

- ☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



Republic of the Philippines

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte



PPMP-2023-0814-137778

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: Department of Geodetic Engineering

Project Code: DGE-2024

Purpose: Office supply and maintenance

Total Budget : 165,000.00

Funding : GF-MOOE

PPMP #: 28-5-1093-2024-7-0-0

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
Fuel & Lubricants																
Gasoline, Premium	50	liter	85.00	4,250.00			50									
Sub-Total				4,250.00												
IT Supplies and Equipment																
Epson 003 Ink Bottle for Epson L3150, Black	20	btls	400.00	8,000.00			20									
Epson 003 Ink Bottle for Epson L3150, CYAN	10	btls	400.00	4,000.00			10									
Epson 003 Ink Bottle for Epson L3150, MAGENTA	10	btls	400.00	4,000.00			10									
Epson 003 Ink Bottle for Epson L3150, YELLOW	10	btls	400.00	4,000.00			10									
Ink, Epson, genuine, (BK) T664, 70 ml	10	pieces	350.00	3,500.00			10									
Ink, Epson, genuine (C) T664, 70 ml	5	pieces	350.00	1,750.00			5									
Ink, Epson, genuine (M) T664, 70 ml	5	pieces	350.00	1,750.00			5									
Ink, Epson, genuine, (Y) T664, 70 ml	5	pieces	350.00	1,750.00			5									
Printer, Wi-Fi Duplex All-in-One Ink	2	pc	16,000.00	32,000.00			2									
Sub-Total				60,750.00												
Office Supplies																
Paper, Bond, A4, S-24, 80 gsm	40	reams	289.00	11,560.00			25			15						
Paper, Bond, Long, S-24, 80 gsm	10	reams	328.00	3,280.00			10									
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	3	pack	250.00	750.00			3									
Paper, Specialty 200gsm, A4, white	5	pack	60.00	300.00			5									
Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	5	pack	65.00	325.00			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
Specialty Paper, long, 8-1/2 x 13, 220gsm, color: light blue (10pcs/pack)	5	pack	65.00	325.00			5									
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	5	pack	125.00	625.00			5									
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	30	pack	115.00	3,450.00			30									
Pen, Sign, 0.4mm, Gel-type, Blue	5	boxes	300.00	1,500.00			5									
Pen, Sign, 0.4mm, Gel-type, Red	5	boxes	300.00	1,500.00			5									
Pen, Permanent Marker, black, broad tip	10	pieces	60.00	600.00			10									
Pen, Permanent Marker, red, broad tip	10	pieces	60.00	600.00			10									
Pen, Whiteboard Marker, black	10	pieces	50.00	500.00			10									
Pen, Whiteboard Marker, red	10	pieces	50.00	500.00			10									
Pen, Whiteboard Marker, blue	10	pieces	50.00	500.00			10									
Envelope, Expanding, with garter tie, brown, long	100	pc	15.00	1,500.00			100									
Envelope, Expanding, with garter tie, blue, long	100	pc	15.00	1,500.00						100						
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	10	pcs	195.00	1,950.00			10									
Sign Here Sticky Notes	10	pack	59.00	590.00			10									
Staple wire, 26/6, leg length 6mm, 5000 staples	10	boxes	60.00	600.00			10									
Clear Book (Display Book), Refillable, Legal, 20 shts, any color	15	pcs	78.00	1,170.00			15									
Chalk, White, Dustless, 100 pcs/box	10	boxes	75.00	750.00			5			5						
Tape, Double Sided, 1" x 10m	10	rolls	45.00	450.00			10									
Tape, Masking, 1" x 25 yards	15	rolls	48.00	720.00			15									
Tape, Transparent, 12mm x 50m	10	rolls	68.00	680.00			10									
Eraser, whiteboard, magnetic flannel	10	pc	60.00	600.00			10									
Tissue, Bathroom, 2 Ply, 12rolls/pack	15	pack	204.00	3,060.00			10			5						
Toilet Bowl and Urinal Cleaner, at least 500mL	3	btl	125.00	375.00			3									
Soap, Dishwashing, Liquid, 250mL	5	btl	150.00	750.00			5									
Toilet Brush with Holder	5	set	180.00	900.00			5									
Anti-Slip Checkered Plate Rubber Matting with Backing	12	sq.m.	250.00	3,000.00			12									
Soft Broom (Tambo) 200g minimum, heavy duty	5	pcs	220.00	1,100.00			5									
Broom	10	pc	100.00	1,000.00			10									
Floor mop with bucket, microfiber spin rotating 360	1	pc	1,500.00	1,500.00			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
Dust pan, plastic, stand-up handle, large	5	pc	140.00	700.00			5									
Soap, Detergent, Powder, 1 kilo/pack, any scent	2	kl	105.00	210.00			2									
Alcohol, Isopropyl, 70% solution, 500mL	20	btl	140.00	2,800.00			10			10						
Sub-Total				52,220.00												
Grand Total				117,220.00												

Prepared by: JAMES B. ESCUADRA

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Head, Budget Office

Date: 08/15/2023

<> *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