

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



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

SCAN HERE



PPMP-2022-0831-58588

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**CY 2023**

Unit/Office/Dept/Div: **Office of the Director for Administrative Services**

Project Code: **ODAS-2023**

Purpose: **For Office Use**

Total Budget : **150,000.00**

Funding : **GF-MOOE**

PPMP #: **171-5-1710-2023-7-0-0**

| 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>Food &amp; Food Ingredients</b>                        |          |       |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Snacks                                                    | 96       | set   | 50.00     | 4,800.00         | 8                                                | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 8   |
| <b>Sub-Total</b>                                          |          |       |           | <b>4,800.00</b>  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>IT Supplies and Equipment</b>                          |          |       |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)      | 1        | unit  | 11,000.00 | 11,000.00        | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Speaker, for PC, 2.1 (Speaker with Subwoofer)             | 1        | pc    | 1,500.00  | 1,500.00         | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Ink, Epson 003,Genuine Black 65mL                         | 20       | btl   | 350.00    | 7,000.00         | 10                                               | 10  |     |     |     |     |     |     |     |     |     |     |
| Ink, EPSON 003,Genuine Cyan 65mL                          | 13       | btl   | 350.00    | 4,550.00         | 10                                               | 3   |     |     |     |     |     |     |     |     |     |     |
| Ink, EPSON 003,Genuine Magenta 65mL                       | 15       | btl   | 350.00    | 5,250.00         | 10                                               | 5   |     |     |     |     |     |     |     |     |     |     |
| Ink, EPSON 003,Genuine Yellow 65mL                        | 15       | btl   | 350.00    | 5,250.00         | 10                                               | 5   |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                          |          |       |           | <b>34,550.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Office Equipment</b>                                   |          |       |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Hot & Cold water dispenser                                | 1        | unit  | 9,000.00  | 9,000.00         | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                          |          |       |           | <b>9,000.00</b>  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Office Supplies</b>                                    |          |       |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Alcohol, Ethyl, 70% solution, 500mL                       | 5        | btls  | 125.00    | 625.00           | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Alcohol, Isopropyl, 70% solution, 500mL                   | 5        | btls  | 140.00    | 700.00           |                                                  | 5   |     |     |     |     |     |     |     |     |     |     |
| Alcohol, Isopropyl, 70% solution, 500mL, pump type        | 7        | btls  | 250.00    | 1,750.00         |                                                  |     | 5   | 2   |     |     |     |     |     |     |     |     |
| Cleaner, Glass, 500mL, spray type, any scent              | 1        | btls  | 200.00    | 200.00           | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Cleanser, Powder, 500g, any scent                         | 3        | btls  | 76.00     | 228.00           | 3                                                |     |     |     |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box | 10       | boxes | 20.00     | 200.00           | 2                                                | 2   | 2   | 2   | 2   |     |     |     |     |     |     |     |

