

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



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

SCAN HERE



PPMP-2023-0804-135831

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **Department of Mathematics**
 Project Code: **DMath-2024**
 Purpose: **For higher education services**

Total Budget : **150,000.00**
 Funding : **GF-MOOE**
 PPMP #: **201-5-1503-2024-2-0-0**

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																
Padlock, 30mm	4	pcs	110.00	440.00	4											
Sub-Total				440.00												
Fuel & Lubricants																
Fuel, Gasoline	102	L	74.00	7,548.00	26			25			26			25		
Sub-Total				7,548.00												
IT Supplies and Equipment																
Ink, Epson 003, Genuine Black 65mL	15	btl	350.00	5,250.00	15											
Computer Printer, All-in-One/Multifunction Colored-Ink Tank	1	unit	14,000.00	14,000.00	1											
Toner MP 2014H NRG Brand	2	btls	3,700.00	7,400.00	2											
RISO CV Ink 800 ml	2	btl	1,332.00	2,664.00	2											
RISO CV B4 Master 200 Cuts	1	roll	2,773.00	2,773.00	1											
Sub-Total				32,087.00												
Office Equipment																
Sliding Paper Cutter	1	unit	2,550.00	2,550.00	1											
Sub-Total				2,550.00												
Office Furniture & Fixture																
Office chair, with arm rest	4	pc	5,000.00	20,000.00	4											
Sub-Total				20,000.00												
Office Supplies																
Acetate, transparent, guage #3, approx. 50m/roll	1	rolls	880.00	880.00	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
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	3	tubes	220.00	660.00	3											
Alcohol, Ethyl, 70% solution, 500mL	10	btls	125.00	1,250.00	10											
Cartolina, US, White, at least 160gsm	5	pcs	14.00	70.00	5											
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	5	boxes	70.00	350.00	5											
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	3	boxes	30.00	90.00	3											
Soap, Dishwashing, Liquid, 250mL	10	btls	150.00	1,500.00	10											
Envelope, Document, Brown, 150 lbs, Long	25	pc	7.00	175.00	25											
Envelope, Document, Brown, 150 lbs, Short	25	pc	5.00	125.00	25											
Envelope, Expanding, with garter tie, green, long	25	pc	15.00	375.00	25											
Eraser, whiteboard, magnetic flannel	10	pc	60.00	600.00	10											
Folder, File, Long, 14pts, White	40	piece	10.00	400.00	40											
Foil, Aluminum, 16m x 30cm (approx. 260g)	1	boxes	290.00	290.00	1											
Folder, Pressboard, US, Green, Long	55	pcs	30.00	1,650.00	55											
Folder, Pressboard, US, Blue, Long	20	pieces	30.00	600.00	20											
Folder, Pressboard, US, Yellow, Long	20	pieces	30.00	600.00	20											
Glue, Multi-Purpose, White, at least 130g (118mL)	5	btls	78.00	390.00	5											
Hand Towel, cloth, cotton	3	piece	35.00	105.00	3											
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	10	pcs	200.00	2,000.00	10											
Multi-Insect Killer Spray, 600mL	1	tubes	600.00	600.00	1											
Paper, Bond, A4, S-20, 70 gsm	40	reams	253.00	10,120.00	40											
Paper, Bond, Long, S-20, 70 gsm	20	reams	286.00	5,720.00	20											
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	3	pack	250.00	750.00	3											
Pen, Sign, .5mm, Gel-type, Blue	7	piece	35.00	245.00	7											
Pen, Whiteboard Marker, red	10	pieces	50.00	500.00	10											
Pen, Whiteboard Marker, blue,	20	pieces	50.00	1,000.00	20											
Record Book, Big, 300 pages	5	pcs	110.00	550.00	5											
Record Book, Big, 500 pages	6	pcs	115.00	690.00	6											
Scissors, 8" heavy duty, good quality	1	pieces	75.00	75.00	1											
Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	3	pack	85.00	255.00	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
Staple Wire, #35	10	boxes	35.00	350.00	10											
Tissue, Bathroom, 2 Ply, 12rolls/pack	6	pack	204.00	1,224.00	6											
Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	3	pack	56.00	168.00	3											
Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	3	pack	40.00	120.00	3											
Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	10	pack	40.00	400.00	10											
Fiber Doormat	2	pc	150.00	300.00	2											
Certificate Holder (A4)	10	pcs	65.00	650.00	10											
Alcohol, Ethyl, 75% solution, 1 gallon	1	gallon	650.00	650.00	1											
Index Tab, transparent, self-adhesive, transparent, 5sets/box	5	boxes	90.00	450.00	5											
Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black	5	pack	25.00	125.00	5											
White Mailing Envelope, Long, 9 1/2 x 4 1/8	50	pcs	1.00	50.00	50											
Ink, Refill, for Whiteboard Marker, Red, 30mL	10	btls	165.00	1,650.00	10											
STICKY NOTES 2 X 3 ASSORTED COLORS	1	pad	79.00	79.00	1											
Envelope, Expanding, with garter tie, blue, long	20	pc	15.00	300.00	20											
Envelope, Expanding, with garter tie, violet, long	20	pc	15.00	300.00	20											
Pen, Ball, blue	20	pieces	10.00	200.00	20											
Pen, Ball, red	20	pieces	10.00	200.00	20											
Pen, Sign, .5mm, Gel-type, Black	2	piece	35.00	70.00	2											
Ink, Refill, for Whiteboard Marker, Blue, 30mL	30	btls	165.00	4,950.00	30											
Sub-Total				44,851.00												
Printing Services																
Tarpaulin printing	30	sq. ft	30.00	900.00	30											
Sub-Total				900.00												
Grand Total				108,376.00												

Prepared by:

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Noted by:

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Noted By:

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Head, Budget Office

Date: **08/04/2023**

<> *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