

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



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

SCAN HERE

 PPMP-2024-0115-169504

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2024

Unit/Office/Dept/Div: **Quality Assurance Center**
 Project Code: **QAC 2024**
 Purpose: **Office Supplies for 2024**

Total Budget : **1,500,000.00**
 Funding : **GF-MOOE**
 PPMP #: **206-5-3029-2024-0-0-1**

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
Accommodation																
Accommodation, Meals, and Training Venue Package	5	unit	100,000.00	500,000.00	1			1			1			2		
Sub-Total				500,000.00												
Construction and Electrical Supplies																
Bulb, LED, 15W	10	pieces	300.00	3,000.00	5			5								
Sub-Total				3,000.00												
Fuel & Lubricants																
Fuel, Diesel	50	L	74.00	3,700.00	25						25					
Fuel, Gasoline	50	L	74.00	3,700.00	25						25					
Sub-Total				7,400.00												
Hardware																
Bulb, LED, 20 Watts	10	pc	400.00	4,000.00	5			5								
Sub-Total				4,000.00												
IT Supplies and Equipment																
Epson 001 ink, Black, 127ml, Genuine	30	btls	600.00	18,000.00	30											
Epson 001 ink, Cyan, Genuine	20	btls	350.00	7,000.00	20											
Epson 001 ink, Magenta, Genuine	20	btls	350.00	7,000.00	20											
Epson 001 ink, Yellow, Genuine	20	btls	350.00	7,000.00	20											
Ink, Epson 003,Genuine Black 65mL	30	btl	350.00	10,500.00	30											
Ink, EPSON 003,Genuine Cyan 65mL	20	btl	350.00	7,000.00	20											
Ink, EPSON 003,Genuine Magenta 65mL	20	btl	350.00	7,000.00	20											
Ink, EPSON 003,Genuine Yellow 65mL	20	btl	350.00	7,000.00	20											

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
Mouse, Wired, Optical, USB	5	pieces	210.00	1,050.00	5											
Web Camera for PC	6	unit	2,500.00	15,000.00	6											
Desktop Computer, with Monitor, Core i5 12th Gen, 8GB RAM	6	sets	49,000.00	294,000.00	6											
Computer Printer, All-in-One/Multifunction Colored-Ink Tank	5	unit	14,000.00	70,000.00	5											
Sub-Total				450,550.00												
Labor Services																
Aircon, Maintenance	1	unit	23,000.00	23,000.00	1											
Repair and Maintenance of aircondition units	10	unit	1,000.00	10,000.00	5						5					
Sub-Total				33,000.00												
Office Furniture & Fixture																
Office Table	5	pc	4,000.00	20,000.00	5											
Office chair, with arm rest	5	pc	5,000.00	25,000.00	5											
Sub-Total				45,000.00												
Office Supplies																
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	30	tubes	220.00	6,600.00	15			15								
Bathroom Deodorizer, with holder, at least 100g, any scent	50	pcs	80.00	4,000.00	25			25								
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	10	boxes	25.00	250.00	5			5								
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	10	boxes	30.00	300.00	5			5								
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	10	boxes	60.00	600.00	5			5								
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	10	boxes	75.00	750.00	5			5								
Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	10	boxes	25.00	250.00	5			5								
Toilet Brush with Holder	5	set	180.00	900.00	5											
Toilet Bowl Cleaner, at least 1 gallon	10	gal	395.00	3,950.00	5			5								
Soap, Dishwashing, Liquid, 250mL	20	btls	150.00	3,000.00	10			10								
Data Filer, Big size, Legal	10	pieces	500.00	5,000.00	10											
Soap, hand, liquid, 250 ml	20	btls	135.00	2,700.00	20											

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
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Disinfectant Cleaner, multi-surface, scented	10	gal	420.00	4,200.00	10											
Broom, Stick Broom, Tukog	5	pc	50.00	250.00				5								
Broom, Soft (Tambo), Large, Heavy Duty	5	pcs	250.00	1,250.00				5								
Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	3	pcs	420.00	1,260.00				3								
Staple Wire, #35	50	boxes	35.00	1,750.00	25			25								
Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	20	packs	45.00	900.00	20											
Paper, Specialty 200gsm 8-1/2x11, 10s, White	20	packs	45.00	900.00	20											
Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	20	pack	85.00	1,700.00	20											
Specialty Paper, A4, Ivory	20	pack	500.00	10,000.00	20											
Paper, Specialty 200gsm, A4, white	20	pack	60.00	1,200.00	20											
Paper, Bond, A4, S-24, 80 gsm	50	reams	289.00	14,450.00	50											
Paper, Bond, Long, S-24, 80 gsm	30	reams	328.00	9,840.00	30											
Paper, Bond, Short, S-24, 80 gsm	30	reams	277.00	8,310.00	30											
Folder, Expanded, Long (Light Blue)	20	pcs	30.00	600.00	20											
Folder, Ordinary, A4	50	pcs	7.00	350.00	50											
Folder, Brown, Long Size 8.5x13"	50	pcs	7.00	350.00	50											
Certificate Holder (A4)	50	pcs	65.00	3,250.00	50											
Soap, Detergent, Powder, 1 kilo/pack, any scent	10	kl	150.00	1,500.00	10											
Tissue, Bathroom, 2 Ply, 12rolls/pack	10	pack	204.00	2,040.00	10											
Alcohol, Ethyl, 70% solution, 1 gallon	10	gallons	600.00	6,000.00	10											
Rags, large, good quality, size 24"x15", water absorbent	5	pcs	40.00	200.00	5											
Pen, Whiteboard Marker, black	30	pieces	50.00	1,500.00	30											
Multi-Insect Killer Spray, 250mL	3	tubes	300.00	900.00	3											
Cleaner, Glass, 500mL, spray type, any scent	2	btls	220.00	440.00	2											
Ballpen 50 Pieces, Blue	10	box of 50's	500.00	5,000.00	10											
Pen, Ball, black	200	pieces	10.00	2,000.00	200											
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											
Mouse Pad, Rubber	6	pad	250.00	1,500.00	6											

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
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	5	pack	115.00	575.00	5											
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	5	pack	125.00	625.00	5											
Dust pan, plastic, stand-up handle, large	1	pc	140.00	140.00	1											
PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	1	packs	500.00	500.00	1											
Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes	10	pack	146.00	1,460.00	10											
SENDGRID SUBSCRIPTION	1	lot	15,000.00	15,000.00	1											
Sub-Total				129,740.00												
Transportation																
Plane and Boat Tickets	10	pcs	5,000.00	50,000.00	3			3			2			2		
Sub-Total				50,000.00												
Grand Total				1,222,690.00												

Prepared by:

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Noted by:

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Unit Head/Project Leader

Noted By:

ALICIA M. FLORES
Head, Budget Office

Date: 01/15/2024

<> *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