

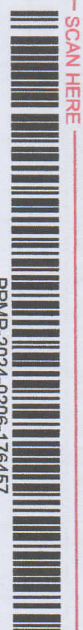
- ☒ Original PPMMP
☐ Revised (Changed items, same budget)
☐ Supplemental



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024



Unit/Office/Dept/Div: **VSU Integrated High School**
 Project Code: **VSUHS Office Supplies**
 Purpose: **office supplies**

Total Budget: **250,000.00**
 Funding: **STF**
 PPMMP #: **138-1-2086-2024-1-0-5**

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
Office Supplies																
Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	15	pcs	200.00	3,000.00	15											
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	15	tubes	220.00	3,300.00		15										
Alcohol, Isopropyl, 70% solution, 500mL	15	btl's	140.00	2,100.00			15									
Vellum Board, Pale Cream, Long, 220 GSM, 10 sheets per pack	50	pack of 10's	70.00	3,500.00				50								
Vellum Board, Pale Cream, A4, 220 GSM, 10 sheets per pack	50	pack of 10's	60.00	3,000.00					50							
Vellum Board, Canary, Long, 220 GSM, 10 sheets per pack	50	pack of 10's	70.00	3,500.00						50						
Cartolina, Vellum, White, at least 180gsm	50	pcs	35.00	1,750.00							50					
Stapler, HD No.35	10	pc	400.00	4,000.00								10				
Stapler, #35	50	boxes	35.00	1,750.00									50			
Pen, Pentel Pen, Fine blue & black	100	pcs	50.00	5,000.00										100		
Pen, Whiteboard Marker, black	100	pieces	50.00	5,000.00											100	
Pen, Sign, .5mm, Gel-type, Blue	100	piece	35.00	3,500.00												
Pen, Sign, .5mm, Gel-type, Black	100	piece	35.00	3,500.00												
Pen, Sign, .5mm, Gel-type, Red	100	piece	35.00	3,500.00			100									
Pencil, Lead, #2, w/ eraser	100	pieces	10.00	1,000.00					100							
Fastener, Paper, non-rust metal, 50 sets/box	200	boxes	50.00	10,000.00						200						
Paper, Bond, Short, S-24, 80 gsm	20	reams	277.00	5,540.00							20					

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
Paper, Bond, A4, S-24, 80 gsm	200	reams	289.00	57,800.00							200					
Paper, Bond, Long, S-24, 80 gsm	200	reams	328.00	65,600.00					200							
Paper, Specialty 200gsm 8-1/2x11, 10s, White	100	packs	45.00	4,500.00				100								
Paper, Specialty 200gsm 8-1/2x11, 10s, LightGreen	100	packs	45.00	4,500.00	100											
Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	100	packs	45.00	4,500.00		100										
Folder, Brown, Long Size 8.5x13"	600	pcs	7.00	4,200.00									600			
Envelope, Document, Brown, 150 lbs, Long	600	pc	7.00	4,200.00											600	
Tape, Double Sided, 1" x 10m	50	rolls	45.00	2,250.00										50		
Tape, Double Sided, 2" x 10m	50	rolls	120.00	6,000.00												50
Transparent Tape (1")	50	rolls	25.00	1,250.00	50											
Transparent Tape (2")	50	rolls	40.00	2,000.00		50										
Acetate, transparent, guage #6, approx. 50m/roll	2	rolls	2,000.00	4,000.00			2									
Chlorine Granules, 1kg/pack	20	packs	200.00	4,000.00							20					
Soap, Detergent, Powder, 1 kilo/pack, any scent	20	kl	150.00	3,000.00						20						
Soap, Detergent, Liquid, 1 gal, any scent	10	gal	400.00	4,000.00				10								
Liquid Hand Soap	5	gallon	600.00	3,000.00					5							
2 ply Toilet Paper	200	rolls	25.00	5,000.00											200	
Bathroom Deodorizer, with holder, at least 100g, any scent	20	pcs	80.00	1,600.00										20		
Paper, Parchment, A4, cream, 100 sheets/pack	10	pack	500.00	5,000.00									10			
Sub-Total				249,340.00												
Grand Total				249,340.00												

Prepared by:

MARK JOHN M. MANAGBANAG

Submitted by:

SHALOM GRACE C. SUGANO

Unit Head/Project Leader

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Date: **02/06/2024**

*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