

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



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

SCAN HERE



PPMP-2022-0407-26548

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**CY 2022**

Unit/Office/Dept/Div: **College of Management & Economics**

Project Code: **CME-2022**

Purpose: **Office Supplies**

Total Budget : **150,000.00**

Funding : **GF-MOOE**

PPMP #: **38-5-1513-2022-3-0-1**

| 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 |
| <b>Construction and Electrical Supplies</b>                                |          |       |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Extension wire with 4 gang Universal Convenience Outlet, at least 10m long | 1        | pc    | 500.00    | 500.00           | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                                           |          |       |           | <b>500.00</b>    |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Hardwares</b>                                                           |          |       |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Bulb, LED, 20 Watts                                                        | 5        | pc    | 400.00    | 2,000.00         | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Raincoat, Poncho Type, Medium, Brown                                       | 1        | piece | 500.00    | 500.00           | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                                           |          |       |           | <b>2,500.00</b>  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>IT Supplies and Equipment</b>                                           |          |       |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| External Hard Disk Drive (Portable, 1TB), USB 3.1                          | 1        | unit  | 3,000.00  | 3,000.00         | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                                           |          |       |           | <b>3,000.00</b>  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Office Equipment</b>                                                    |          |       |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Automatic Emergency Light LED                                              | 2        | unit  | 1,900.00  | 3,800.00         | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                                           |          |       |           | <b>3,800.00</b>  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Office Supplies</b>                                                     |          |       |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Ink, EPSON T9481 XL for WF-C878R Printer, Black                            | 8        | tube  | 1,500.00  | 12,000.00        | 8                                                |     |     |     |     |     |     |     |     |     |     |     |
| Ink, EPSON T9481 XL for WF-C878R Printer, Cyan                             | 8        | tube  | 1,500.00  | 12,000.00        | 8                                                |     |     |     |     |     |     |     |     |     |     |     |
| Ink, EPSON T9481 XL for WF-C878R Printer, Magenta                          | 8        | tube  | 1,500.00  | 12,000.00        | 8                                                |     |     |     |     |     |     |     |     |     |     |     |
| Ink, EPSON T9481 XL for WF-C878R Printer, Yellow                           | 8        | tube  | 1,500.00  | 12,000.00        | 8                                                |     |     |     |     |     |     |     |     |     |     |     |
| Sticky Note, 2 x 3, Yellow                                                 | 3        | pads  | 79.00     | 237.00           | 3                                                |     |     |     |     |     |     |     |     |     |     |     |
| Sticky Note, 3x5 Colored                                                   | 3        | pads  | 50.00     | 150.00           | 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 |
| Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack                       | 5        | pack   | 40.00     | 200.00           | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Pen, Sign, .5mm, Gel-type, Blue                                                                       | 36       | piece  | 35.00     | 1,260.00         | 20                                               |     |     |     |     |     | 6   |     |     | 10  |     |     |
| Pen, Sign, .5mm, Gel-type, Black                                                                      | 10       | piece  | 35.00     | 350.00           | 5                                                |     |     |     |     |     | 5   |     |     |     |     |     |
| Pen, Sign, .5mm, Gel-type, Red                                                                        | 6        | piece  | 35.00     | 210.00           | 3                                                |     |     |     |     |     |     |     |     | 3   |     |     |
| Pencil, Lead, #2, w/ eraser                                                                           | 30       | pieces | 10.00     | 300.00           | 15                                               |     |     |     |     |     |     |     |     | 15  |     |     |
| Eraser, whiteboard, magnetic flannel                                                                  | 3        | pc     | 60.00     | 180.00           | 1                                                |     |     |     |     |     |     |     |     | 2   |     |     |
| Pen, Highlighter, orange                                                                              | 2        | pieces | 46.00     | 92.00            | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| Pen, Highlighter, violet                                                                              | 2        | pieces | 47.00     | 94.00            | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| Paper, Bond, A4, S-24, 80 gsm                                                                         | 10       | reams  | 289.00    | 2,890.00         | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Paper, Bond, Long, S-24, 80 gsm                                                                       | 5        | reams  | 328.00    | 1,640.00         | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Paper, Bond, Short, S-24, 80 gsm                                                                      | 10       | reams  | 277.00    | 2,770.00         | 5                                                |     |     | 5   |     |     |     |     |     |     |     |     |
| Ready-Made Curtain (RMC), Cream color                                                                 | 9        | pc     | 450.00    | 4,050.00         | 9                                                |     |     |     |     |     |     |     |     |     |     |     |
| Ready-Made Curtain (RMC), Maroon Color                                                                | 9        | pc     | 450.00    | 4,050.00         | 9                                                |     |     |     |     |     |     |     |     |     |     |     |
| File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal                       | 1        | pieces | 368.00    | 368.00           | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm                                    | 1        | pcs    | 820.00    | 820.00           | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)                | 1        | pcs    | 445.00    | 445.00           | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double) | 4        | pcs    | 195.00    | 780.00           | 2                                                |     |     |     |     |     | 2   |     |     |     |     |     |
| Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single) | 4        | pcs    | 100.00    | 400.00           | 2                                                |     |     |     |     |     | 2   |     |     |     |     |     |
| Envelope, Document, Brown, 150 lbs, Long                                                              | 40       | pc     | 7.00      | 280.00           | 20                                               |     |     |     |     |     | 20  |     |     |     |     |     |
