

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



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

SCAN HERE



PPMP-2024-0202-175446

INDICATIVE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2025

Unit/Office/Dept/Div: **Risk Management Office**
 Project Code: **Risk Management Office Budget**
 Purpose: **For the Operation of the Office of the Risk Manager**

Total Budget : **70,000.00**
 Funding : **GF-MOOE**
 PPMP #: **205-5-2709-2025-1-0-0**

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
Food & Food Ingredients																
Snacks AM	100	set	80.00	8,000.00	10	10	10	10	10	10	10	10	10	10		
Snacks PM	100	packs	80.00	8,000.00	10	10	10	10	10	10	10	10	10	10		
Sub-Total				16,000.00												
IT Supplies and Equipment																
Rechargeable Wireless Keyboard and Mouse Set	1	unit	950.00	950.00	1											
Bluetooth Wireless Speakers, 20W RMS, IPX7 waterproof	1	pc	1,500.00	1,500.00	1											
Headset with Noise Cancelling Mic	2	unit	1,800.00	3,600.00	2											
UPS, at least 500 w	1	piece	2,550.00	2,550.00	1											
Sub-Total				8,600.00												
Office Furniture & Fixture																
Office Table with Mobile Pedestal	1	pc	12,500.00	12,500.00	1											
Senior Executive High back chair	1	pc	6,500.00	6,500.00	1											
Sub-Total				19,000.00												
Office Supplies																
Alcohol, Isopropyl, 70% solution, 500mL	7	btls	140.00	980.00	7											
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	2	tubes	220.00	440.00	2											
Hand Towel, cloth, cotton	10	piece	35.00	350.00	10											
Kitchen paper towel	1	pack	100.00	100.00	1											
Hand towel (microfiber)	5	pcs	100.00	500.00	5											
Glue Gun, Small (approx. 4x12x 18cm)	2	pcs	185.00	370.00	2											

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
Correction Tape, 10 meters	10	pcs	32.00	320.00	10											
Pilot G-2 05, Blue, 0.5mm	10	piece	75.00	750.00	10											
Vellum Board, Canary, A4, 220 GSM, 10 sheets per pack	10	pack of 10's	60.00	600.00	10											
7 in 1 set Office Supplies Organizer	4	unit	350.00	1,400.00	4											
Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	3	pack	40.00	120.00	3											
Sign Here Sticky Notes	10	pack	59.00	590.00	10											
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	10	pcs	200.00	2,000.00	10											
Soap, Dishwashing, Liquid, 250mL	5	btls	150.00	750.00	5											
Soap, hand, liquid, 250 ml	10	btls	135.00	1,350.00	10											
Pen, Sign, .5mm, Gel-type, Blue	25	piece	35.00	875.00	25											
Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	20	pieces	90.00	1,800.00	20											
Bundy Clock Time Card	2	pack of 100's	250.00	500.00	2											
Pencil, Lead, #2, w/ eraser	22	pieces	10.00	220.00	22											
Calculator, heavy duty, 12 digit display solar and battery	1	pc	530.00	530.00	1											
Glue Stick, Small, for Glue Gun	30	pcs	7.00	210.00	30											
Paper, Bond, A4, S-24, 80 gsm	5	reams	289.00	1,445.00	5											
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	2	pack	250.00	500.00	2											
Folder, File, Long, 14pts, White	20	piece	10.00	200.00	20											
Pen, Ball, black	10	pieces	10.00	100.00	10											
Pen, Highlighter, yellow	5	pieces	45.00	225.00	5											
Pen, Highlighter, orange	5	pieces	46.00	230.00	5											
Pen, Ball, red	10	pieces	10.00	100.00	10											
Bathroom Deodorizer, with holder, at least 100g, any scent	11	pcs	80.00	880.00	11											
Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	1	pcs	1,500.00	1,500.00	1											
Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	1	gallon	300.00	300.00	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
Broom, Stick Broom, Tukog	2	pc	50.00	100.00	2											
Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	2	pcs	420.00	840.00	2											
Broom and Dustpan Set	2	set	600.00	1,200.00	2											
Broom, Soft (Tambo), Large, Heavy Duty	2	pcs	250.00	500.00	2											
Sticker Paper, high gloss A4 size, 50 sheets/pack	10	pack	155.00	1,550.00	10											
Stapler, HD-# 10	2	pieces	120.00	240.00	2											
Staple wire remover, Plier type, Metal	3	piece	100.00	300.00	3											
Laminating Film, A4, 100 shts/box, 250 microns	1	boxes	1,430.00	1,430.00	1											
Sub-Total				26,395.00												
Grand Total				69,995.00												

Prepared by:

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Submitted by:

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Unit Head/Project Leader

{{-- Date: 02/06/2024

*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