

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



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



136-5-1078-2022-8-0-0

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2022

Unit/Office/Dept/Div: **Office of the Vice President for Planning, Resource Generation & Auxiliary Services**

Project Code: **OVPPRGAS-2022**

Purpose: **office supplies**

Total Budget : **100,000.00**

Funding : **GF-MOOE**

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																
Courier services	10	unit	200.00	2,000.00	2	2	2	2	2							
Sub-Total				2,000.00												
IT Supplies and Equipment																
Headset with Noise Cancelling Mic	6	unit	1,800.00	10,800.00		6										
Computer HD Webcam	6	pieces	1,200.00	7,200.00		6										
Sub-Total				18,000.00												
Office Supplies																
Lever Arch File Folder, Vertical, with Ring Binder & Side Metal Finger Pull, Size: 3", Long (Blue)	60	piece	140.00	8,400.00	10	10	10	10	10	10						
Tissue, Bathroom, 2 Ply, 12rolls/pack	3	pack	204.00	612.00	1		1		1							
Alchol, Isopropyl, 70% solution, 500mL, pump type	20	btls	250.00	5,000.00	3	2	3	2	4	6						
Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	36	pieces	90.00	3,240.00	10	6	5	5	5	5						
Sign pen, Fine Tech, 0.3mm. blue	12	pieces	30.00	360.00	3		3	3		3						
Pen, Ball, black	12	pieces	10.00	120.00	1	3	1	3	1	3						
Pen, Ball, blue	12	pieces	10.00	120.00	3		3	2	2	2						
Soap, Dishwashing, Liquid, 250mL	3	btls	150.00	450.00	1		1		1							
Fabric Conditioner, 1L, any scent	3	btls	415.00	1,245.00	1		1		1							
Bathroom Deodorizer, with holder, at least 100g, any scent	3	pcs	60.00	180.00	1			1		1						
Soap, Detergent, Powder, 1 kilo/pack, any scent	3	kl	105.00	315.00	1			1		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
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	3	pack	250.00	750.00	1			1		1						
Disinfectant Spray, 340g	12	can	465.00	5,580.00	2	2	2	2	2	2						
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	10	tubes	220.00	2,200.00	2	1	2	1	2	2						
Liquid Hand Soap	3	gallon	350.00	1,050.00	1		1		1							
Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear	3	box	850.00	2,550.00	1		1		1							
PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	2	packs	750.00	1,500.00	1			1								
Multi-Purpose Glue, 130 g	5	btl	60.00	300.00	1		1	1		2						
Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	1	pcs	880.00	880.00	1											
Name Stamp	5	pc	500.00	2,500.00	1		2	2								
Calculator, scientific ,10+2 digits, 2 line display, at least 240 functions	1	unit	700.00	700.00	1											
Duster, Feather	3	pcs	56.00	168.00	1		1	1								
Binder Clip, 2", black	100	pcs	8.50	850.00	10	30	20	20	10	10						
Received Stamp with Office Name	1	unit	500.00	500.00		1										
Ink for Self-inking stamp	5	btl	300.00	1,500.00	1	1	1	1	1							
Record Book, Big, 300 pages	10	pcs	80.00	800.00	1	1	1	5	1	1						
Record Book, Big, 500 pages	10	pcs	115.00	1,150.00	2	2	2	2	1	1						
Cleaner, Glass, 500mL, any scent	10	btls	198.00	1,980.00	2	1	2	1	2	2						
Sub-Total				45,000.00												
Grand Total				65,000.00												

Prepared by:

JANSEL JOI C. VILLAS

Noted by:

DILBERTO O. FERRAREN
Unit Head/Project Leader

Funds Available:

MYRNA S. PANCITO
Head, Budget Office

Date: **09/01/2021**

*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