

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental

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

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PPMP-2023-0808-136270

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: Administrative Services Office

Project Code: ASO-2024

Purpose: FOR OFFICE USE

Total Budget : 150,000.00

Funding : GF-MOOE

PPMP #: 214-5-2855-2024-7-0-0

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
Construction and Electrical Supplies																
I-210 KWH Meter Digital Single Phase 2 Wire FM1S I210 KWH Meter, (ALCARA) 4 Jaws	1	meter	4,200.00	4,200.00	1											
Sub-Total				4,200.00												
IT Supplies and Equipment																
Samsung AW09AYHGAWKNTC 1.5 hp Inverter Window-Type Air Conditioner	1	unit	30,295.00	30,295.00	1											
Portable Trolley 15" Speaker with wireless microphone	1	unit	10,000.00	10,000.00	1											
Sub-Total				40,295.00												
Office Supplies																
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	3	tubes	220.00	660.00	3											
Correction Tape, 8m x 5mm wide	25	pc	40.00	1,000.00	25											
Soap, Dishwashing, Liquid, 250mL	12	btls	150.00	1,800.00	6			6								
Disinfectant Spray, 340g	3	can	465.00	1,395.00	3											
Disinfectant Cleaner, multi-surface, scented	3	gal	420.00	1,260.00	3											
Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	30	pack	40.00	1,200.00	15			15								
Paper, Bond, A4, S-24, 80 gsm	20	reams	289.00	5,780.00	20											
Folder, File, Long, 14pts, White	50	piece	10.00	500.00	25			25								
Folder, Pressboard, US, Green, Long	30	pcs	30.00	900.00	30											
Pen, Sign, .5mm, Gel-type, Blue	180	piece	35.00	6,300.00	90			90								

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
Alcohol, Ethyl, 70% solution, 1 gallon	6	gallons	600.00	3,600.00	3						3					
PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	6	box of 50's	25.00	150.00	6											
Paper Clips Small Vinyl (50mm)	5	Box of 100's	40.00	200.00	5											
Tape, Double Sided, 1" x 10m	10	rolls	45.00	450.00	10											
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	3	pack	250.00	750.00	3											
Soft Broom (Tambo) 200g minimum, heavy duty	2	pcs	220.00	440.00							2					
Tissue, Bathroom, 2 Ply, 12rolls/pack	5	pack	204.00	1,020.00	5											
Cleaner, Glass, 500mL, spray type, any scent	4	btls	200.00	800.00	4											
Glue Pen, Clear, 50mL	10	tubes	25.00	250.00	10											
Paper, Manila	10	pcs	6.00	60.00	10											
Paper, Construction, Assorted Colors, 20 shts/pack	10	packs	46.00	460.00	10											
Sub-Total				28,975.00												
Grand Total				73,470.00												

Prepared by: ELIZABETH A. ITALIO II

Noted by: RYSAN C. GUINOCOR
Unit Head/Project Leader

Noted By: for ALICIA M. FLORES
Head Budget Office

Date: 08/08/2023

<> *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