

Original PPMP

Revised (Changed items, same budget)

Supplemental



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

SCAN HERE



PPMP-2022-1129-78700

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Total Budget : 50,000.00

Funding : TF

PPMP #: 186-4-618-2022-10-0-0

Unit/Office/Dept/Div: Office of the Dean of Students
Project Code: 20201050-10.13.47.30
Purpose: Office Supplies needed for TES documents

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
Office Supplies															
Alcohol, Ethyl, 70% solution, 500mL	5	btlS	125.00	625.00											5
Alchol, Isopropyl, 70% solution, 500mL, pump type	5	btlS	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	UnitCost	Estimated Budget	Schedule/Milestone of Activities (in quantities)										
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
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", 25pc/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
Paper Cutter, wood, A4 size	5	pads	84.00	420.00											5
Paper, Bond, A4, S-24, 80 gsm	1	piece	625.00	625.00											1
Pen, Permanent Marker, blue, fine tip	30	reams	289.00	8,670.00											30
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				39,835.00											
Grand Total				39,835.00											

Prepared by: M. Luna

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Noted by: C. Montebat

MANOLO B. LORETO JR.

Unit Head/Project Leader

Noted By:

NICK FREDDY R. BELLO

Head, Accounting Office **DIV**

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 PPMP for each funding source.

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