

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



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



152-5-637-2022-9-0-7

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2022

Unit/Office/Dept/Div: **Office of the Vice President for Research, Extension and Innovation**
 Project Code: **OVPREI.A.III.C**
 Purpose: **Office Supplies**

Total Budget : **170,000.00**
 Funding : **GF-MOOE**

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																
Good lumber, 2" x 4" x 8'	3	length	345.00	1,035.00				3								
Good lumber, 2" x 3" x 10'	5	length	450.00	2,250.00			5									
Good lumber, 4" x 4" x 8'	5	length	950.00	4,750.00				5								
Good Lumber, 2"x 6" x 12'	3	length	1,400.00	4,200.00				3								
Good Lumber, 1" x 1" x 12'	5	pieces	250.00	1,250.00				5								
Sub-Total				13,485.00												
Hardwares																
Plywood, Marine, 1/4"(thickness) x 4' x 8'	5	piece	450.00	2,250.00			3	2								
Plywood, Ordinary, 3/4"(thickness) x 4' x 8'	5	piece	880.00	4,400.00				5								
Plywood, Marine, 3/4"(thickness) x 4' x 8'	5	piece	1,300.00	6,500.00				5								
Sub-Total				13,150.00												
Office Furniture & Fixture																
4 drawer lateral office cabinet	1	pc	9,600.00	9,600.00			1									
Sub-Total				9,600.00												
Office Supplies																
Alcohol, Isopropyl, 70% solution, 500mL	10	btls	140.00	1,400.00			5	5								
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	5	pack	125.00	625.00			3	2								
Binder Clip, 1.5", black	10	pcs	7.50	75.00			5	5								
Binder Clip, 2", black	10	pcs	8.50	85.00			5	5								
Broom, Soft (Tambo), Large, Heavy Duty	5	pcs	250.00	1,250.00			3	2								

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
Soft Broom (Tambo) 200g minimum, heavy duty	5	pcs	125.00	625.00			3	2								
Disinfectant Spray, 340g	2	can	465.00	930.00			2									
Disinfectant Cleaner, multi-surface, scented	1	gal	420.00	420.00					1							
Envelope, Expanding, with garter tie, brown, short	20	pc	11.00	220.00			3	6	5	2	2	2				
Envelope, Expanding, with garter tie, brown, long	5	pc	15.00	75.00			2	2	1							
Envelope, Expanding, with garter tie, blue, long	5	pc	15.00	75.00			5									
Envelope, Document, Brown, 150 lbs, Short	10	pc	5.00	50.00				5	5							
Fastener, Paper, plastic, 50 sets/box	2	boxes	38.00	76.00				1	1							
Fastener, Paper, non-rust metal, 50 sets/box	2	boxes	50.00	100.00				2								
Folder, File, Long, 14pts, White	20	piece	10.00	200.00			2	18								
Folder, Ordinary, A4	10	pcs	7.00	70.00							4	4	2			
Folder, Expanded, Long (Light Blue)	10	pcs	20.00	200.00							5	5				
Folder, Expanded, Long (Red)	10	piece	30.00	300.00							5	5				
Folder, File, Short, 14pts, White	10	piece	8.00	80.00							5	5				
Folder, Morocco, Long, w/ plastic binder, Blue	10	pieces	18.00	180.00							5	5				
Folder, Morocco, Short, w/ plastic binder, Green	10	pieces	15.00	150.00			5	5								
Folder, Pressboard, US, Blue, Long	5	pieces	30.00	150.00				5								
Folder, Pressboard, US, Green, Short	5	pcs	29.00	145.00				5								
Multi-Purpose Cleaner, Liquid, 1000mL, any scent	3	btls	205.00	615.00				3								
Tape, Duct, 2" x 25m, Black/Grey	2	rolls	180.00	360.00			2									
Tape, Double Sided, 2" x 10m	2	rolls	70.00	140.00			2									
Tape, Double Sided, 1" x 10m	2	rolls	35.00	70.00				2								
Tape, Double Sided, 3/4" x 10m	2	rolls	26.00	52.00						2						
Tape, Packaging, 2" x 100 yards, Tan	2	rolls	55.00	110.00					2							
Tape, Masking, 1" x 25 yards	2	rolls	48.00	96.00				2								
Paper, Bond, A4, S-20, 70 gsm	12	reams	253.00	3,036.00			10	2								
Paper, Bond, A4, S-24, 80 gsm	24	reams	289.00	6,936.00			24									
Paper, Bond, Long, S-24, 80 gsm	6	reams	328.00	1,968.00			6									
Paper, Bond, Short, S-24, 80 gsm	6	reams	277.00	1,662.00			6									
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	5	pack	250.00	1,250.00				5								
Correction Pen, rolling ball-metal tip	1	pc	220.00	220.00					1							
Pen, Ball, blue	24	pieces	10.00	240.00			12	12								

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
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	5	tubes	220.00	1,100.00				5								
Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	3	pcs	192.00	576.00			3									
Scissors, 8" heavy duty, good quality	3	pieces	75.00	225.00									3			
Scissors, 6" heavy duty, good quality	2	piece	68.00	136.00									2			
Soap, Dishwashing, Liquid, 250mL	10	btls	150.00	1,500.00				5	5							
Soap, hand, liquid, 250 ml	5	btls	135.00	675.00				5								
Liquid Hand Soap	1	gallon	350.00	350.00			1									
Soap, Detergent, Liquid, 1 gal, any scent	1	gal	350.00	350.00			1									
Detergent Soap, Powder, 500g	10	packs	60.00	600.00			3	3	3	1						
Soap, Toilet, regular size	3	pieces	35.00	105.00					2	1						
Soap, Toilet , guest size	5	pieces	15.00	75.00				1	1	1	1	1				
Soap, Detergent, Powder, 1 kilo/pack, any scent	3	kl	105.00	315.00				1	1	1						
Staple Wire, #35	10	boxes	30.00	300.00				1	2	5	2					
Stapler, HD No.35	2	pc	350.00	700.00				2								
Staple wire remover	2	pieces	40.00	80.00				2								
Stick Broom (tingting) 6" fr the top, approx 370 pcs	10	piece	40.00	400.00				5	5							
Sticky Note, 2 x 3, Yellow	5	pads	79.00	395.00		5										
Sticky Note, 3 x 3, Yellow	3	pads	84.00	252.00		3										
Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	1	boxes	300.00	300.00	1											
Tissue, Bathroom, 2 Ply, 12rolls/pack	3	pack	204.00	612.00			3									
Transparency Film, A4, 100pcs/pack	5	pack	372.00	1,860.00			1	4								
Air Purifier Large Room, 600 Sq Ft, 2021 Upgraded, True HEPA Filter, Active Charcoal, Ultraviolet Li	1	pcs	10,000.00	10,000.00			1									
Sub-Total				45,142.00												
Vehicle Supplies																
185/55/R15	4	pcs	3,800.00	15,200.00				4								
245/65 R17 (4PR) 111S Tira	4	pcs	13,200.00	52,800.00				4								
Sub-Total				68,000.00												
Grand Total				149,377.00												

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Noted by: MA. JULIET C. CENIZA
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Funds Available: Alicia M. Flores
ALICIA M. FLORES ✓
Head, Budget Office

Date: 10/07/2021

*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