

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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



101-5-222-2022-7-0-0

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: **Registrar's Office**

Project Code: **Registrar-2022**

Purpose: **For 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
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	btls	125.00	4,500.00		36										
Soap, Detergent, Powder, 1 kilo/pack, any scent	2	kl	105.00	210.00		2										
Soap, Dishwashing, Liquid, 250mL	6	btls	150.00	900.00		6										
Tape, Double Sided, 1" x 10m	6	rolls	35.00	210.00		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	55.00	330.00		6										
Paper, Bond, A4, S-24, 80 gsm	80	reams	289.00	23,120.00		80										
Paper, Bond, Short, S-24, 80 gsm	15	reams	277.00	4,155.00		15										
Paper, Bond, Long, S-24, 80 gsm	36	reams	328.00	11,808.00		36										
Fastener, Paper, plastic, 50 sets/box	12	boxes	38.00	456.00		12										
Pen, Ball, blue	60	pieces	10.00	600.00		60										
Pen, Permanent Marker, black, fine tip	6	pieces	60.00	360.00		6										
Pen, Permanent Marker, blue, fine tip	6	pieces	60.00	360.00		6										
Pen, Permanent Marker, red, fine tip	6	pieces	60.00	360.00		6										
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, 2" (approx. 51mm), Black, 12 pcs/box	12	boxes	70.00	840.00		12										

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
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, any scent	3	btl	198.00	594.00		3										
Record Book, Big, 300 pages	12	pcs	80.00	960.00		12										
Correction Tape, 8m x 5mm wide	36	pc	40.00	1,440.00		36										
Staple Wire, #35	20	boxes	30.00	600.00		20										
Disinfectant Spray, 340g	12	can	465.00	5,580.00		12										
Folder, Ordinary, A4	190	pcs	7.00	1,330.00		190										
Bathroom Deodorizer, with holder, at least 100g, any scent	3	pcs	60.00	180.00		3										
Tape, Transparent, 24mm x 50m	12	rolls	120.00	1,440.00		12										
Pin, Push, hammerhead type, asstd colors 50s/pack	2	boxes	35.00	70.00		2										
Clear Book (Display Book), Refillable, Legal, 20 shts, any color	2	pcs	78.00	156.00		2										
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		100		100								
Envelope, Brown, long, good quality	200	pcs	5.00	1,000.00		100		100								
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	12	boxes	46.00	552.00		12										
Sub-Total				70,293.00												
Printing Services																
Tarpaulin printing	12	sq. ft	20.00	240.00		12										
Sub-Total				240.00												
Grand Total				70,533.00												

Prepared by:

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Noted by:

MARWEN A. CASTAÑEDA
Unit Head/Project Leader

Funds Available:

MYRNA S. PANCITO
Head, Budget Office

Date: 08/30/2021

*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