | | | | | | | | | | |
| 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 | 100 | piece | 10.00 | 1,000.00 | | 100 | | | | | | | | | | |
| Hand Towel, cloth, cotton | 3 | piece | 35.00 | 105.00 | | 3 | | | | | | | | | | |
| Multi-Purpose Glue, 130 g | 5 | btl | 60.00 | 300.00 | | 5 | | | | | | | | | | |
| Sticky Note, 3 x 5, Yellow | 5 | pads | 150.00 | 750.00 | | 5 | | | | | | | | | | |
| Paper, Bond, A4, S-20, 70 gsm | 50 | reams | 253.00 | 12,650.00 | | 50 | | | | | | | | | | |
| Paper, Bond, Long, S-20, 70 gsm | 30 | reams | 286.00 | 8,580.00 | | 30 | | | | | | | | | | |
| Paper, Bond, Short, S-20, 70 gsm | 30 | reams | 245.00 | 7,350.00 | | 30 | | | | | | | | | | |
| Pen, Permanent Marker, black, fine tip | 3 | pieces | 60.00 | 180.00 | | 3 | | | | | | | | | | |
| Pen, Sign, .5mm, Gel-type, Blue | 100 | piece | 35.00 | 3,500.00 | | 100 | | | | | | | | | | |
| Pen, Ball, blue | 100 | pieces | 10.00 | 1,000.00 | | 100 | | | | | | | | | | |
| Pen, Highlighter, yellow | 20 | pieces | 45.00 | 900.00 | | 20 | | | | | | | | | | |
| Plastic bag (sando bag) 100pcs/pack large | 1 | pack | 95.00 | 95.00 | | 1 | | | | | | | | | | |
| Pencil, Lead, #2, w/ eraser | 30 | pieces | 10.00 | 300.00 | | 30 | | | | | | | | | | |
| Scissors, 8" heavy duty, good quality | 2 | pieces | 75.00 | 150.00 | | 2 | | | | | | | | | | |

| 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 |
| Sharpener, Pencil Heavy Duty good qlty | 1 | pieces | 350.00 | 350.00 | | 1 | | | | | | | | | | |
| Staple Wire, #35 | 100 | boxes | 30.00 | 3,000.00 | | 100 | | | | | | | | | | |
| Tape, Masking, 1" x 25 yards | 3 | rolls | 48.00 | 144.00 | | 3 | | | | | | | | | | |
| Received Stamp | 1 | pcs | 200.00 | 200.00 | | 1 | | | | | | | | | | |
| A4 Photo Paper | 3 | packs | 150.00 | 450.00 | | 3 | | | | | | | | | | |
| Sticky Note, 3x5 Colored | 5 | pads | 50.00 | 250.00 | | 5 | | | | | | | | | | |
| Document Tray | 5 | pc | 550.00 | 2,750.00 | | 5 | | | | | | | | | | |
| Bleach Orginal 250ml/bottle | 20 | btls | 16.00 | 320.00 | | 20 | | | | | | | | | | |
| Bleach Lemon 250mL/btl | 30 | btls | 16.00 | 480.00 | | 30 | | | | | | | | | | |
| Approved Stamp with Date Line and Signature Line (BLUE) | 2 | pcs | 320.00 | 640.00 | | 2 | | | | | | | | | | |
| ***Sub-Total*** | | | | **45,664.00** | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| ***Grand Total*** | | | | **55,664.00** | | | | | | | | | | | | |

Prepared by: **MARIO C. BANTUGAN**

Noted by: **MARIO LILIO P. VALENZONA**
Unit Head/Project Leader

Noted By: **ALICIA M. FLORES**
Head, Budget Office

Date: **09/13/2022**

<> *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