| 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 |
| Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box                    | 10       | boxes       | 28.00     | 280.00           | 2                                                | 2   | 2   | 2   | 2   |     |     |     |     |     |     |     |
| Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box                    | 10       | boxes       | 46.00     | 460.00           | 2                                                | 2   | 2   | 2   | 2   |     |     |     |     |     |     |     |
| Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box                        | 10       | boxes       | 70.00     | 700.00           | 2                                                | 2   | 2   | 2   | 2   |     |     |     |     |     |     |     |
| Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box                      | 14       | boxes       | 13.00     | 182.00           | 2                                                | 2   | 2   | 2   | 2   | 2   | 2   |     |     |     |     |     |
| Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms                    | 15       | box of 50's | 30.00     | 450.00           | 5                                                | 5   | 5   |     |     |     |     |     |     |     |     |     |
| Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)                           | 15       | boxes       | 14.00     | 210.00           | 5                                                | 5   | 5   |     |     |     |     |     |     |     |     |     |
| Correction Tape, 8m x 5mm wide                                                   | 50       | pc          | 40.00     | 2,000.00         | 10                                               | 10  | 10  | 10  | 10  |     |     |     |     |     |     |     |
| Cutter, Big, Plastic (Ordinary), w/ lock                                         | 2        | pcs         | 30.00     | 60.00            | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| Soap, Dishwashing, Liquid, 250mL                                                 | 10       | btls        | 150.00    | 1,500.00         | 2                                                | 2   | 2   | 2   | 2   |     |     |     |     |     |     |     |
| Disinfectant Spray, 170g                                                         | 1        | can         | 280.00    | 280.00           | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity | 1        | pcs         | 240.00    | 240.00           | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Envelope, Document, Brown, 150 lbs, Long                                         | 50       | pc          | 7.00      | 350.00           | 20                                               | 20  | 10  |     |     |     |     |     |     |     |     |     |
| Envelope, Document, Brown, 150 lbs, Short                                        | 20       | pc          | 5.00      | 100.00           | 10                                               | 10  |     |     |     |     |     |     |     |     |     |     |
| Envelope, Expanding, with garter tie, blue, long                                 | 20       | pc          | 15.00     | 300.00           | 10                                               | 10  |     |     |     |     |     |     |     |     |     |     |
| Envelope, Expanding, with garter tie, green, long                                | 20       | pc          | 15.00     | 300.00           | 10                                               | 10  |     |     |     |     |     |     |     |     |     |     |
| Envelope, Expanding, with garter tie, violet, long                               | 20       | pc          | 15.00     | 300.00           | 10                                               | 10  |     |     |     |     |     |     |     |     |     |     |
| Eraser, Rubber, high quality                                                     | 2        | pc          | 45.00     | 90.00            | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| Fastener, Paper, plastic, 50 sets/box                                            | 10       | boxes       | 38.00     | 380.00           | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Folder, File, Long, 14pts, White                                                 | 200      | piece       | 10.00     | 2,000.00         | 200                                              |     |     |     |     |     |     |     |     |     |     |     |
| Folder, Morocco, Long, w/ plastic binder, Beige                                  | 20       | pieces      | 18.00     | 360.00           | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| Folder, Morocco, Long, w/ plastic binder, Blue                                   | 20       | pieces      | 18.00     | 360.00           | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| Folder, Morocco, Long, w/ plastic binder, Brown                                  | 20       | pieces      | 18.00     | 360.00           | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| Folder, Morocco, Long, w/ plastic binder, Gold                                   | 20       | pieces      | 18.00     | 360.00           | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| Folder, Morocco, Long, w/ plastic binder, Light Blue                             | 20       | pieces      | 18.00     | 360.00           | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| Folder, Pressboard, US, Blue, Long                                               | 20       | pieces      | 30.00     | 600.00           | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| Glue Pen, Clear, 50mL                                                            | 4        | tubes       | 25.00     | 100.00           | 4                                                |     |     |     |     |     |     |     |     |     |     |     |
| Glue Stick, All-purpose, at least 21g                                            | 4        | pcs         | 55.00     | 220.00           | 4                                                |     |     |     |     |     |     |     |     |     |     |     |
| Hand Sanitizer, Gel, Antibacterial, push-type, 250mL                             | 10       | btls        | 120.00    | 1,200.00         | 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 |
| Index Tab, transparent, self-adhesive, transparent, 5sets/box                                         | 10       | boxes   | 65.00     | 650.00           | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Ink, Refill, for Whiteboard Marker, Black, 30mL                                                       | 2        | btls    | 165.00    | 330.00           | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| Ink, for stamp pad, violet, 30mL, w/ applicator                                                       | 5        | btls    | 35.00     | 175.00           | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double) | 5        | pcs     | 195.00    | 975.00           | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single) | 10       | pcs     | 100.00    | 1,000.00         | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Memo Notebooks, 60 leaves                                                                             | 5        | pieces  | 22.00     | 110.00           | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Paper, Bond, A4, S-24, 80 gsm                                                                         | 100      | reams   | 289.00    | 28,900.00        | 50                                               | 50  |     |     |     |     |     |     |     |     |     |     |