| Eraser, Rubber, high quality                                                                          | 3        | pc     | 45.00     | 135.00           | 1                                                |     |     | 1   |     |     | 1   |     |     |     |     |     |
| Cutter, Big, Plastic (Ordinary), w/ lock                                                              | 2        | pcs    | 30.00     | 60.00            | 1                                                |     |     |     |     |     |     |     |     | 1   |     |     |
| Folder, File, Long, 14pts, White                                                                      | 37       | piece  | 10.00     | 370.00           | 20                                               |     |     |     |     |     | 17  |     |     |     |     |     |
| Fastener, Paper, plastic, 50 sets/box                                                                 | 2        | boxes  | 38.00     | 76.00            | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| Glue, Multi-Purpose, White, at least 130g (118mL)                                                     | 2        | btls   | 78.00     | 156.00           | 1                                                |     |     | 1   |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box                                          | 2        | boxes  | 13.00     | 26.00            | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box                                             | 2        | boxes  | 20.00     | 40.00            | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| Hand Sanitizer, Gel, Antibacterial, push-type, 250mL                                                  | 6        | btls   | 120.00    | 720.00           | 3                                                |     |     |     |     |     | 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 |
| Pin, Push, hammerhead type, asstd colors 50s/pack                            | 3        | boxes  | 35.00     | 105.00           | 3                                                |     |     |     |     |     |     |     |     |     |     |     |
| Envelope, Expanding, with garter tie, brown, long                            | 10       | pc     | 15.00     | 150.00           |                                                  |     | 5   |     |     |     |     |     |     | 5   |     |     |
| Envelope, Expanding, Plastic, Long, with Handle                              | 2        | pcs    | 100.00    | 200.00           | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| Ruler, Plastic, 24"                                                          | 1        | pieces | 35.00     | 35.00            | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Tape, Double Sided, 2" x 10m                                                 | 5        | rolls  | 70.00     | 350.00           | 3                                                |     |     |     |     |     |     |     |     | 2   |     |     |
| Tape, Masking, 2" x 25 yards                                                 | 3        | rolls  | 95.00     | 285.00           | 2                                                |     |     |     |     |     |     |     |     | 1   |     |     |
| Toilet Bowl Cleaner, at least 500ml                                          | 5        | btl    | 180.00    | 900.00           | 1                                                |     |     | 1   |     |     | 2   |     |     | 1   |     |     |
| Tissue, Bathroom, 2 Ply, 12rolls/pack                                        | 5        | pack   | 204.00    | 1,020.00         | 1                                                |     |     | 1   |     |     | 1   |     |     | 2   |     |     |
| Liquid Hand Soap                                                             | 1        | gallon | 500.00    | 500.00           | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Duster, Feather                                                              | 1        | pcs    | 56.00     | 56.00            | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Soap, Dishwashing, Liquid, 250mL                                             | 1        | btls   | 150.00    | 150.00           | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Concentrate Antibac Dishwashing Liquid with Power Of Safeguard refill, 375ml | 3        | pack   | 150.00    | 450.00           | 1                                                |     |     |     | 1   |     |     |     |     | 1   |     |     |
| Fist Aid Kit Set (Medical Bag)                                               | 1        | set    | 800.00    | 800.00           | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Broom and Dustpan Set                                                        | 1        | set    | 600.00    | 600.00           | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Bathroom Deodorizer, with holder, at least 100g, any scent                   | 3        | pcs    | 80.00     | 240.00           |                                                  |     |     |     | 3   |     |     |     |     |     |     |     |
| Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black          | 2        | pack   | 56.00     | 112.00           | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black         | 2        | pack   | 40.00     | 80.00            | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black          | 2        | pack   | 25.00     | 50.00            | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black    | 1        | pack   | 85.00     | 85.00            | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Staple wire remover                                                          | 2        | pieces | 40.00     | 80.00            | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| Staple Wire, #35                                                             | 3        | boxes  | 30.00     | 90.00            |                                                  |     |     |     | 3   |     |     |     |     |     |     |     |
| Cork Board, Wall Mount, w/ aluminum frame, 2' x 3'                           | 1        | pcs    | 880.00    | 880.00           | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Calculator, desktop-type, 12 digits, 2-way power, plastic keys               | 1        | unit   | 530.00    | 530.00           |                                                  |     |     |     | 1   |     |     |     |     |     |     |     |
| Thumb Tacks, Small Box                                                       | 2        | boxes  | 12.00     | 24.00            |                                                  |     |     |     | 2   |     |     |     |     |     |     |     |
| Paper, Photo, high gloss, A4, 230G, 20 shts/pack                             | 3        | pack   | 250.00    | 750.00           |                                                  |     |     |     | 2   |     |     |     |     | 1   |     |     |
| Paper, Photo, matte finish, 146GSM, 10 shts/pack                             | 2        | pack   | 75.00     | 150.00           | 1                                                |     |     |     |     |     |     |     |     | 1   |     |     |
| Universal socket adapter                                                     | 5        | pc     | 34.00     | 170.00           | 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 |
| Folding umbrella                | 2        | pcs  | 300.00    | 600.00           | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| Received Stamp with Office Name | 1        | unit | 500.00    | 500.00           | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                |          |      |           | <b>81,091.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|                                 |          |      |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Grand Total</b>              |          |      |           | <b>90,891.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |

Prepared by:

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Date: **04/25/2022**

\*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