

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



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

SCAN HERE



PPMP-2022-0826-58169

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2023

Unit/Office/Dept/Div: Office of the Head of Records and Archives

Project Code: OHRA-2023

Purpose: Office/Semi-Expendable Supplies

Total Budget : 100,000.00

Funding : GF-MOOE


PPMP #: 134-5-340-2023-7-0-0

| 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 |
| Construction and Electrical Supplies | | | | | | | | | | | | | | | | |
| Extension wire with 4 gang Universal Convenience Outlet, at least 10m long | 2 | pc | 500.00 | 1,000.00 | 2 | | | | | | | | | | | |
| Sub-Total | | | | 1,000.00 | | | | | | | | | | | | |
| Electronics supplies | | | | | | | | | | | | | | | | |
| Selfie LED Ring Light 10" with Tripod | 1 | unit | 500.00 | 500.00 | 1 | | | | | | | | | | | |
| Sub-Total | | | | 500.00 | | | | | | | | | | | | |
| Food & Food Ingredients | | | | | | | | | | | | | | | | |
| Snacks | 20 | set | 50.00 | 1,000.00 | | | | 20 | | | | | | | | |
| Sub-Total | | | | 1,000.00 | | | | | | | | | | | | |
| Hardwares | | | | | | | | | | | | | | | | |
| Bulb, LED, 20 Watts | 5 | pc | 400.00 | 2,000.00 | | | 5 | | | | | | | | | |
| Sub-Total | | | | 2,000.00 | | | | | | | | | | | | |
| IT Supplies and Equipment | | | | | | | | | | | | | | | | |
| Keyboard And Mouse Combo Bundle, USB powered | 1 | set | 600.00 | 600.00 | | | 1 | | | | | | | | | |
| HDMI to HDMI cable | 1 | piece | 500.00 | 500.00 | 1 | | | | | | | | | | | |
| Epson 001 ink, Black, 127ml, Genuine | 2 | btls | 600.00 | 1,200.00 | | | | 2 | | | | | | | | |
| Epson 001 ink, Cyan, Genuine | 2 | btls | 350.00 | 700.00 | | | | 2 | | | | | | | | |
| Epson 001 ink, Yellow, Genuine | 2 | btls | 350.00 | 700.00 | | | | 2 | | | | | | | | |
| Epson 001 ink, Magenta, Genuine | 2 | btls | 350.00 | 700.00 | | | | 2 | | | | | | | | |
| Ink, Epson, genuine (C) T664, 70 ml | 1 | pieces | 350.00 | 350.00 | | | | 1 | | | | | | | | |
| Ink, Epson, genuine (M) T664, 70 ml | 1 | pieces | 350.00 | 350.00 | | | | 1 | | | | | | | | |

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|---|----------|---------|-----------|------------------|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | | | | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Ink, Epson, genuine, (BK) T664, 70 ml | 1 | pieces | 350.00 | 350.00 | | | | 1 | | | | | | | | |
| Ink, Epson, genuine, (Y) T664, 70 ml | 1 | pieces | 350.00 | 350.00 | | | | 1 | | | | | | | | |
| AVR, 500W (IC Controlled) | 2 | unit | 500.00 | 1,000.00 | | | | 2 | | | | | | | | |
| UPS, 650VA, Universal Sockets | 2 | pc | 2,800.00 | 5,600.00 | | | | 2 | | | | | | | | |
| Cover for keyboard | 5 | pieces | 50.00 | 250.00 | 5 | | | | | | | | | | | |
| Speaker, for PC, 2.1 (Speaker with Subwoofer) | 1 | pc | 1,500.00 | 1,500.00 | 1 | | | | | | | | | | | |
| Sub-Total | | | | 14,150.00 | | | | | | | | | | | | |
| Office Equipment | | | | | | | | | | | | | | | | |
| Electric fan | 1 | pc | 2,500.00 | 2,500.00 | | | | 1 | | | | | | | | |
| Laminator Machine, A3 | 1 | unit | 5,000.00 | 5,000.00 | | | | 1 | | | | | | | | |
| Sub-Total | | | | 7,500.00 | | | | | | | | | | | | |
| Office Supplies | | | | | | | | | | | | | | | | |
| Alcohol, Ethyl, 70% solution, 1 gallon | 2 | gallons | 600.00 | 1,200.00 | 2 | | | | | | | | | | | |
| Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack | 2 | pack | 115.00 | 230.00 | 2 | | | | | | | | | | | |
| Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent | 2 | pcs | 192.00 | 384.00 | 2 | | | | | | | | | | | |
| Broom, Soft (Tambo), Large, Heavy Duty | 1 | pcs | 250.00 | 250.00 | 1 | | | | | | | | | | | |
| Stick Broom (tingting) 6" from the top, approx 370 pcs | 5 | piece | 40.00 | 200.00 | 5 | | | | | | | | | | | |
| Toilet Bowl and Urinal Cleaner, at least 500mL | 2 | btls | 125.00 | 250.00 | 2 | | | | | | | | | | | |
| Scouring Pad, big economy size, good quality | 2 | pieces | 50.00 | 100.00 | 2 | | | | | | | | | | | |
| Toilet Bowl Cleaner, at least 1 liter | 1 | btl | 250.00 | 250.00 | 1 | | | | | | | | | | | |
| Scrub Sponge, Heavy Duty | 3 | pcs | 60.00 | 180.00 | | | 3 | | | | | | | | | |
| Soap, Detergent, Powder, 1 kilo/pack, any scent | 1 | kl | 105.00 | 105.00 | | | 1 | | | | | | | | | |
| Soap, Dishwashing, Liquid, 250mL | 2 | btls | 150.00 | 300.00 | | | 2 | | | | | | | | | |
| Soap, hand, liquid, 250 ml | 1 | btls | 135.00 | 135.00 | | | 1 | | | | | | | | | |
| Acetate, transparent, gauge #4, approx. 50m/roll | 1 | rolls | 1,400.00 | 1,400.00 | 1 | | | | | | | | | | | |
| Tape, Double Sided, 2" x 10m | 2 | rolls | 70.00 | 140.00 | 2 | | | | | | | | | | | |
| Tape, Packaging, 2" x 100 yards, Tan | 2 | rolls | 75.00 | 150.00 | 2 | | | | | | | | | | | |
| Scotch Tape | 5 | pcs | 30.00 | 150.00 | 5 | | | | | | | | | | | |
| Plastic Twine, 1kl/roll | 1 | rolls | 110.00 | 110.00 | | | 1 | | | | | | | | | |
| Binder Clip, 2-inch, 12 pcs/box | 2 | boxes | 100.00 | 200.00 | 2 | | | | | | | | | | | |

