

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



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

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PPMP-2023-0331-108696

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2023

Unit/Office/Dept/Div: **Office of the Dean of Students**

Project Code: **ODS-OFFICE OF THE CAREER AND JOB PLACEMENT SERVICES(2023)**

Purpose: **OFFICE SUPPLIES**

Total Budget : **32,532.75**

Funding : **GF-MOOE**

PPMP #: **186-5-1551-2023-2-0-10**

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
<b>IT Supplies and Equipment</b>																
EPSON L220 Ink Cartridge Cyan	2	btls	350.00	700.00					2							
EPSON L220 Ink Cartridge Magenta	2	btls	350.00	700.00					2							
EPSON L220 Ink Cartridge Yellow	2	btls	350.00	700.00					2							
<b>Sub-Total</b>				<b>2,100.00</b>												
<b>Office Furniture &amp; Fixture</b>																
3 layer magazine tray/storage/desk organizer/holder/rack	2	pcs	300.00	600.00					2							
<b>Sub-Total</b>				<b>600.00</b>												
<b>Office Supplies</b>																
Paper, Bond, A4, S-24, 80 gsm	10	reams	289.00	2,890.00					10							
Sticky Note, 2 x 3, Yellow	5	pads	79.00	395.00					5							
Multi-Purpose Glue, 130 g	5	btls	60.00	300.00					5							
Multi-Insect Killer Spray, 600mL	1	tubes	600.00	600.00					1							
Mop Handle, aluminum, screw type, heavy duty, at least 4 ft long	1	pieces	500.00	500.00					1							
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	10	pcs	195.00	1,950.00					10							
Alcohol, Isopropyl, 70% solution, 500mL	5	btls	140.00	700.00					5							
Cartolina, US, Black, at least 160gsm	5	pcs	14.00	70.00					5							
Cartolina, US, Blue, at least 160gsm	5	pcs	14.00	70.00					5							
Cartolina, US, Brown, at least 160gsm	5	pcs	14.00	70.00					5							
Cartolina, US, Gold, at least 160gsm	5	pcs	14.00	70.00					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
Cartolina, US, Green, at least 160gsm	5	pcs	14.00	70.00					5							
Cartolina, US, Light Blue, at least 160gsm	5	pcs	14.00	70.00					5							
Cartolina, US, Light Green, at least 160gsm	5	pcs	14.00	70.00					5							
Cartolina, US, Neon Blue, at least 160gsm	5	pcs	14.00	70.00					5							
Cartolina, US, Neon Gold, at least 160gsm	5	pcs	14.00	70.00					5							
Cartolina, US, Neon Green, at least 160gsm	5	pcs	14.00	70.00					5							
Cartolina, US, Neon Orange, at least 160gsm	5	pcs	14.00	70.00					5							
Cartolina, US, Neon Pink, at least 160gsm	5	pcs	14.00	70.00					5							
Cartolina, US, Neon Red, at least 160gsm	5	pcs	14.00	70.00					5							
Cartolina, US, Neon Yellow Green, at least 160gsm	5	pcs	14.00	70.00					5							
Cartolina, US, Neon Yellow, at least 160gsm	5	pcs	14.00	70.00					5							
Cartolina, US, Orange, at least 160gsm	5	pcs	14.00	70.00					5							
Cartolina, US, Pink, at least 160gsm	5	pcs	14.00	70.00					5							
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	5	boxes	20.00	100.00					5							
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	5	boxes	30.00	150.00					5							
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	5	boxes	50.00	250.00					5							
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	5	boxes	70.00	350.00					5							
Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	5	boxes	20.00	100.00					5							
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							
Cutter, Big, Plastic (Ordinary), w/ lock	5	pcs	30.00	150.00					5							
Soap, Dishwashing, Liquid, 250mL	3	btls	150.00	450.00					3							
Envelope, Expanding, plastic, A4	5	pc	59.00	295.00					5							
Fastener, Paper, plastic, 50 sets/box	5	boxes	38.00	190.00					5							
Pen, Permanent Marker, black, broad tip	3	pieces	60.00	180.00					3							
Pen, Permanent Marker, red, fine tip	2	pieces	60.00	120.00					2							
Pen, Permanent Marker, blue, broad tip	2	pieces	60.00	120.00					2							
Pen, Highlighter, orange	3	pieces	46.00	138.00					3							
Pen, Highlighter, violet	2	pieces	47.00	94.00					2							



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	10	piece	35.00	350.00					10							
Pen, Whiteboard Marker, blue,	3	pieces	50.00	150.00					3							
Rubberband, #18, 350 gms/box	1	boxes	270.00	270.00					1							
Scissors, 8" heavy duty, good quality	2	pieces	75.00	150.00					2							
Staple Wire, #35	10	boxes	35.00	350.00					10							
Sprinkler, plastic 3 liters	1	pieces	600.00	600.00					1							
Stapler, HD No.35	2	pc	350.00	700.00					2							
Stick Broom (tingting) 6" from the top, approx 370 pcs	3	piece	40.00	120.00					3							
Sticker Paper, high gloss A4 size, 50 sheets/pack	4	pack	155.00	620.00					4							
Tape Dispenser, 1" tape, big core, any color	2	pcs	115.00	230.00					2							
Tape, Double Sided, 1" x 10m	10	rolls	35.00	350.00					10							
Tape, Masking, 2" x 25 yards	4	rolls	95.00	380.00					4							
Tape, Packaging, 2" x 100 yards, Clear	4	rolls	75.00	300.00					4							
Tissue, Bathroom, 2 Ply, 12rolls/pack	2	pack	204.00	408.00					2							
Toilet Bowl Cleaner, at least 1 liter	2	btl	250.00	500.00					2							
Liquid Hand Soap, 500 ml.	5	btls	100.00	500.00					5							
4 Layer File Tray (Office Organizer)	2	unit	300.00	600.00					2							
Facial Tissue 1 Pc 14 x 9 Cm	10	boxes	125.00	1,250.00					10							
Calculator, scientific ,10+2 digits, 2 line display, at least 240 functions	1	unit	1,350.00	1,350.00					1							
EPSON INK btl 664 black	5	btl	500.00	2,500.00					5							
<b>Sub-Total</b>				<b>23,330.00</b>												
<b>Grand Total</b>				<b>26,030.00</b>												

Prepared by:

**JUNARD C. GUCELA**

Noted by:

**MANOLO B. LORETO JR.**  
Unit Head/Project Leader

Noted By:

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Head, Budget Office

Date: **03/31/2023**

<> \*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