

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



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

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PPMP-2024-0206-176584

INDICATIVE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2025

Unit/Office/Dept/Div: **Department of Mechanical Engineering**

Project Code: **DME-GF 2025**

Purpose: **provision of office supplies**

Total Budget : **165,000.00**

Funding : **GF-MOOE**

PPMP #: **30-5-900-2025-1-0-0**

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																
LED Tube, 18 watts	10	sets	600.00	6,000.00				10								
Bulb, LED, 15W	5	pieces	300.00	1,500.00				5								
Sub-Total				7,500.00												
Hardware																
Plywood, Marine, 3/4"(thickness) x 4' x 8'	5	piece	1,650.00	8,250.00				5								
Sub-Total				8,250.00												
IT Supplies and Equipment																
EPSON L220 Ink Cartridge Black	10	btls	350.00	3,500.00	10											
EPSON L220 Ink Cartridge Cyan	5	btls	350.00	1,750.00	5											
EPSON L220 Ink Cartridge Magenta	5	btls	350.00	1,750.00	5											
EPSON L220 Ink Cartridge Yellow	5	btls	350.00	1,750.00	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 Magenta 65mL	5	btl	350.00	1,750.00	5											
Ink, EPSON 003,Genuine Yellow 65mL	5	btl	350.00	1,750.00	5											
All-in-One Ink Tank Printer Wi-Fi Duplex with ADF	1	unit	21,000.00	21,000.00				1								
Mouse, Wired, Optical, USB	5	pieces	210.00	1,050.00				5								
UPS 800W (for Computer)	1	unit	5,000.00	5,000.00				1								
Sub-Total				44,550.00												
Labor Services																
Aircon, Maintenance	1	unit	23,000.00	23,000.00	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
Sub-Total				23,000.00												
Office Equipment																
Document Scanner and Camera, Portable, A3 Capture Size	1	unit	7,000.00	7,000.00				1								
Sub-Total				7,000.00												
Office Supplies																
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	4	tubes	220.00	880.00				4								
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	4	pack	115.00	460.00	4											
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	4	pack	125.00	500.00	4											
Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	2	pcs	420.00	840.00				2								
Broom, Soft (Tambo), Large, Heavy Duty	4	pcs	250.00	1,000.00				4								
Chalk, White, Dustless, 100 pcs/box	10	boxes	75.00	750.00	10											
Chlorine Granules, 1kg/pack	1	packs	200.00	200.00				1								
Cleaner, Glass, 500mL, spray type, any scent	4	btls	220.00	880.00				4								
Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)	2	pcs	520.00	1,040.00	2											
Soap, Detergent, Liquid, 1 gal, any scent	4	gal	400.00	1,600.00				4								
Soap, Dishwashing, Liquid, 250mL	12	btls	150.00	1,800.00	12											
Soap, Detergent, Powder, 1 kilo/pack, any scent	4	kl	150.00	600.00				4								
Disinfectant Cleaner, multi-surface, scented	6	gal	420.00	2,520.00				6								
Dust pan, plastic, stand-up handle, large	2	pc	140.00	280.00				2								
Duster, Microfiber (Cotton)	6	pcs	102.00	612.00				6								
Folder, File, Long, 14pts, White	200	piece	10.00	2,000.00	200											
Hand Towel, cloth, cotton, 12 pcs/pack	2	pack	300.00	600.00				2								
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	20	pcs	200.00	4,000.00	20											
Multi-Insect Killer Spray, 250mL	1	tubes	300.00	300.00				1								
Paper Cutter, Sliding, for A3, with metal base, replaceable blades	1	unit	6,800.00	6,800.00	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
Paper, Bond, A4, S-24, 80 gsm	50	reams	289.00	14,450.00	50											
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	2	pack	250.00	500.00	2											
Paste, solid, w/ water well & applicator, 200gms	1	btls	50.00	50.00	1											
Pen, Ball, blue	50	pieces	10.00	500.00	50											
Pen, Ball, red	20	pieces	10.00	200.00	20											
Pen, Sign, .5mm, Gel-type, Blue	50	piece	35.00	1,750.00	50											
Pen, Sign, .5mm, Gel-type, Red	30	piece	35.00	1,050.00	30											
Pen, Whiteboard Marker, black	20	pieces	50.00	1,000.00	20											
Pen, Whiteboard Marker, red	10	pieces	50.00	500.00	10											
Pen, Whiteboard Marker, blue,	20	pieces	50.00	1,000.00	20											
Pencil, Lead, #2, w/ eraser	10	pieces	10.00	100.00	10											
Rag, (for cleaning & wiping)	20	pieces	5.00	100.00				20								
Rags, large, good quality, size 24"x15", water absorbent	10	pcs	40.00	400.00				10								
Record Book, Big, 300 pages	10	pcs	150.00	1,500.00	10											
Ruler, Plastic, 12"	10	pieces	15.00	150.00	10											
Scouring Pad, big economy size, good quality	10	pieces	50.00	500.00				10								
Soap, Toilet, regular size	12	pieces	35.00	420.00				12								
Specialty board, short 8-1/2 x 11, 120 gsm, white (10pcs/pack)	10	pack	65.00	650.00	10											
Specialty Board, short 8-1/2 x 11, 220 gsm, White (10pcs/pack)	10	pack	65.00	650.00	10											
Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	1	pcs	1,500.00	1,500.00	1											
Staple Wire No. 35-5M Leg Length 6mm (1/4")	2	boxes	80.00	160.00	2											
Staple Wire, #35	10	boxes	35.00	350.00	10											
Stick Broom (tingting) 6" from the top, approx 370 pcs	4	piece	40.00	160.00				4								
Toilet Bowl Cleaner, at least 1 gallon	2	gal	395.00	790.00				2								
Tissue, Bathroom, 2 Ply, 12rolls/pack	1	pack	204.00	204.00				1								
Toilet Brush with Holder	2	set	180.00	360.00				2								
Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	1	pack	65.00	65.00				1								
Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black	1	pack	35.00	35.00				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
Floor Mop	2	pieces	300.00	600.00				2								
Alcohol, Ethyl, 70% solution, 1 gallon	10	gallons	600.00	6,000.00	10											
Liquid Hand Soap	10	gallon	600.00	6,000.00	10											
First Aid Kit Set (Medical Bag)	1	set	800.00	800.00	1											
Transparent Tape (1")	5	rolls	25.00	125.00	5											
Soap, hand, liquid, 250 ml	12	btl's	135.00	1,620.00	12											
Fiber Doormat	4	pc	150.00	600.00				4								
Glass Wiper	1	piece	300.00	300.00				1								
Dishwashing Sponge	10	pcs	35.00	350.00				10								
Toilet Bowl Pump Plunger with Wooden Handle	2	pieces	150.00	300.00				2								
Sub-Total				73,451.00												
Printing Services																
Tarpaulin printing	20	sq. ft	30.00	600.00	20											
Sub-Total				600.00												
Grand Total				164,351.00												

Prepared by:

ANTONETTE S. CRUZ

Submitted by:

RONARD G. PAÑA

Unit Head/Project Leader

{{-- Date: **02/06/2024**

***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