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|--|----------|--------|-----------|------------------|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | | | | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box | 2 | boxes | 28.00 | 56.00 | 2 | | | | | | | | | | | |
| Folder, Sliding, Plastic, w/ binder, Long, transparent | 24 | pcs | 10.00 | 240.00 | 12 | | 12 | | | | | | | | | |
| Folder, Sliding, Plastic, w/ binder, Short, transparent | 24 | pcs | 9.00 | 216.00 | 12 | | 12 | | | | | | | | | |
| Folder, File, Long, 14pts, White | 150 | piece | 10.00 | 1,500.00 | 150 | | | | | | | | | | | |
| Index Tab, transparent, self-adhesive, transparent, 5sets/box | 2 | boxes | 65.00 | 130.00 | | | 2 | | | | | | | | | |
| Cartolina, US, Black, at least 160gsm | 5 | pcs | 14.00 | 70.00 | | | | 5 | | | | | | | | |
| Cartolina, US, Green, at least 160gsm | 2 | pcs | 14.00 | 28.00 | | | | 2 | | | | | | | | |
| Cartolina, US, White, at least 160gsm | 5 | pcs | 14.00 | 70.00 | | | | 5 | | | | | | | | |
| Paper, Bond, A4, S-24, 80 gsm | 10 | reams | 289.00 | 2,890.00 | | | | 10 | | | | | | | | |
| Paper, Bond, Long, S-20, 70 gsm | 5 | reams | 286.00 | 1,430.00 | | | | 5 | | | | | | | | |
| Facial Tissue 3-Ply 260 Pulls | 2 | packs | 150.00 | 300.00 | 2 | | | | | | | | | | | |
| Tissue, Bathroom, 2 Ply, 12rolls/pack | 2 | pack | 204.00 | 408.00 | 2 | | | | | | | | | | | |
| Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (JUMBO) | 70 | pc | 150.00 | 10,500.00 | 70 | | | | | | | | | | | |
| Foil, Aluminum, 16m x 30cm (approx. 260g) | 1 | boxes | 290.00 | 290.00 | 1 | | | | | | | | | | | |
| Mouse Pad, Rubber | 1 | pad | 250.00 | 250.00 | 1 | | | | | | | | | | | |
| Puncher, Heavy Duty | 1 | pieces | 450.00 | 450.00 | | | 1 | | | | | | | | | |
| Pen, Highlighter, yellow | 2 | pieces | 45.00 | 90.00 | | | | 2 | | | | | | | | |
| Pen, Highlighter, orange | 2 | pieces | 46.00 | 92.00 | | | | 2 | | | | | | | | |
| Pen, Ball, black | 5 | pieces | 10.00 | 50.00 | | | | 5 | | | | | | | | |
| Pen, Ball, blue | 12 | pieces | 10.00 | 120.00 | | | | 12 | | | | | | | | |
| 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 | | | | | | | | |
| A4 Matte Photo Paper | 2 | packs | 70.00 | 140.00 | | | | 2 | | | | | | | | |
| Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty) | 1 | pcs | 520.00 | 520.00 | | | | 1 | | | | | | | | |
| Sub-Total | | | | 27,074.00 | | | | | | | | | | | | |
| Vehicle Supplies | | | | | | | | | | | | | | | | |
| Diesel fuel | 200 | liters | 84.00 | 16,800.00 | 16 | 16 | 16 | 16 | 16 | 16 | 20 | 20 | 20 | 15 | 15 | 14 |
| Sub-Total | | | | 16,800.00 | | | | | | | | | | | | |

| 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 |
| <i>Grand Total</i> | | | | 70,024.00 | | | | | | | | | | | | |

Prepared by: 
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 Head, Budget Office

Date: **08/26/2022**

<> *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