

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



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dep't/Div: **Office of the Dean of Students**
 Project Code: **20201050-10.13.47.30**
 Purpose: **Office Supplies needed for TES documents**

Total Budget : **50,000.00**
 Funding : **TF**
 PPMP #: **186-4-618-2022-10-0-0**



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
Office Supplies																
Alcohol, Ethyl, 70% solution, 500mL	5	btl	125.00	625.00												5
Alcohol, Isopropyl, 70% solution, 500mL, pump type	5	btl	250.00	1,250.00												5
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	15	boxes	20.00	300.00												15
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	15	boxes	30.00	450.00												15
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	15	boxes	50.00	750.00												15
Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	15	boxes	70.00	1,050.00												15
Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	50	boxes	20.00	1,000.00												50
Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box	15	boxes	55.00	825.00												15
Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box	10	boxes	76.00	760.00												10
Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box	10	boxes	143.00	1,430.00												10
Clip, Metal Bulldog, 3" (approx. 76.2mm), 12 pcs/box	10	boxes	192.00	1,920.00												10
Desk Tray, Plastic, Triple, Dimension: approx. 13 x 28 x 38cm, any color	2	pcs	550.00	1,100.00												2
Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	2	pcs	445.00	890.00												2
Document Storage Box / Document Filing Case, plastic, transparent, A4 (30.7x23.2cm)	2	pcs	260.00	520.00												2
Envelope, Expanding, Plastic, Long	20	pc	54.00	1,080.00												20

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
Envelope, Expanding, plastic, A4	10	pc	59.00	590.00												10
Fastener, Paper, non-rust metal, 50 sets/box	30	boxes	50.00	1,500.00												30
Folder, File, Long, 14pts, White	500	piece	10.00	5,000.00												500
Folder, Pressboard, US, Green, Long	100	pcs	30.00	3,000.00												100
Glue, Multi-Purpose, White, at least 130g (118ml)	5	btl	78.00	390.00												5
Index Tab, PVC self adhesive 6" x 1", 25pcs/box	5	set	78.00	390.00												5
Index Tab, transparent, self-adhesive, transparent, 5sets/box	5	boxes	65.00	325.00												5
Sticky Note, 2 x 3, Yellow	5	pads	79.00	395.00												5
Sticky Note, 3 x 3, Yellow	5	pads	84.00	420.00												5
Paper Cutter, wood, A4 size	1	piece	625.00	625.00												1
Paper, Bond, A4, S-24, 80 gsm	30	reams	289.00	8,670.00												30
Pen, Permanent Marker, blue, fine tip	5	pieces	60.00	300.00												5
Pen, Permanent Marker, red, fine tip	5	pieces	60.00	300.00												5
Pen, Ball, blue	50	pieces	10.00	500.00												50
Pen, Highlighter, yellow	6	pieces	45.00	270.00												6
Pen, Whiteboard Marker, black	3	pieces	50.00	150.00												3
Pen, Whiteboard Marker, red	3	pieces	50.00	150.00												3
Pen, Whiteboard Marker, blue,	3	pieces	50.00	150.00												3
Staple Wire No. 35-5M Leg Length 6mm (1/4")	15	boxes	80.00	1,200.00												15
Fastener, Paper, plastic, 50 sets/box	10	boxes	38.00	380.00												10
Paper Clips Small Vinyl (50mm)	25	Box of 100's	40.00	1,000.00												25
Tape Dispenser, 1" tape, big core, any color	2	pcs	115.00	230.00												2
Sub-Total				39,885.00												
Grand Total				39,885.00												

Prepared by: Meriam M. Luna

Noted by: Manolo B. Loreto Jr.

Noted By: Nick Freddy R. Bello

MERIAM M. LUNA

MANOLO B. LORETO JR.
Unit Head/Project Leader

NICK FREDDY R. BELLO
Head, Accounting Office

Date: 11/29/2022

<> *Funding Sources: General Fund(GF), Trust Fund(TF), Special Trust Fund(STF), IGP, Supplemental or Augmentation
Note: Please make a separate PMP for each funding source.

Categorize the entries such as Office Supplies, Office Appliance & Equipment, Office Furniture, Laboratory Supplies, IT Equipment, Construction & Electrical Supplies,