

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



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

SCAN HERE



PPMP-2022-0329-24178

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2023

Unit/Office/Dept/Div: **Department of Mechanical Engineering**
 Project Code: **DME-2023**
 Purpose: **provision of administrative supplies and materials**

Total Budget : **106,700.00**
 Funding : **GF-MOOE**
 PPMP #: **30-5-900-2023-2-0-0**

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
Construction and Electrical Supplies																
Bulb, LED, 15W	10	pieces	300.00	3,000.00				10								
Wire, Duplex #12, PDX	20	meters	50.00	1,000.00	20											
LED Tube, 18 watts	5	sets	600.00	3,000.00				5								
Electrical Gloves (Medium)	2	pair	650.00	1,300.00	2											
V-shape reflective vest yellow green with adjustable strap	2	pc	350.00	700.00	2											
Sub-Total				9,000.00												
Hardwares																
Door Knob	5	piece	1,000.00	5,000.00	5											
Padlock, 50mm	5	piece	210.00	1,050.00	5											
Screwdriver, Precision Set, 11 pieces with case	1	set	150.00	150.00	1											
Paint Brush, 2"	10	pcs	80.00	800.00	10											
Tape, double sided with foam, 20mm x 3m	5	rolls	150.00	750.00				5								
Safety Gloves, Cotton knitted with Latex Orange Coated Palm	10	pair	40.00	400.00	10											
Sub-Total				8,150.00												
IT Supplies and Equipment																
Computer Keyboard USB	5	pcs	400.00	2,000.00				5								
Ink, Epson 003,Genuine Black 65mL	10	btl	350.00	3,500.00	10											
Ink, EPSON 003,Genuine Cyan 65mL	5	btl	350.00	1,750.00	5											
Ink, EPSON 003,Genuine Yellow 65mL	5	btl	350.00	1,750.00	5											
Mouse, Wired, Optical, USB	10	pieces	210.00	2,100.00				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
Laptop Battery	1	piece	2,500.00	2,500.00				1								
Universal HDMI to VGA Adapter Cable, at least 1.8 meters	1	unit	300.00	300.00	1											
Sub-Total				13,900.00												
Labor Services																
Repair of Aircon	5	unit	1,000.00	5,000.00				5								
Sub-Total				5,000.00												
Office Supplies																
Alcohol, Isopropyl, 70% solution, 500mL, pump type	4	btls	250.00	1,000.00	4											
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	10	pack	115.00	1,150.00	10											
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	10	pack	125.00	1,250.00				10								
Desk Tray, Plastic, Triple, Dimension: approx. 13 x 28 x 38cm, any color	3	pcs	550.00	1,650.00				3								
Disinfectant Cleaner, multi-surface, scented	5	gal	420.00	2,100.00				5								
Disinfectant Spray, 170g	5	can	280.00	1,400.00	5											
Empty Water Bottle (5 gallon), round, blue	2	pc	190.00	380.00	2											
Fastener, Paper, plastic, 50 sets/box	17	boxes	38.00	646.00				17								
Glue Gun, Small (approx. 4x12x 18cm)	2	pcs	185.00	370.00				2								
Glue Stick, Small, for Glue Gun	30	pcs	7.00	210.00				30								
Glue Pen, Clear, 50mL	5	tubes	25.00	125.00	5											
Hand Towel, cloth, cotton, 12 pcs/pack	2	pack	258.00	516.00	2											
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	10	pcs	100.00	1,000.00				10								
Pail, Plastic, 5 gallons cap. Measurement at least L35.3xW32.3xH33cm	2	pieces	290.00	580.00	2											
Paper, Bond, A4, S-24, 80 gsm	15	reams	289.00	4,335.00				15								
Paper, Manila	20	pcs	6.00	120.00				20								
Pen, Ball, blue	50	pieces	10.00	500.00	50											
Pen, Sign, .5mm, Gel-type, Blue	30	piece	35.00	1,050.00				30								
Pen, Whiteboard Marker, black	10	pieces	50.00	500.00	10											
Pen, Whiteboard Marker, red	5	pieces	50.00	250.00	5											
Pencil, Lead, #2, w/ eraser	12	pieces	10.00	120.00				12								

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
Rag, (for cleaning & wiping)	100	pieces	5.00	500.00	100											
Soap, Toilet , guest size	20	pieces	15.00	300.00	20											
Specialty Board, short 8-1/2 x 11, 220 gsm, White (10pcs/pack)	40	pack	65.00	2,600.00				40								
Staple wire remover	10	pieces	40.00	400.00	10											
Tape, Duct, 2" x 25m, Black/Grey	10	rolls	180.00	1,800.00	10											
Tape, Double Sided, 1" x 10m	10	rolls	35.00	350.00	10											
Tape, Double Sided, 2" x 10m	10	rolls	70.00	700.00	10											
Tape, Transparent, 12mm x 50m	10	rolls	68.00	680.00	10											
Tissue, Bathroom, 2 Ply, 12rolls/pack	2	pack	204.00	408.00	2											
Toilet Bowl Cleaner, at least 1 liter	5	btl	250.00	1,250.00				5								
Toilet Brush with Holder	2	set	180.00	360.00				2								
Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	5	gallon	450.00	2,250.00	5											
Soap, hand, liquid, 250 ml	10	btls	135.00	1,350.00	10											
Alcohol, Ethyl, 70% solution, 1 gallon	10	gallons	600.00	6,000.00	10											
Folder, Ordinary, A4	50	pcs	7.00	350.00				50								
Nylon, #300, for grass cutter	1	kl	450.00	450.00				1								
Frame, for certificates, A4 size	10	pcs	380.00	3,800.00				10								
Fist Aid Kit Set (Medical Bag)	2	set	800.00	1,600.00	2											
Coffee Maker	1	pc	1,200.00	1,200.00	1											
Staple wire remover, Plier type, Metal	5	piece	100.00	500.00	5											
Puncher, plier-type	1	pc	380.00	380.00	1											
Soap, Dishwashing Liquid Refill, 375ml	5	packs	200.00	1,000.00	5											
Mouse Pad, Rubber	5	pad	250.00	1,250.00	5											
Paper, Photo, Waterproof Glossy Inkjet , A4, 230 GSM No Backprint, 20 shts/pack	5	pack	60.00	300.00				5								
Specialty, board, long 8-1/2 x 13, 220 gsm, white, vellum, 10pcs/pack	20	pack	85.00	1,700.00				20								
Table Spoon, Stainless steel	2	dozen	205.00	410.00	2											
Table Fork, Stainless steel, 1 doz	2	dozen	205.00	410.00	2											
Cleaner, Glass, 500mL, spray type, any scent	5	btls	200.00	1,000.00	5											
Record Book, 200 Pages	5	piece	90.00	450.00				5								
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00	100											

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
Original Portable Electric Kettle Water Heater 1.2L	1	pc	500.00	500.00	1											
Sub-Total				54,500.00												
Printing Services																
Tarpaulin printing	100	sq. ft	30.00	3,000.00	100											
Sub-Total				3,000.00												
Grand Total				93,550.00												

Prepared by: _____

ANTONETTE S. CRUZ

Noted by: _____

JUNDY R. CASTIL
Unit Head/Project Leader

Noted By: _____

ALICIA M. FLORES
Head, Budget Office

Date: **10/05/2022**

<> *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