

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



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2023

Unit/Office/Dep/Div: **OFFICE OF THE UNIVERSITY REGISTRAR**

Project Code: **Registrar - 2023**

Purpose: **For office use**

Total Budget : 120,000.00

Funding : **GF-MOOE**

PPMP #: **101-5-222-2023-5-0-0**



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
Office Supplies																
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	12	tubes	220.00	2,640.00		12										
Alcohol, Ethyl, 70% solution, 500mL	36	btl	125.00	4,500.00		36										
Soap, Dishwashing, Liquid, 250mL	6	btl	150.00	900.00		6										
Tape, Duct, 2" x 25m, Black/Grey	6	rolls	180.00	1,080.00		6										
Tape, Packaging, 2" x 100 yards, Tan	6	rolls	75.00	450.00		6										
Paper, Bond, A4, S-24, 80 gsm	100	reams	289.00	28,900.00		100										
Paper, Bond, Long, S-24, 80 gsm	50	reams	328.00	16,400.00		50										
Fastener, Paper, plastic, 50 sets/box	12	boxes	38.00	456.00		12										
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	24	boxes	20.00	480.00		24										
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	12	boxes	28.00	336.00		12										
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	12	boxes	46.00	552.00		12										
Tape, Masking, 1" x 25 yards	12	rolls	48.00	576.00		12										
Tape, Masking, 2" x 25 yards	6	rolls	95.00	570.00		6										
Cleaner, Glass, 500mL, spray type, any scent	3	btl	200.00	600.00		3										
Correction Tape, 8m x 5mm wide	36	pc	40.00	1,440.00		36										
Staple Wire, #35	20	boxes	30.00	600.00		20										
Folder, Ordinary, A4	200	pcs	7.00	1,400.00		200										

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
Bathroom Deodorizer, with holder, at least 100g, anyscent	6	pcs	80.00	480.00		6										
Tape, Transparent, 12mm x 50m	24	rolls	68.00	1,632.00		24										
Toilet Bowl Cleaner, at least 1 liter	2	btl	250.00	500.00		2										
Envelope, brown, ordinary, A4 size	200	pcs	10.00	2,000.00		200										
Envelope, Brown, long, good quality	200	pcs	5.00	1,000.00		200										
Glue, Multi-Purpose, White, at least 130g (118mL)	36	btls	78.00	2,808.00		36										
Folder, File, Long, 14pts, White	200	piece	10.00	2,000.00		200										
Disinfectant spray, 400gms, lavender moist	12	tubes	300.00	3,600.00		12										
Acetate, transparent, guage #8, approx. 50m/roll	1	rolls	2,940.00	2,940.00		1										
Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	12	boxes	13.00	156.00		12										
Sub-Total				78,996.00												
Grand Total				78,996.00												

Prepared by: ROMER LOPEZ P. MARQUEZ

Noted by: MARWEN A. CASTAÑEDA
Unit Head/Project Leader

Noted By: ALICIA M. FLORES
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 PMP 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