

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



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

SCAN HERE



PPMP-2022-0902-59598

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**  
**CY 2023**


Unit/Office/Dept/Div: **Institute of Human Kinetics**  
 Project Code: **IHK 2023**  
 Purpose: **For Office use**

Total Budget : **175,000.00**  
 Funding : **GF-MOOE**  
 PPMP #: **20-5-2108-2023-7-0-0**

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>IT Supplies and Equipment</b>																
Headset with Noise Cancelling Mic	2	unit	1,800.00	3,600.00	2											
Web Camera for Laptop and Desktop	2	pcs	720.00	1,440.00	2											
Speaker, for PC, 2.1 (Speaker with Subwoofer)	2	pc	1,500.00	3,000.00	2											
<b>Sub-Total</b>				<b>8,040.00</b>												
<b>Laboratory Supplies</b>																
Bleach, liquid, 99.9% antibac, 1 gallon	4	gallon	450.00	1,800.00	2						2					
<b>Sub-Total</b>				<b>1,800.00</b>												
<b>Office Supplies</b>																
Fastener, Paper, plastic, 50 sets/box	60	boxes	38.00	2,280.00	30						30					
Record Book, Big, 500 pages	20	pcs	115.00	2,300.00	10						10					
Alcohol, Ethyl, 70% solution, 500mL	40	btls	125.00	5,000.00	20						20					
Puncher, 2 holes, heavy duty	10	pieces	155.00	1,550.00	5						5					
Glue, Multi-Purpose, White, at least 130g (118mL)	20	btls	78.00	1,560.00	10						10					
Pen, Highlighter, yellow	10	pieces	45.00	450.00	5						5					
Thumb Tacks, Small Box	20	boxes	12.00	240.00	10						10					
Paper Clips Small Vinyl (33MM)	10	Box of 100's	35.00	350.00	10											
Scissors, 8" heavy duty, good quality	10	pieces	75.00	750.00	10											
Stapler, HD-# 10	10	pieces	120.00	1,200.00	10											
Folder, File, Long, 14pts, White	60	piece	10.00	600.00	30						30					
Tape, Double Sided, 1" x 10m	10	rolls	35.00	350.00	5						5					

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
Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)	6	pcs	520.00	3,120.00	3						3					
Data filer A4 Size	70	pcs	250.00	17,500.00	40						30					
Folder long (Yellow Color)	60	pcs	10.00	600.00	40						20					
Folder, File, Short, 14pts, White	50	piece	8.00	400.00	30						20					
Sponge (plato)	20	pcs	10.00	200.00	10						10					
Ruler, Plastic, 12"	10	pieces	15.00	150.00	5						5					
Eraser, Rubber, high quality	10	pc	45.00	450.00	5						5					
Eraser, Blackboard, wood design, Big (3x13x5cm)	10	pcs	56.00	560.00	10											
Eraser, whiteboard, magnetic flannel	10	pc	60.00	600.00	10											
Clear Packaging Tape	10	piece	80.00	800.00	5						5					
Pencil, Lead, #2, w/ eraser	20	pieces	10.00	200.00	10						10					
Broom, Soft (Tambo), Large, Heavy Duty	4	pcs	250.00	1,000.00	2						2					
Dust pan, plastic, stand-up handle, large	4	pc	140.00	560.00	2						2					
<b>Sub-Total</b>				<b>80,317.00</b>												
<b>Grand Total</b>				<b>90,157.00</b>												

Prepared by:   
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Noted By:   
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Date: **09/05/2022**

<> \*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