

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



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **Bids and Awards Committee**
 Project Code: **Procurement Office 2024**
 Purpose: **FOR OFFICE USE**

Total Budget : 117,932.86
 Funding : **GF-MOOE**
 PPMMP #: **112-5-1671-2024-6-0-0**



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
IT Supplies and Equipment																
Toner Cartridge Fuji Xerox DocuCentre S2011	2	pcs	4,300.00	8,600.00	2											
Sub-Total				8,600.00												
Office Supplies																
Data filer box, double, 11 x 40 x 24cm	10	pcs	500.00	5,000.00			10									
Data Filer, Big size, Legal	10	pieces	500.00	5,000.00			10									
Binder Clip, 2-inch, 12 pcs/box	3	boxes	100.00	300.00			3									
Envelope, Document, Brown, 150 lbs, Long	1000	pc	7.00	7,000.00			1000									
Envelope, Expanding, with garter tie, blue, long	1000	pc	15.00	15,000.00			1000									
Dishwashing Paste	12	pc	70.00	840.00			12									
Ultra Thick Bleach Toilet Cleaner	4	pc	130.00	520.00			4									
Puncher, 2 holes, heavy duty	3	pieces	315.00	945.00			3									
Glue, Multi-Purpose, White, at least 130g (118mL)	12	bits	78.00	936.00			12									
Rectangular Rags	12	pcs	60.00	720.00			12									
Foldable easy squeeze mop	1	pc	400.00	400.00			1									
Keyboard Cleaning Brush	10	pc	80.00	800.00			10									
A4 Cutting Tool Trimmer Guillotine Cutter Home Office	1	unit	500.00	500.00			1									
Staple Wire, #35	20	boxes	35.00	700.00			20									
Staple Wire, #10	10	boxes	15.00	150.00			10									
Heavy Duty Staple Wire 23/15 15mm (1000pcs per box)	10	box	100.00	1,000.00			10									
Heavy Duty Staple Wire 23/10 (1000pcs per box)	5	box	80.00	400.00			5									
Fabric Conditioner, 4L, any scent	1	gallon	1,210.00	1,210.00			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
A4 Photo Paper	4	packs	150.00	600.00			4									
Bathroom Deodorizer, with holder, at least 100g, any scent	12	pcs	80.00	960.00			12									
Alcohol, Ethyl, 70% solution, 500mL	12	btl	125.00	1,500.00			12									
Correction Tape, 8m x 5mm wide	12	pc	40.00	480.00			12									
Tape, Double Sided, 1" x 10m	6	rolls	45.00	270.00			6									
Paper, Bond, A4, S-24, 80 gsm	150	reams	289.00	43,350.00			150									
Liquid Hand Soap, 500 ml.	12	btl	100.00	1,200.00			12									
Soap, Toilet, regular size	6	pieces	35.00	210.00			6									
Fastener, Paper, plastic, 50 sets/box	12	boxes	38.00	456.00			12									
Pen, Sign, .5mm, Gel-type, Blue	56	piece	35.00	1,960.00			56									
Stick Broom (tingting) 6" from the top, approx 370 pcs	6	piece	40.00	240.00			6									
Feather Duster Household Dusting Brush with Telescopic Pole Stainless Steel	1	pc	200.00	200.00			1									
Microfiber cleaning cloths wiping rags double layer	6	pcs	25.00	150.00			6									
CONTINGENCY FUND	1	lot	15,000.00	15,000.00			1									
Sub-Total				107,997.00												
Grand Total				116,597.00												

Prepared by: 

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Noted by: 

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Noted By: 

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Head, Budget Office

Date: 09/07/2023

<> *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