

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



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



4-5-1502-2022-7-0-2

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2022

Unit/Office/Dept/Div: **Department of Business and Management**
 Project Code: **DBM 2022**
 Purpose: **OFFICE SUPPLIES**

Total Budget : **12,551.72**
 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
Office Supplies																
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	10	boxes	20.00	200.00	2	2	3	3								
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	10	boxes	28.00	280.00	2	2	2	1	3							
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	10	boxes	70.00	700.00	2	2	2	2	2							
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	5	boxes	14.00	70.00	1	2	2									
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	5	box	30.00	150.00	2	2	1									
Fastener, Paper, plastic, 50 sets/box	5	boxes	38.00	190.00	1	1	3									
Folder, Pressboard, US, Green, Long	30	pcs	30.00	900.00	5	5	5	10	5							
Pen, Ball, blue	50	pieces	10.00	500.00	15	15	10	10								
Pin, Push, hammerhead type, asstd colors 50s/pack	5	boxes	35.00	175.00	1	2	2									
PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	1	packs	750.00	750.00	1											
Record Book, Big, 300 pages	2	pcs	80.00	160.00	1			1								
Ring Binder, plastic, 10mm, 3/8" black	10	pieces	10.00	100.00	2	3	2	3								
Ring Binder, plastic, 14mm, 9/16" black	15	pieces	15.00	225.00	3	3	3	3	3							
Ring Binder, plastic, 22mm, 7/8" black	20	pieces	27.00	540.00	2	4	5	7	2							
Ring Binder, plastic, 14mm, 5/8" black	20	pieces	18.00	360.00	2	4	5	3	6							
Ring Binder, plastic, 8mm, 5/16" black	10	pieces	8.00	80.00	2	2	4	2								
Scissors, 6" heavy duty, good quality	2	piece	68.00	136.00	1		1									
Staple Wire, #35	20	boxes	30.00	600.00	2	2	5	4	5	2						

General Description	Quantity	Unit	UnitCost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Stapler, HD No.35	5	pc	350.00	1,750.00	2	1	2									
Tape, Masking, 1/2" x 25 yards	5	rolls	25.00	125.00	2		1	2								
Tape, Packaging, 2" x 100 yards, Clear	5	rolls	55.00	275.00	2	1		2								
Soap, hand, liquid, 250 ml	5	btls	135.00	675.00	2	2	1									
Pen, Highlighting, asstd color	5	pcs	25.00	125.00	2		2	1								
Disinfectant Cleaner, multi-surface, scented	2	gal	420.00	840.00	1		1									
Alcohol, Ethyl, 75% solution, 1 gallon	2	gallon	480.00	960.00	1	1										
Sub-Total				10,866.00												
Grand Total				10,866.00												

Prepared by: _____

SHEILLO G. CATORCE

Noted by: _____

ANGELITA L. PARADERO
Unit Head/Project Leader

Funds Available: _____

MYRNA S. PANCITO
Head, Budget Office

Date: **08/25/2021**

*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