

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



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2025

Unit/Office/Dept/Div: **Office of the Head Income Generating Projects**
 Project Code: **OHIGP**
 Purpose: **For IGP Office supplies and office equipments**

Total Budget : **200,000.00**
 Funding : **STF**
 PPMP #: **90-1-2239-2025-1-0-3**



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																
Good lumber, 2" x 3" x 10'	20	length	600.00	12,000.00					20							
Good Lumber Wood 2x2x12 (s4s)	20	pcs	500.00	10,000.00					20							
Good lumber, 2"x4"x12"	20	pc	1,300.00	26,000.00					20							
Sub-Total				48,000.00												
Food & Food Ingredients																
Snacks PM	100	packs	80.00	8,000.00		50									50	
3n1 Coffee	5	packs	200.00	1,000.00		3									2	
Lunch Buffet Style	100	person	250.00	25,000.00		50									50	
Snacks AM	100	set	80.00	8,000.00		50									50	
Sub-Total				42,000.00												
IT Supplies and Equipment																
Computer Monitor	4	unit	8,000.00	32,000.00				4								
All-in-One Ink Tank Printer Wi-Fi Duplex with ADF	2	unit	21,000.00	42,000.00				2								
Sub-Total				74,000.00												
Office Supplies																
Folder, File, Long, 14pts, White	50	piece	10.00	500.00				50								
Envelope, Document, Brown, 150 lbs, Long	50	pc	7.00	350.00				50								
Paper, Bond, A4, S-20, 70 gsm	50	reams	253.00	12,650.00				30							20	
Paper, Bond, Long, S-24, 80 gsm	10	reams	328.00	3,280.00				10								
Pen, Permanent Marker, black, broad tip	5	pieces	60.00	300.00				5								
Pen, Ball, blue	50	pieces	10.00	500.00				50								

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
Pen, Sign, .5mm, Gel-type, Blue	20	piece	35.00	700.00			20									
Trash Bin, durable plastic with cover 150L	3	pcs	2,000.00	6,000.00			3									
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	5	tubes	220.00	1,100.00			5									
Bathroom Deodorizer, with holder, at least 100g, any scent	10	pcs	80.00	800.00			10									
Soap, Dishwashing Liquid Refill, 375ml	10	packs	200.00	2,000.00									10			
Correction Tape, 8m x 5mm wide	10	pc	40.00	400.00			10									
Tape, Masking, 1" x 25 yards	10	rolls	48.00	480.00			10									
Transparent Tape (2")	5	rolls	40.00	200.00			5									
Squeegie (4 inches)	2	pcs	120.00	240.00			2									
Disinfectant Spray, 170g	5	can	280.00	1,400.00			5									
Stick Broom (tingling) 6" from the top, approx 370 pcs	50	piece	40.00	2,000.00			50									
Multi-Purpose Cleaner, Liquid, 1000mL, any scent	5	btl	220.00	1,100.00									5			
STICKY NOTES 2 X 3 ASSORTED COLORS	10	pad	79.00	790.00			10									
Glue, Multi-Purpose, White, at least 130g (118mL)	5	btl	78.00	390.00			5									
Sub-Total				35,180.00												
Grand Total				199,180.00												

Prepared by: JOSEFINA L. SORIA

Submitted by: CRISLIN B. CRUZ
Unit Head/Project Leader

Date: 02/29/2024

*Funding Sources: General Fund(GF), Trust Fund(TF, Special Trust Fund(STF), IGP, Supplemental or Augmentation
Note: Please make a separate PPM 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