

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



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



83-5-1608-2022-7-0-0

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: **Office of the Graduate School**
 Project Code: **Office Supplies**
 Purpose: **Office use**

Total Budget : **100,000.00**
 Funding : **GF-MOOE**

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																
Bulb, LED, 15W	7	pieces	300.00	2,100.00	7											
Sub-Total				2,100.00												
IT Supplies and Equipment																
Ink, Epson 003, Genuine Black 65mL	5	bitl	350.00	1,750.00	5											
Ink, EPSON 003, Genuine Cyan 65mL	3	bitl	350.00	1,050.00	3											
Ink, EPSON 003, Genuine Magenta 65mL	3	bitl	350.00	1,050.00	3											
Ink, EPSON 003, Genuine Yellow 65mL	3	bitl	350.00	1,050.00	3											
Sub-Total				4,900.00												
Office Supplies																
Folder, File, Long, 14pis, White	200	piece	10.00	2,000.00	200											
Glue, Multi-Purpose, White, at least 130g (118mL)	10	bitls	78.00	780.00	10											
Record Book, Big, 500 pages	5	pcs	115.00	575.00	5											
Pencil, Lead, #2, w/ eraser	2	pieces	10.00	20.00	2											
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	2	pack	115.00	230.00	2											
Fastener, Paper, plastic, 50 sets/box	5	boxes	38.00	190.00	5											
Staple Wire, #35	5	boxes	30.00	150.00	5											
Correction Tape, 8m x 5mm wide	5	pc	40.00	200.00	5											
Paper, Bond, A4, S-24, 80 gsm	30	reams	289.00	8,670.00	30											
Paper, Bond, Long, S-20, 70 gsm	5	reams	286.00	1,430.00	5											
Envelope, Expanding, with garter tie, brown, long	300	pc	15.00	4,500.00	300											

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
Gel Ink Sign Pen 0.5, blue	20	pcs	25.00	500.00	20											
Gel Ink Sign Pen 0.5, red	5	pcs	25.00	125.00	5											
Broom, Soft (Tambo), Large, Heavy Duty	3	pcs	250.00	750.00	3											
Stick Broom (lingling) 6' ft the top, approx 3/0 pcs	3	piece	40.00	120.00	3											
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	3	tubes	220.00	660.00	3											
Alcohol, Isopropyl, 70% solution, 500mL	3	btl	140.00	420.00	3											
Cleaner, Glass, 500mL, any scent	2	btl	198.00	396.00	2											
Cleanser, Powder, 500g, any scent	2	btl	76.00	152.00	2											
Disinfectant Cleaner, multi-surface, scented	2	gal	420.00	840.00	2											
Soap, Detergent, Liquid, 1 gal, any scent	3	gal	350.00	1,050.00	3											
Muratic Acid concentrated scented	2	gal	350.00	700.00	2											
Floor Mop with wooden handle, heavy duty	2	pcs	240.00	480.00	2											
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	2	pack	125.00	250.00	2											
Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	5	boxes	70.00	350.00	5											
Tape, Masking, 1" x 25 yards	5	rolls	48.00	240.00	5											
Paper Cutter, wood, A4 size	1	piece	625.00	625.00	1											
Nylon, #300, for grass cutter	1	kl	450.00	450.00	1											
Rags, large, good quality, size 24"x15", water absorbent	5	pcs	40.00	200.00	5											
Dust pan, plastic, stand-up handle, large	2	pc	140.00	280.00	2											
Tape Dispenser, 1" tape, big core, any color	2	pcs	115.00	230.00	2											
Wall Clock	1	pc	800.00	800.00	1											
Pen, Permanent Marker, blue, broad tip	5	pieces	60.00	300.00	5											
Sub-Total				28,663.00												
Grand Total				35,663.00												

Prepared by: 
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Noted by: 
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Unit Head/Project Leader

Funds Available: 
MYRNA S. PANTOJA
Head, Budget Office

Date: 08/31/2021

*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.