| Paper, Bond, Long, S-24, 80 gsm                                                                       | 15       | reams   | 328.00    | 4,920.00         | 10                                               | 5   |     |     |     |     |     |     |     |     |     |     |
| Paper, Photo, high gloss, A4, 230G, 20 shts/pack                                                      | 1        | pack    | 250.00    | 250.00           | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Paper, Photo, matte finish, 146GSM, 10 shts/pack                                                      | 10       | pack    | 75.00     | 750.00           | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Paper, Towel, Interfolded , 1 ply, 175 pulls                                                          | 5        | pack    | 75.00     | 375.00           | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Pen, Permanent Marker, black, fine tip                                                                | 5        | pieces  | 60.00     | 300.00           | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Pen, Ball, blue                                                                                       | 50       | pieces  | 10.00     | 500.00           | 25                                               | 25  |     |     |     |     |     |     |     |     |     |     |
| Pen, Highlighter, yellow                                                                              | 10       | pieces  | 45.00     | 450.00           | 5                                                | 5   |     |     |     |     |     |     |     |     |     |     |
| Pen, Highlighter, orange                                                                              | 10       | pieces  | 46.00     | 460.00           | 5                                                | 5   |     |     |     |     |     |     |     |     |     |     |
| Pen, Sign, .5mm, Gel-type, Blue                                                                       | 40       | piece   | 35.00     | 1,400.00         | 20                                               | 20  |     |     |     |     |     |     |     |     |     |     |
| Pencil, Lead, #2, w/ eraser                                                                           | 20       | pieces  | 10.00     | 200.00           | 10                                               | 5   | 5   |     |     |     |     |     |     |     |     |     |
| Plastic Twine, 1kl/roll                                                                               | 1        | rolls   | 110.00    | 110.00           | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Record Book, Big, 300 pages                                                                           | 2        | pcs     | 110.00    | 220.00           | 1                                                | 1   |     |     |     |     |     |     |     |     |     |     |
| Rubberband, #18, 350 gms/box                                                                          | 1        | boxes   | 270.00    | 270.00           | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Scissors, 6" heavy duty, good quality                                                                 | 1        | piece   | 68.00     | 68.00            | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Sharpener, Pencil Heavy Duty good qlty                                                                | 1        | pieces  | 350.00    | 350.00           | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Stamping Pad size 2                                                                                   | 1        | pieces  | 155.00    | 155.00           | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Staple Wire, #35                                                                                      | 10       | boxes   | 30.00     | 300.00           | 5                                                | 5   |     |     |     |     |     |     |     |     |     |     |
| Tape, Double Sided, 2" x 10m                                                                          | 5        | rolls   | 70.00     | 350.00           | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Tissue, Bathroom, 2 Ply, 12rolls/pack                                                                 | 2        | pack    | 204.00    | 408.00           | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| Computer/Paint Brush, 1.5"                                                                            | 2        | piece   | 25.00     | 50.00            | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| Alcohol, Ethyl, 70% solution, 1 gallon                                                                | 1        | gallons | 600.00    | 600.00           | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Correction Tape, 10 meters                                                                            | 15       | pcs     | 32.00     | 480.00           | 10                                               | 5   |     |     |     |     |     |     |     |     |     |     |
| Gel Ink Sign Pen 0.5, blue                                                                            | 10       | pcs     | 25.00     | 250.00           | 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 |
| Note Pad, 4" x 5", post-it, assorted colors                                      | 10       | pads  | 40.00     | 400.00            | 5                                                | 5   |     |     |     |     |     |     |     |     |     |     |
| Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack  | 50       | pack  | 40.00     | 2,000.00          | 25                                               | 25  |     |     |     |     |     |     |     |     |     |     |
| Sign Here Sticky Notes                                                           | 50       | pack  | 59.00     | 2,950.00          | 25                                               | 25  |     |     |     |     |     |     |     |     |     |     |
| Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes | 10       | pack  | 146.00    | 1,460.00          | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Clear Book (Display Book), Refillable, Legal, 20 shts, any color                 | 2        | pcs   | 78.00     | 156.00            | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| Paper, Bond, Colored, Short, S-16, 56gsm, Yellow                                 | 1        | reams | 264.00    | 264.00            | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Paper, Bond, Colored, Short, S-16, 56gsm, Green                                  | 1        | reams | 264.00    | 264.00            | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Folder, Pressboard, US, Green, Long                                              | 40       | pcs   | 30.00     | 1,200.00          | 40                                               |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                                                 |          |       |           | <b>71,855.00</b>  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|                                                                                  |          |       |           |                   |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Grand Total</b>                                                               |          |       |           | <b>120,205.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |

Prepared by:

**AIZA B. BESAVILLA**

Noted by:

**RYSAN C. GUINOCOR**  
Unit Head/Project Leader

Noted By:

**ALICIA M. FLORES**  
Head, Budget Office

Date: **08/31/2022**

<> \*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