

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



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

SCAN HERE



PPMP-2023-0815-138363

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2024

Unit/Office/Dept/Div: **Office of the President**
 Project Code: **OP-2024**
 Purpose: **For office use**

Total Budget : **1,000,000.00**
 Funding : **GF-MOOE**
 PPMP #: **58-5-1083-2024-7-0-0**

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
Awards & Tokens																
VSU Food products	150	packs	800.00	120,000.00	10	10	10	20	10	10	10	20	10	10	10	20
ACRYLIC GLASS PLAQUE3	25	pieces	3,000.00	75,000.00	2	1	1	5	1	2	2	5	1	2	1	2
Sub-Total				195,000.00												
Communication/Courier Services																
Courier services	100	unit	200.00	20,000.00	5	10	5	10	10	10	5	5	10	10	10	10
Sub-Total				20,000.00												
Fuel & Lubricants																
Brake Fluid Dot 3/Dot 4 Super Heavy Duty, 1Liter	1	L	450.00	450.00	1											
Sub-Total				450.00												
Hardware																
Rope,Nylon,, #7 (3.5mm)	3	meter	12.00	36.00	3											
Sub-Total				36.00												
IT Supplies and Equipment																
FUJIXEROX DC-V 2265, Toner Cartridge K (Black)	6	pcs	16,000.00	96,000.00	3						3					
FUJIXEROX DC-V 2265, Toner Cartridge C (Cyan)	5	pcs	18,000.00	90,000.00	3						2					
FUJIXEROX DC-V 2265, Toner Cartridge M (Magenta)	5	pcs	18,000.00	90,000.00	3						2					
FUJIXEROX DC-V 2265, Toner Cartridge Y (Yellow)	5	pcs	18,000.00	90,000.00	3						2					
FUJIXEROX DC-V 2265, Waste Toner Cartridge	1	pcs	3,500.00	3,500.00	1											
Epson 003 Ink Bottle for Epson L3150, Black	6	btls	400.00	2,400.00	3						3					
Sub-Total				371,900.00												
Office Supplies																

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
Sign pen, Fine Tech, 0.3mm. blue	50	pieces	30.00	1,500.00	25						25					
Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	50	pieces	90.00	4,500.00	25						25					
Index Tab, transparent, self-adhesive, transparent, 5sets/box	2	boxes	90.00	180.00	2											
Alcohol, Ethyl, 70% solution, 500mL	25	btls	125.00	3,125.00	15						10					
Bathroom Deodorizer, with holder, at least 100g, any scent	6	pcs	80.00	480.00	3						3					
Tissue, Bathroom, 2 Ply, 12rolls/pack	2	pack	204.00	408.00	1						1					
Broom, Stick Broom, Tukog	20	pc	40.00	800.00	10						10					
Soft Broom (Tambo) 200g minimum, heavy duty	20	pcs	220.00	4,400.00	10						10					
Ultra Thick Bleach Toilet Cleaner	5	pc	130.00	650.00	5											
Toilet Bowl Cleaner, at least 1 gallon	10	gal	395.00	3,950.00	5						5					
Disinfectant Spray, 170g	20	can	280.00	5,600.00	10						10					
Furniture Polish	5	btls	350.00	1,750.00	3						2					
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	3	boxes	14.00	42.00	3											
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	3	box of 50's	30.00	90.00	3											
Soap, Detergent, Powder, 1 kilo/pack, any scent	3	kl	105.00	315.00	2						1					
Soap, Dishwashing, Liquid, 250mL	24	btls	150.00	3,600.00	12						12					
Soap, hand, liquid, 250 ml	10	btls	135.00	1,350.00	5						5					
Envelope, Document, Brown, 150 lbs, Long	100	pc	7.00	700.00	50						50					
Envelope, Expanding, with garter tie, green, long	6	pc	15.00	90.00	6											
Envelope, Expanding, with garter tie, blue, long	6	pc	15.00	90.00	6											
Fastener, Paper, plastic, 50 sets/box	6	boxes	38.00	228.00	3						3					
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00	50						50					
Folder, Pressboard, US, Green, Long	200	pcs	30.00	6,000.00	100						100					
Staple Wire, #35	6	boxes	35.00	210.00	3						3					
Sticky Note, 3 x 4, Yellow	6	pads	140.00	840.00	3						3					
Sticky Note, 2 x 3, Yellow	6	pads	79.00	474.00	3						3					
Pencil, Lead, #2, w/ eraser	3	pieces	10.00	30.00	3											
Envelope, Document, Brown, 150 lbs, Short	100	pc	5.00	500.00	50						50					
Envelope, Mailing, white, long, 500pcs/box	1	boxes	525.00	525.00	1											
Pen, Permanent Marker, black, broad tip	3	pieces	60.00	180.00	3											

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, Permanent Marker, blue, fine tip	3	pieces	60.00	180.00	3											
Pen, Sign, .5mm, Gel-type, Blue	12	piece	35.00	420.00	6						6					
Pen, Highlighting, asstd color	6	pcs	25.00	150.00	6											
Folder, Ordinary, A4	50	pcs	7.00	350.00	25						25					
Tape, Transparent, 12mm x 50m	25	rolls	68.00	1,700.00	15						10					
Tape, Masking, 2" x 25 yards	3	rolls	95.00	285.00	3											
Tape, Packaging, 2" x 100 yards, Clear	3	rolls	75.00	225.00	3											
Paper, Bond, A4, S-24, 80 gsm	10	reams	289.00	2,890.00	5						5					
Paper, Bond, A4, S-20, 70 gsm	25	reams	253.00	6,325.00	15						10					
Epson L6290 001 Ecotank Ink Black	5	btls	600.00	3,000.00	3						2					
Rubberband, #18, 350 gms/box	3	boxes	270.00	810.00	3											
Gel Ink Sign Pen 0.5, blue	10	pcs	25.00	250.00	5						5					
Pen, Sign, 0.4mm, Gel-type, Blue	3	boxes	300.00	900.00	3											
360° Rotatable Spin Mop with Handle	2	unit	500.00	1,000.00	2											
Floor Mop	2	pieces	250.00	500.00	2											
Desk Tape Dispenser	2	piece	500.00	1,000.00	2											
Sub-Total				63,592.00												
Vehicle Supplies																
Diesel fuel	2600	liters	84.00	218,400.00	300	200	200	200	200	200	300	200	200	200	200	200
Tire, 195 R-15C (Tubeless), Toyota Grandia	8	pcs	6,000.00	48,000.00	4						4					
Tire, Good year 195x15, 8ply for Toyota (Replacement parts)	4	pcs	6,000.00	24,000.00	4											
Radiator Coolant for Toyota Grandia	2	gallons	1,000.00	2,000.00	1						1					
Oil Filter CIII for Toyota Grandia, brand Vic	6	pieces	500.00	3,000.00	2			1			1			2		
Air Cleaner for Toyota Grandia	2	pieces	1,000.00	2,000.00	1						1					
Fuel Filter Element for Toyota Grandia - #23390-Y22AI	2	pcs	600.00	1,200.00	1						1					
Battery, NS60, 11 plates, 12 volts N70	1	pcs	8,000.00	8,000.00	1											
Sub-Total				306,600.00												
Grand Total				957,578.00												

Prepared by: _____

LES ANDRE B. PAMAOS

Noted by: _____

ALLEN GLENNIE P. LAMBERT
Unit Head/Project Leader

Noted By: _____

ALICIA M. FLORES ^{NY}
Head, Budget Office 11-2024

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 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