

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2024

Unit/Office/Dept/Div: **Legal Office**
Project Code: **Legal 2025**
Purpose: **Office Supply**

Total Budget : **100,000.00**
Funding : **GF-MOOE**
PPMP #: **209-5-2832-2024-2-0-1**

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
Office Furniture & Fixture																
Lounge Sofa set with center table	1	set	16,400.00	16,400.00	1											
Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,	2	pc	12,000.00	24,000.00	2											
Office Table with Mobile Pedestal	1	pc	12,500.00	12,500.00	1											
Sub-Total				52,900.00												
Office Supplies																
Paper, Bond, A4, S-24, 80 gsm	10	reams	289.00	2,890.00	10											
Paper, Bond, Long, S-24, 80 gsm	10	reams	328.00	3,280.00	10											
Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	5	boxes	25.00	125.00	5											
Whiteboard, Wall Mount, 3' x 4', w/ aluminum frame	1	pcs	1,680.00	1,680.00	1											
Ink, Refill, for Whiteboard Marker, Black, 30mL	5	btls	165.00	825.00	5											
Pen, Whiteboard Marker, black	3	pieces	50.00	150.00	3											
Stamp Pad, 4 x 2.75" (Purple)	1	pc	60.00	60.00	1											
Sign Here Sticky Notes	5	pack	59.00	295.00	5											
STICKY NOTE 3 X 3 ASSORTED COLORS	5	pad	79.00	395.00	5											
Staple wire remover, Plier type, Metal	1	piece	100.00	100.00	1											
Staple Wire, #35	20	boxes	35.00	700.00	20											
Stapler, HD No.35	2	pc	400.00	800.00	2											
My-Gel Gel Ink Pen refill 0.5mm, Blue	25	piece	25.00	625.00	25											
Gel Ink Sign Pen 0.5, black	25	pcs	25.00	625.00	25											

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
Pencil, #2, Medium, Yellow, 12pcs/box	2	Box of 12's	120.00	240.00	2											
Scissors, 8" heavy duty, good quality	2	pieces	75.00	150.00	2											
Green Data Filer, Legal, Double	30	pc	200.00	6,000.00	30											
Sub-Total				18,940.00												
Grand Total				71,840.00												

Prepared by: 
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Submitted by: 
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{{-- Date: **04/29/2024**

*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