

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

— SCAN HERE —



PPMP-2024-0304-183106

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2025

Unit/Office/Dept/Div: Office of the Vice President for Research, Extension and Innovation

Project Code: OVPREI.A.III.C

Purpose: Office supplies

Total Budget : 200,000.00

Funding : GF-MOOE

PPMP #: 152-5-1171-2025-2-0-0

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
Hardware																
Bulb, LED, 9W	50	piece	250.00	12,500.00	50											
Sub-Total				12,500.00												
IT Supplies and Equipment																
All-in-One Ink Tank Printer Wi-Fi Duplex with ADF	1	unit	21,000.00	21,000.00	1											
Multimedia Speakers 2.0, 6W, USB powered	1	pairs	600.00	600.00	1											
BOYA By-V20 Ultracompact Wireless Microphone System with USB-C Connector for Mobile Devices (1.4GHz	4	unit	2,200.00	8,800.00	4											
Keyboard And Mouse Combo Bundle, USB powered	1	set	600.00	600.00	1											
Sub-Total				31,000.00												
Office Equipment																
oven toaster	1	pc	1,500.00	1,500.00	1											
Sub-Total				1,500.00												
Office Supplies																
Alcohol, Isopropyl, 90% solution	5	gallon	600.00	3,000.00	5											
Scotch Tape 1 inch x 100 meters	10	rolls	40.00	400.00	10											
Folder, File, Long, 14pts, White	200	piece	10.00	2,000.00	200											
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	10	box of 50's	30.00	300.00	10											
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	10	boxes	20.00	200.00	10											
Correction Tape, 8m x 5mm wide	10	pc	40.00	400.00	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
Certificate Jacket	100	pc	30.00	3,000.00	100											
Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	100	packs	45.00	4,500.00	100											
Notebook(Dot,lines,Blank,Grid)4 design	1	pcs	110.00	110.00	1											
Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	2	boxes	25.00	50.00	2											
Paper, Bond, A4, S-24, 80 gsm	20	reams	289.00	5,780.00	20											
Fastener, Paper, plastic, 50 sets/box	10	boxes	40.00	400.00	10											
Mouse Pad, Rubber	3	pad	250.00	750.00	3											
Soap, Detergent, Powder, 1 kilo/pack, any scent	15	kl	150.00	2,250.00	15											
Tissue, Bathroom, 2 Ply, 12rolls/pack	5	pack	204.00	1,020.00	5											
Bleach, liquid, 99.9% antibac, 1 gallon	5	gallon	300.00	1,500.00	5											
Disinfectant Cleaner, multi-surface, scented	5	gal	420.00	2,100.00	5											
Soap, hand, liquid, 250 ml	15	btls	135.00	2,025.00	15											
Soap, Dishwashing, Liquid, 250mL	12	btls	150.00	1,800.00	12											
Dishwashing Sponge	10	pcs	35.00	350.00	10											
Trays	2	pieces	45.00	90.00	2											
Coffee Maker	1	pc	1,200.00	1,200.00	1											
Battery, Rechargeable, AA (4pcs) w/ Charger	1	set	3,680.00	3,680.00	1											
Teaspoon, stainless steel, set	2	sets	100.00	200.00	2											
Sub-Total				37,105.00												
Vehicle Supplies																
Tire, 245 x 65 x 17 heavy Duty	4	pcs	13,000.00	52,000.00	4											
Tire, 185/55/15	4	pcs	4,200.00	16,800.00	4											
Battery 12V NS40ZL B20L maintenance free	1	pc	7,000.00	7,000.00	1											
Sub-Total				75,800.00												
Grand Total				157,905.00												

Prepared by: 
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Unit Head/Project Leader

Date: **03/04/2024**

*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