

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



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

SCAN HERE



PPMP-2023-0803-135380

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2024

Unit/Office/Dept/Div: **Department of Business and Management**
 Project Code: **DBM Higher Education**
 Purpose: **Office Supplies**

Total Budget : 130,709.53

Funding: **GF-MOOE**

PPMP #: **4-5-1502-2024-7-0-1**

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
IT Supplies and Equipment																
HDMI to HDMI cable	2	piece	500.00	1,000.00	1		1									
Ink, Brother BTD60BK, Black	15	btls	500.00	7,500.00	2	2	2	2	2	2	3					
Ink, Brother BT5000C Cyan	15	btls	500.00	7,500.00	3	3	3	3	3							
Ink, Brother BT5000M Magenta	15	btls	500.00	7,500.00	3	5	5	2								
Ink, Brother BT5000Y Yellow	15	btls	500.00	7,500.00	2	2	3	3	5							
All-in-One Ink Tank Printer Wi-Fi Duplex with ADF	1	unit	21,000.00	21,000.00	1											
Sub-Total				52,000.00												
Machineries																
LAWN MOWER	1	unit	19,000.00	19,000.00	1											
Sub-Total				19,000.00												
Office Furniture & Fixture																
Steel Cabinet, 4 Drawers w/ lock, Vertical, Dirty White	2	pieces	11,000.00	22,000.00	1		1									
Sub-Total				22,000.00												
Office Supplies																
Broom, Soft (Tambo), Large, Heavy Duty	3	pcs	250.00	750.00	1	2										
Cleanser, Powder, 500g, any scent	5	btls	76.00	380.00	3	1	1									
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	10	boxes	20.00	200.00	5			5								
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	10	boxes	30.00	300.00	2	2	2	2	2							
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	15	boxes	50.00	750.00	2	2	1	1	1		4	4				

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
PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	10	box of 50's	25.00	250.00	5	5										
Soap, Detergent, Liquid, 1 gal, any scent	2	gal	400.00	800.00	1	1										
Soap, Detergent, Powder, 1 kilo/pack, any scent	10	kl	105.00	1,050.00	4	4	2									
Eraser, whiteboard, magnetic flannel	10	pc	60.00	600.00	5		5									
Fabric Conditioner, 1L, any scent	1	btls	415.00	415.00	1											
Fastener, Paper, plastic, 50 sets/box	10	boxes	38.00	380.00	2	2	2	2	2							
Folder, Pressboard, US, Green, Long	30	pcs	30.00	900.00	5	5	5	5	5	5						
Index Tab, transparent, self-adhesive, transparent, 5sets/box	10	boxes	90.00	900.00	2	2	2	4								
Sticky Note, 2 x 3, Yellow	10	pads	79.00	790.00	5		5									
Sticky Note, 3 x 3, Yellow	10	pads	84.00	840.00	3	3	4									
Paper, Bond, A4, S-24, 80 gsm	25	reams	289.00	7,225.00	5	5	5	5	5							
Paper, Bond, A4, S-20, 70 gsm	25	reams	253.00	6,325.00	5	5	5	5	5							
Pen, Whiteboard Marker, black	30	pieces	50.00	1,500.00	6	6	6	6	6							
Pen, Whiteboard Marker, blue,	30	pieces	50.00	1,500.00	6	6	6	6	6							
Soap, Toilet, regular size	10	pieces	35.00	350.00	5	5										
Staple Wire, #35	10	boxes	35.00	350.00	5	5										
Tissue, Bathroom, 2 Ply, 12rolls/pack	2	pack	204.00	408.00	1	1										
Toilet Bowl Cleaner, at least 1 gallon	3	gal	395.00	1,185.00	1	1	1									
Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	10	boxes	20.00	200.00	2	2	2	2	2							
Detergent Soap Powder with Antibacterial, 500g	10	packs	60.00	600.00	5	5										
Alcohol, Ethyl, 70% solution, 1 gallon	2	gallons	600.00	1,200.00	1		1									
Data Filer, Big size, Legal	8	pieces	500.00	4,000.00	2	2	2	2								
Sub-Total				34,148.00												
Grand Total				127,148.00												

Prepared by:

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Date: **08/03/2023**

<> *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