



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



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **Department of Agricultural Education & Extension**
Project Code: **DAEEEx-GF 301000000 2024**
Purpose: **For office use**
Total Budget : 175,000.00
Funding : **GF-MOOE**
PPMP #: **42-5-2401-2024-7-0-1**

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
Construction and Electrical Supplies																
Electrical Wire, Flat cord #16/2Core	25	meters	20.00	500.00		25										
Universal Adaptor for Plug Outlet	5	pcs	70.00	350.00		5										
Electrical, male plug, 3 pin	5	pcs	65.00	325.00		5										
Sub-Total				1,175.00												
IT Supplies and Equipment																
Desktop Computer, Assembled, 12th Gen Core i5, SSD and HDD	1	sets	49,000.00	49,000.00			1									
Sub-Total				49,000.00												
Office Equipment																
Aircon, Split Type, 1HP (Inverter)	1	unit	44,000.00	44,000.00		1										
Sub-Total				44,000.00												
Office Supplies																
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	6	tubes	220.00	1,320.00		3						3				
Cartolina, US, Gold, at least 160gsm	5	pcs	14.00	70.00		5										
Cartolina, US, Light Blue, at least 160gsm	5	pcs	14.00	70.00		5										
Cartolina, US, Light Green, at least 160gsm	5	pcs	14.00	70.00		5										
Cartolina, US, Green, at least 160gsm	5	pcs	14.00	70.00		5										
Cartolina, US, Pink, at least 160gsm	5	pcs	14.00	70.00		5										
Cartolina, US, Yellow, at least 160gsm	5	pcs	14.00	70.00		5										
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	5	boxes	20.00	100.00			5									

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
Clip, Double Binder, 2" (approx. 51mm) , Black, 12pcs/box	5	boxes	70.00	350.00			5									
Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	5	boxes	20.00	100.00			5									
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	3	boxes	14.00	42.00								3				
Correction Tape, 8m x 5mm wide	5	pc	40.00	200.00		5										
Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm	1	pcs	820.00	820.00		1										
Soap, Detergent, Powder, 1 kilo/pack, any scent	2	kl	105.00	210.00	1						1					
Duster, Feather	2	pcs	56.00	112.00	2											
Envelope, Expanding, with garter tie, brown, short	10	pc	15.00	150.00			5			5						
Envelope, Expanding, with garter tie, brown, long	15	pc	15.00	225.00			10			5						
Envelope, Expanding, with garter tie, green, long	20	pc	15.00	300.00			10			10						
Fastener, Paper, plastic, 50 sets/box	2	boxes	38.00	76.00		2										
Folder, File, Long, 14pts, White	60	piece	10.00	600.00			30							30		
Folder, Sliding, Plastic, w/ binder, Long, transparent	10	pcs	10.00	100.00		10										
Folder, Sliding, Plastic, w/ Binder, A4, Transparent	6	piece	10.00	60.00		6										
Glue Gun, Small (approx. 4x12x 18cm)	2	pcs	185.00	370.00		2										
Glue Stick, Small, for Glue Gun	12	pcs	7.00	84.00		12										
Glue, Multi-Purpose, White, at least 454g (473mL)	2	blts	495.00	990.00			2									
Index Tab, transparent, self-adhesive, transparent, 5sets/box	5	boxes	90.00	450.00		5										
Morocco board, A4, 100pcs/ream, 230 gsm, for cover, white	2	ream	450.00	900.00			2									
Morocco board, A4, 100pcs/ream, 230 gsm, for cover, yellow	2	ream	450.00	900.00			2									
Morocco board, A4, 100pcs/ream, 230 gsm, for cover, light blue	2	ream	450.00	900.00			2									
Morocco board, A4, 100pcs/ream, 230 gsm, for cover, beige	2	ream	450.00	900.00			2									
Multi-Purpose Cleaner, Liquid, 1000mL, any scent	1	blts	205.00	205.00			1									
Sticky Note, 2 x 3, Yellow	2	pads	79.00	158.00	2											
Sticky Note, 3 x 5, Yellow	2	pads	150.00	300.00	2											
Paper, Art, glossy, assorted colors, 500shs/ream	1	reams	235.00	235.00	1											
Paper, Bond, A4, S-24, 80 gsm	30	reams	289.00	8,670.00		15					15					

