

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



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

SCAN HERE



PPMP-2023-0812-137509

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **Accounting Office**
 Project Code: **Administrative Cost - 20201050-6**
 Purpose: **For office supplies and maintenance**

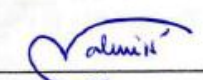
Total Budget : **620,000.00**
 Funding : **TF**
 PPMP #: **72-4-785-2024-7-0-0**

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																
Computer Printer 3-in-1	5	unit	12,500.00	62,500.00		3					2					
Desktop Computer, with Monitor, Core i5 12th Gen, 8GB RAM	1	sets	49,000.00	49,000.00		1										
Desktop Computer (w/o Monitor), Core i3 11th Gen	2	unit	24,000.00	48,000.00		2										
External Hard Drive, 1 TB	3	unit	3,000.00	9,000.00		3										
Flash Drive, at least 32GB USB 3.0	3	piece	800.00	2,400.00		3										
Ink, Epson, genuine, (BK) T664, 70 ml	15	pieces	350.00	5,250.00										15		
Ink, Epson, genuine (C) T664, 70 ml	10	pieces	350.00	3,500.00										10		
Ink, Epson, genuine (M) T664, 70 ml	10	pieces	350.00	3,500.00										10		
Ink, Epson, genuine, (Y) T664, 70 ml	10	pieces	350.00	3,500.00										10		
Laptop, Intel Core i5 11th Gen, 15.6" FHD	1	unit	45,000.00	45,000.00		1										
Scanner	1	unit	35,000.00	35,000.00		1										
UPS, 1000 VA	3	unit	3,000.00	9,000.00		3										
Sub-Total				275,650.00												
Office Equipment																
Air Conditioner, Window Type, 2.5 HP, Standard Size	1	unit	45,000.00	45,000.00		1										
Sub-Total				45,000.00												
Office Furniture & Fixture																
Filing cabinets, 2 doors good quality , 5 shelves W-90 CM X D -40 CM X H-185 CM	3	pcs	15,000.00	45,000.00		3										
Swivel Chair, high quality	8	unit	8,000.00	64,000.00		8										

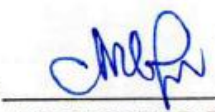
General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Sub-Total				109,000.00												
Office Supplies																
4 Layer File Tray (Office Organizer)	5	unit	300.00	1,500.00		5										
Acetate, transparent, guage #6, approx. 50m/roll	1	rolls	1,700.00	1,700.00		1										
Alcohol, Ethyl, 70% solution, 500mL	30	btls	125.00	3,750.00				30								
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	10	tubes	220.00	2,200.00		10										
Calculator, desktop-type, 12 digits, 2-way power, plastic keys	3	unit	530.00	1,590.00		3										
Cleaner, Glass, 500mL, spray type, any scent	20	btls	200.00	4,000.00		10					10					
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	5	boxes	70.00	350.00		5										
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	10	boxes	50.00	500.00		10										
• Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	5	boxes	20.00	100.00		5										
Correction Tape, 8m x 5mm wide	35	pc	40.00	1,400.00		20					15					
Detergent Soap Powder with Antibacterial, 500g	5	packs	60.00	300.00		2					3					
Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	5	pcs	240.00	1,200.00		5										
Folder, Brown, Long Size 8.5x13"	40	pcs	7.00	280.00		40										
Folder, File, Long, 14pts, White	110	piece	10.00	1,100.00										110		
Folder, Pressboard, US, Green, Long	150	pcs	30.00	4,500.00				100						50		
Glue, Multi-Purpose, White, at least 130g (118mL)	5	btls	78.00	390.00										5		
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	150	pcs	195.00	29,250.00		75					75					
My-Gel Gel Ink Pen refill 0.5mm, Blue	30	piece	25.00	750.00							30					
Paper, Bond, A4, S-24, 80 gsm	225	reams	289.00	65,025.00		30		55			70			70		
Paper, Bond, Long, S-24, 80 gsm	115	reams	328.00	37,720.00		20		25			35			35		
Paper, Bond, Short, S-20, 70 gsm	35	reams	245.00	8,575.00				20						15		
Paper, Pad, Yellow, 8-1/2x13, 90 leaves/pad	5	pads	70.00	350.00							5					
Pen, Ball, blue	30	pieces	10.00	300.00				30								
Pen, Highlighter, yellow	15	pieces	45.00	675.00		15										
Pen, Permanent Marker, black, broad tip	10	pieces	60.00	600.00							10					
Pen, Sign, .5mm, Gel-type, Blue	10	piece	35.00	350.00		10										

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, Black	20	piece	35.00	700.00		20										
Pencil, #2, Medium, Yellow, 12pcs/box	2	Box of 12's	120.00	240.00							2					
Pin, Push, hammerhead type, asstd colors 50s/pack	5	boxes	35.00	175.00		5										
Plastic Straw Rope, Heavy Duty, at least 200m, Flat Film Packing Rope for Cardboard Boxes	1	pc	180.00	180.00		1										
Puncher, Heavy Duty	3	pieces	450.00	1,350.00		3										
Record Book, Big, 500 pages	5	pcs	115.00	575.00		5										
Rubberband, #18, 350 gms/box	2	boxes	270.00	540.00		2										
Soap, Dishwashing, Liquid, 250mL	20	btls	150.00	3,000.00		10					10					
Soap, Hand, 60g per pack	20	Sachet	25.00	500.00		10					10					
Staple Wire, #35	5	boxes	35.00	175.00		5										
Tape Dispenser, 1" tape, big core, any color	1	pcs	115.00	115.00		1										
Tape, Double Sided, 1" x 10m	5	rolls	45.00	225.00		5										
Tape, Masking, 2" x 25 yards	3	rolls	95.00	285.00		3										
Tape, Transparent, 24mm x 50m	15	rolls	120.00	1,800.00		8					7					
Thumb Tacks, Small Box	5	boxes	12.00	60.00		5										
Sub-Total				178,375.00												
Grand Total				608,025.00												

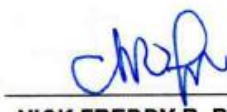
Prepared by:


VALERIE Y. VERGIS

Noted by:


NICK FREDDY R. BELLO
Unit Head/Project Leader

Noted By:


NICK FREDDY R. BELLO
Head, Accounting Office

Date: **08/12/2023**

<> *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