

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



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

SCAN HERE



PPMP-2023-0818-139372

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **Data Protection Office**

Project Code: **DPO-2024**

Purpose: **OFFICE USE**

Total Budget : **50,000.00**

Funding : **GF-MOOE**

PPMP #: **193-5-1710-2024-2-0-0**

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	1	pc	500.00	500.00	1											
Sub-Total				500.00												
IT Supplies and Equipment																
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, Magenta, Genuine	2	btls	350.00	700.00	2											
Epson 001 ink, Yellow, Genuine	2	btls	350.00	700.00	2											
Speaker, for PC, 2.1 (Speaker with Subwoofer)	1	pc	1,500.00	1,500.00	1											
Sub-Total				4,800.00												
Office Furniture & Fixture																
Office Table with Mobile Pedestal	1	pc	12,500.00	12,500.00	1											
Chair, computer, ergodynamic with mesh backrest	1	pcs	7,000.00	7,000.00	1											
Sub-Total				19,500.00												
Office Supplies																
Fastener, Paper, non-rust metal, 50 sets/box	1	boxes	50.00	50.00	1											
Fastener, Paper, plastic, 50 sets/box	1	boxes	38.00	38.00	1											
Paper, Art, glossy, assorted colors, 500shts/ream	1	reams	235.00	235.00	1											
Paper, Bond, A4, S-24, 80 gsm	10	reams	289.00	2,890.00	10											
Pen, Sign, .5mm, Gel-type, Blue	20	piece	35.00	700.00	10	10										
Pen, Sign, .5mm, Gel-type, Black	5	piece	35.00	175.00	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
Sign Here Sticky Notes	5	pack	59.00	295.00	5											
Folder, File, Long, 14pts, White	40	piece	10.00	400.00	25	15										
Alcohol, Ethyl, 70% solution, 1 gallon	1	gallons	600.00	600.00	1											
Alcohol, Ethyl, 70% solution, 500mL	5	btls	125.00	625.00			1	1	1	1	1					
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	1	box of 50's	30.00	30.00	1											
Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box	1	boxes	76.00	76.00	1											
Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box	1	boxes	55.00	55.00	1											
Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	1	boxes	20.00	20.00	1											
Paper Clips Small Vinyl (50mm)	1	Box of 100's	40.00	40.00	1											
Paper Clips Small Vinyl (33MM)	1	Box of 100's	35.00	35.00	1											
Staple Wire, #35	5	boxes	35.00	175.00	1	1	1	1	1							
Correction Tape, 8m x 5mm wide	5	pc	40.00	200.00	1	1	1	1	1							
Soap, Dishwashing, Liquid, 250mL	1	btls	150.00	150.00	1											
Disinfectant Cleaner, multi-surface, scented	1	gal	420.00	420.00	1											
Dust pan, plastic, stand-up handle, small	1	pc	75.00	75.00	1											
Duster, Feather	1	pcs	56.00	56.00	1											
Ink, for stamp pad, violet, 30mL, w/ applicator	1	btls	35.00	35.00	1											
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	5	pcs	200.00	1,000.00	5											
Sticky Note, 3 x 5, Yellow	1	pads	150.00	150.00	1											
Sticky Note, 3 x 4, Yellow	1	pads	140.00	140.00	1											
Sticky Note, 3 x 3, Yellow	1	pads	84.00	84.00	1											
Pen, Permanent Marker, black, fine tip	1	pieces	60.00	60.00	1											
Pen, Whiteboard Marker, black	1	pieces	50.00	50.00	1											
Record Book, Big, 500 pages	1	pcs	115.00	115.00	1											
Tape, Double Sided, 1" x 10m	1	rolls	35.00	35.00	1											
Tape, Double Sided, 2" x 10m	2	rolls	70.00	140.00	2											
Tape, Double Sided, 3/4" x 10m	1	rolls	26.00	26.00	1											
Tape, Transparent, 12mm x 50m	1	rolls	68.00	68.00	1											
2 ply Toilet Paper	10	rolls	10.00	100.00	10											

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 Pad, Rubber	1	pad	250.00	250.00	1											
Pencil, Lead, #2, w/ eraser	20	pieces	10.00	200.00	20											
Ruler, Plastic, 12"	1	pieces	15.00	15.00	1											
Ruler, Plastic, 24"	1	pieces	35.00	35.00	1											
Paper, Construction, Assorted Colors, 20 shts/pack	2	packs	46.00	92.00	2											
Paper Construction Pink 8.5x13"	1	pcs	50.00	50.00	1											
Paper Construction Green 8.5x13"	1	pcs	50.00	50.00	1											
Sub-Total				10,035.00												
Grand Total				34,835.00												

Prepared by: _____

AIZA B. BESAVILLA

Noted by: _____

RYSAN C. GUINOCOR
Unit Head/Project Leader

Noted By: _____

ALICIA M. FLORES
Head, Budget Office

Date: **08/18/2023**

<> *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