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Paper, Bond, A4, S-20, 70 gsm	5	reams	253.00	1,265.00				5								
Paper, Bond, Colored, Long, S-16, 56gsm, Blue	1	reams	315.00	315.00			1									
Paper, Bond, Colored, Long, S-16, 56gsm, Pink	1	reams	315.00	315.00			1									
Paper, Bond, Colored, Long, S-16, 56gsm, Yellow	1	reams	315.00	315.00			1									
Paper, Photo, matte finish, 146GSM, 10 shts/pack	5	pack	75.00	375.00		5										
Paper, Specialty 200gsm 8-1/2x11, 10s, Nashville	2	packs	38.00	76.00				2								
Paper, Specialty 200gsm 8-1/2x11, 10s, Cyril Pink	2	packs	38.00	76.00				2								
Paper, Specialty 200gsm 8-1/2x11, 10s, LightGreen	2	packs	38.00	76.00				2								
Pen, Permanent Marker, black, fine tip	3	pieces	60.00	180.00		3										
Pen, Permanent Marker, blue, fine tip	3	pieces	60.00	180.00		3										
Pen, Permanent Marker, red, fine tip	3	pieces	60.00	180.00		3										
Pen, Highlighter, yellow	2	pieces	45.00	90.00		2										
Pen, Highlighter, orange	2	pieces	46.00	92.00		2										
Pen, Highlighter, violet	2	pieces	47.00	94.00		2										
Pen, Sign, .5mm, Gel-type, Blue	36	piece	35.00	1,260.00	24					12						
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									
Pencil, Lead, #2, w/ eraser	12	pieces	10.00	120.00			12									
Ring Binder, plastic, 38mm, 1-1/2" black	10	pieces	46.00	460.00			10									
Ring Binder, plastic, 25mm, 1" black	15	pieces	30.00	450.00			15									
Scissors, 6" heavy duty, good quality	3	piece	68.00	204.00		3										
Sharpener, Pencil Heavy Duty good qlty	1	pieces	350.00	350.00	1											
Soap, Toilet, regular size	10	pieces	35.00	350.00		10										
Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	2	pack	85.00	170.00		2										
Specialty board, short 8-1/2 x 11, 120 gsm, light pink (10pcs/pack)	2	pack	65.00	130.00		2										
Specialty board, short 8-1/2 x 11, 120 gsm, light blue (10pcs/pack)	2	pack	65.00	130.00		2										
Tape, Foam, Double Sided, 1" x 5m	3	rolls	100.00	300.00		3										
Tape, Transparent, 24mm x 50m	3	rolls	120.00	360.00		3										
Pen, Ball, blue	36	pieces	10.00	360.00				24						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
Pen, Ball, black	24	pieces	10.00	240.00		24										
Pen, Ball, red	24	pieces	10.00	240.00		24										
Bathroom Deodorizer, with holder, at least 100g, any scent	10	pcs	80.00	800.00		10										
STICKY NOTE PAGE 1/2X2IN set with assorted color	1	set	200.00	200.00	1											
Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes	2	pack	146.00	292.00	2											
Toilet Bowl Cleaner, at least 500ml	2	btl	180.00	360.00	1						1					
Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent	3	pack	330.00	990.00	1			1			1					
Pin, Push, hammerhead type, assld colors 50s/pack	2	boxes	35.00	70.00	2											
Paper, Manila	10	pcs	6.00	60.00			10									
Sub-Total				32,222.00												
Grand Total				126,397.00												

Prepared by: 

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Head, Budget Office

Date: **08/15/2023**

<> *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,
Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies