

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



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

SCAN HERE



PPMP-2022-0831-58608

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2023

Unit/Office/Dept/Div: **OFFICE OF THE CHIEF LEGAL OFFICER**
 Project Code: **OTCLO-2023**
 Purpose: **Office Supplies**

Total Budget : **100,000.00**
 Funding : **GF-MOOE**
 PPMP #: **153-5-1171-2023-7-0-0**

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																
Ink, Epson 003,Genuine Black 65mL	5	btl	350.00	1,750.00	5											
Ink, EPSON 003,Genuine Cyan 65mL	5	btl	350.00	1,750.00	5											
Ink, EPSON 003,Genuine Magenta 65mL	5	btl	350.00	1,750.00	5											
Ink, EPSON 003,Genuine Yellow 65mL	5	btl	350.00	1,750.00	5											
External Hard Disk Drive (Portable, 1TB), USB 3.1	1	unit	3,000.00	3,000.00	1											
Sub-Total				10,000.00												
Office Equipment																
Hot & Cold water dispenser	1	unit	9,000.00	9,000.00	1											
Sub-Total				9,000.00												
Office Supplies																
Paper, Bond, A4, S-24, 80 gsm	55	reams	289.00	15,895.00	55											
Paper, Bond, Long, S-24, 80 gsm	30	reams	328.00	9,840.00	30											
Folder, File, Long, 14pts, White	700	piece	10.00	7,000.00	700											
Folder, Pressboard, US, Green, Long	200	pcs	30.00	6,000.00	200											
Fastener, Paper, plastic, 50 sets/box	15	boxes	38.00	570.00	15											
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	10	box of 50's	30.00	300.00	10											
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	10	boxes	14.00	140.00	10											
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	5	boxes	28.00	140.00	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
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	5	boxes	46.00	230.00	5											
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	5	boxes	70.00	350.00	5											
Data Filer, Big size, Legal	10	pieces	500.00	5,000.00	10											
Data filer box, double, 11 x 40 x 24cm	5	pcs	500.00	2,500.00	5											
Note Pad, 3" x 3", post-it, assorted colors	5	pads	35.00	175.00	5											
Record Book, Big, 300 pages	2	pcs	110.00	220.00	2											
Pen, Whiteboard Marker, black	5	pieces	50.00	250.00	5											
Pen, Permanent Marker, black, broad tip	2	pieces	60.00	120.00	2											
Glue Stick, All-purpose, at least 21g	1	pcs	55.00	55.00	1											
Calculator, desktop-type, 12 digits, 2-way power, plastic keys	1	unit	530.00	530.00	1											
Pencil, #2, Medium, Yellow, 12pcs/box	2	Box of 12's	120.00	240.00	2											
Puncher, Heavy Duty	1	pieces	450.00	450.00	1											
Ink, for stamp pad, violet, 30mL, w/ applicator	2	btls	35.00	70.00	2											
Stamp Pad, 4 x 2.75" (Purple)	1	pc	60.00	60.00	1											
Staple Wire, #35	20	boxes	30.00	600.00	20											
Envelope, Document, Brown, 150 lbs, Long	50	pc	7.00	350.00	50											
Envelope, Mailing, white, long, 500pcs/box	1	box of 50's	395.00	395.00	1											
Memo Notebooks, 80 leaves	2	pieces	29.00	58.00	2											
Sign Here Sticky Notes	5	pack	59.00	295.00	5											
Stick Broom (tingting) 6" from the top, approx 370 pcs	2	piece	40.00	80.00	2											
Broom and Dustpan Set	2	set	600.00	1,200.00	2											
Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	2	pcs	300.00	600.00	2											
Alcohol, Ethyl, 70% solution, 500mL	10	btls	125.00	1,250.00	10											
Alcohol, Isopropyl, 70% solution, 500mL	10	btls	140.00	1,400.00	10											
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	2	tubes	220.00	440.00	2											
Water Dipper (Tabo)	1	pc	45.00	45.00	1											
Pail, Plastic, 10 li cap.	1	pieces	200.00	200.00	1											

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
Basin, Utility, Durable Plastic, Size: at least 15cm depth x 40.5cm diameter, any Color	1	pcs	205.00	205.00	1											
Desk Tray, Plastic, Double, Dimension: approx. 6 x 26 x 35cm, any color	2	pcs	310.00	620.00	2											
Correction Tape, 8m x 5mm wide	20	pc	40.00	800.00	20											
Pen, Sign, .5mm, Gel-type, Blue	50	piece	35.00	1,750.00	50											
Pen, Ball, blue	30	pieces	10.00	300.00	30											
Sub-Total				60,723.00												
Grand Total				79,723.00												

Prepared by: _____

CAROLINE B. ANDUYAN

Noted by: _____

RYSAN C. GUINOCOR
Unit Head/Project Leader

Noted By: _____

ALICIA M. FLORES
Head, Budget Office

Date: **08/31/2022**

<> *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