

VSU COA



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



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2023

Unit/Office/Dept/Div: **Bids and Awards Committee**
 Project Code: **VSU COA BALANCE**
 Purpose: **FOR OFFICE USE**

Total Budget : 36,158.00
 Funding : GF-MOOE
 PPMF #: 112-5-1671-2023-6-0-8

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
IT Supplies and Equipment																
Laptop Cooling Pad 14"	3	pcs	500.00	1,500.00										3		
Wireless Dual Band Gigabit Ceiling Mount Access Point with Installation Guide, Power Adapter and Mounting kits	1	unit	6,000.00	6,000.00										1		
Sub-Total				7,500.00												
Office Supplies																
Alcohol, Rubbing, 70% Isopropyl, 1ltr.	10	btl	200.00	2,000.00										10		
Binder Clip, 1.5", black	10	pcs	7.50	75.00										10		
Paper, Bond, A4, S-20, 70 gsm	15	reams	253.00	3,795.00										15		
Paper, Bond, Long, S-20, 70 gsm	10	reams	286.00	2,860.00										10		
Paper, Bond, Short, S-20, 70 gsm	10	reams	245.00	2,450.00										10		
Correction Tape, 10 meters	4	pcs	32.00	128.00										4		
Gel Ink Sign Pen 0.5, black	48	pcs	25.00	1,200.00										48		
Gel Ink Sign Pen 0.5, blue	48	pcs	25.00	1,200.00										48		
Gel Ink Sign Pen 0.5, red	48	pcs	25.00	1,200.00										48		
Pen, Highlighter, yellow	4	pieces	45.00	180.00										4		
Pen, Highlighter, orange	3	pieces	46.00	138.00										3		
Pen, Highlighter, violet	3	pieces	47.00	141.00										3		
Magfile double, black, legal	15	pcs	260.00	3,900.00										15		
Note Pad, 3" x 3", post-it, assorted colors	3	pads	35.00	105.00										3		
Note Pad, 4" x 5", post-it, assorted colors	3	pads	50.00	150.00										3		
Fastener, Paper, plastic, 50 sets/box	5	boxes	38.00	190.00										5		

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
Pencil, Lead, #2, w/ eraser	12	pieces	10.00	120.00										12		
Pen, Permanent Marker, black, broad tip	2	pieces	60.00	120.00										2		
Pen, Permanent Marker, blue, broad tip	2	pieces	60.00	120.00										2		
Pen, Permanent Marker, red, broad tip	2	pieces	60.00	120.00										2		
Staple Wire, #35	4	boxes	35.00	140.00										4		
Stapler, HD No.35	2	pc	350.00	700.00										2		
Transparent Tape (1")	3	rolls	25.00	75.00										3		
White Folders, 0.14mm long 100pcs/pack	2	packs	485.00	970.00										2		
White folders, short 100 pcs/pack	1	pack	350.00	350.00										1		
Rubberband, #18, 350 gms/box	2	boxes	270.00	540.00										2		
Soap, Detergent, Powder, 1 kilo/pack, any scent	2	kl	105.00	210.00										2		
Soap, Dishwashing, Liquid, 250ml	3	blts	150.00	450.00										3		
Plastic Straw Rope, Heavy Duty, at least 200m, Flat Film Packing Rope for Cardboard Boxes	5	pc	180.00	900.00										5		
Floor Mop with wooden handle, heavy duty	2	pcs	240.00	480.00										2		
Soft Broom (Tambo) 200g minimum, heavy duty	5	pcs	220.00	1,100.00										5		
Toilet Bowl and Urinal Cleaner, at least 500ml	4	blts	125.00	500.00										4		
Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 50L capacity	1	pcs	520.00	520.00										1		
Sub-Total				27,127.00												
Grand Total				34,627.00												

Prepared by:

ARJANERY B. ANTOFINA

Noted by:

JESSAMINE C. ECLEO
Unit Head/Project Leader

Noted By:

ALICIA M. FLORES
Head, Budget Office

Date: 07/27/2023

<> *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