

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



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PMP)

CY 2025

Unit/Office/Dept/Div: **Alumni Community Relations Office**
 Project Code: **ACRO-2025**
 Purpose: **For office use**

Total Budget : **75,000.00**
 Funding : **GF-MOOE**
 PMP #: **240-5-2159-2025-1-0-0**

SCAN HERE



PMP-2024-0219-179381

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																
Fastener, Paper, plastic, 50 sets/box	10	boxes	40.00	400.00	2			2			4			2		
Paper, Bond, A4, S-24, 80 gsm	50	reams	289.00	14,450.00	10			15			15			10		
Paper, Bond, Long, S-24, 80 gsm	10	reams	328.00	3,280.00	2			4			2			2		
Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	10	packs	45.00	450.00	2			2			2			4		
Paper Clips Small Vinyl (33MM)	10	Box of 100's	35.00	350.00	5									5		
Paper Clips Small Vinyl (50mm)	10	Box of 100's	40.00	400.00	5									5		
2 ply Toilet Paper	20	rolls	25.00	500.00	5			5			5			5		
Vellum Paper A4	1	reams	290.00	290.00	1											
Photo Paper Glossy A4	4	sheets	150.00	600.00	2									2		
Correction Tape, 8m x 5mm wide	10	pc	40.00	400.00	4			2			2			2		
Tape, Double Sided, 1" x 10m	10	rolls	45.00	450.00	2			2			2			4		
Tape, Masking, 1" x 25 yards	20	rolls	48.00	960.00	10			2			4			4		
Transparent Tape (1")	10	rolls	25.00	250.00	4			2			2			2		
Transparent Tape (2")	5	rolls	40.00	200.00	2			3								
Stapler, HD-# 10	1	pieces	120.00	120.00	1											
Staple wire remover	1	pieces	40.00	40.00	1											
Staple Wire, #10	15	boxes	15.00	225.00	5			5			3			2		
Staple Wire, #35	10	boxes	35.00	350.00	2			4			2			2		
Folder, Pressboard, US, Blue, Long	50	pieces	30.00	1,500.00	10			20			10			10		

General Description	Quantity	Unit	UnitCost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Folder, Pressboard, US, Yellow, Long	50	pieces	30.00	1,500.00	10			10			10			20		
Folder, Ordinary, A4	50	pcs	7.00	350.00	20			10			10			10		
Envelope, Expanding, with garter tie, blue, long	100	pc	20.00	2,000.00	20		20	20		10	10		10	10		
Envelope, Brown, long, good quality	50	pcs	5.00	250.00	10			10			10			10		
Pen, Permanent Marker, blue, fine tip	10	pieces	60.00	600.00	5									5		
Pen, Permanent Marker, black, fine tip	10	pieces	60.00	600.00	5									5		
Pen, Permanent Marker, black, fine tip	50	piece	35.00	1,750.00	10			10			10		10	10		
Pen, Sign, 5mm, Gel-type, Blue	10	pieces	50.00	500.00	5									5		
Pen, Whiteboard Marker, black	10	pieces	50.00	500.00	5						5					
Pen, Whiteboard Marker, red	10	boxes	300.00	3,000.00	5									5		
Pen, Sign, 0.4mm, Gel-type, Blue	10	boxes	300.00	3,000.00	5									5		
Pen, Sign, 0.4mm, Gel-type, Red	10	btl	60.00	600.00	5									5		
Multi-Purpose Glue, 130 g	5	pieces	15.00	75.00	2			2						1		
Ruler, Plastic, 12"	10	boxes	30.00	300.00	5						5					
Magazine Box / Data File Box / Datafile, horizontal, made of chipboards, closed ends, Legal (Single)	20	pcs	200.00	4,000.00	5			5			5			5		
Magazine Box / Data File Box / Datafile, horizontal, made of chipboards, closed ends, Legal (Double)	5	pcs	195.00	975.00	2									3		
Record Book, Big, 300 pages	10	pcs	150.00	1,500.00	2			2			3			3		
Record Book, Big, 500 pages	5	pcs	175.00	875.00	2			2						1		
Soap, Dishwashing, Liquid, 250ml	10	btl	150.00	1,500.00	2			2			3			3		
Soap, Toilet, regular size	20	pieces	35.00	700.00	5			5			5			5		
Soap, hand, liquid, 250 ml	5	btl	135.00	675.00	2			1			1			1		
Dishwashing Sponge	10	pcs	35.00	350.00	3			2			3			2		
Alcohol, Ethyl, 70% solution, 500ml	10	btl	125.00	1,250.00	2			3			3			2		
Sub-Total				52,065.00												
Grand Total				52,065.00												

Prepared by:

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Submitted by:

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Date: 02/19/2024