

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



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



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **Farm Resource Management Institute**
 Project Code: **EFARMI.A.III.C**
 Purpose: **Serves as guide in the procurement of office supplies and materials**

Total Budget : **33,000.00**
 Funding : **GF-MOOE**
 PPMF #: **19-5-1591-2024-9-0-0**

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
Agricultural/Farm Supplies/Livestock																
Polyethylene bags, size: 5x5"	5	kgs	250.00	1,250.00		5										
Sub-Total				1,250.00												
Construction and Electrical Supplies																
Bulb, Sockets	15	pieces	100.00	1,500.00	15											
Sub-Total				1,500.00												
Hardware																
Bulb, LED, 20 Watts	20	pc	400.00	8,000.00	20											
Sub-Total				8,000.00												
Office Supplies																
Soap, Dishwashing, Liquid, 250mL	5	btl	150.00	750.00		5										
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	5	tubes	220.00	1,100.00		5										
Detergent Soap Powder with Antibacterial, 500g	3	packs	60.00	180.00		3										
Cleaner, Glass, 500mL, spray type, any scent	3	btl	220.00	660.00		3										
Paper, Bond, A4, S-24, 80 gsm	22	reams	289.00	6,358.00		22										
Paper, Bond, Long, S-24, 80 gsm	10	reams	328.00	3,280.00		10										
Paper, Bond, A4, S-20, 70 gsm	5	reams	253.00	1,265.00		5										
Pen, Ball, blue	35	pieces	10.00	350.00		35										
Deodorizer (Paradichlorobenzene) Lemon, Refill 100g	10	pcs	50.00	500.00		10										
Tissue, Bathroom, 2 Ply, 12rolls/pack	3	pack	204.00	612.00		3										

General Description	Quantity	Unit	UnitCost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	10	pack	115.00	1,150.00		5						5				
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	5	pack	125.00	625.00		5										
360° Rotatable Spin Mop with Handle	1	unit	500.00	500.00		1										
Binder Clip, 2-inch, 12 pcs/box	3	boxes	100.00	300.00		3										
Paper Clips Small Vinyl (33MM)	4	Box of 100's	35.00	140.00		4										
Paper Clips Small Vinyl (50mm)	4	Box of 100's	40.00	160.00		4										
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	3	pack	250.00	750.00		3										
Alcohol, Ethyl, 70% solution, 1 gallon	1	gallons	600.00	600.00		1										
Feather Duster Household Dusting Brush with Telescopic Pole Stainless Steel	2	pc	200.00	400.00		2										
Folder, Ordinary, A4	20	pcs	7.00	140.00		20										
Folder, File, Long, 14pts, White	20	piece	10.00	200.00		20										
Hand Towel, cloth, cotton, 12 pcs/pack	1	pack	300.00	300.00		1										
Tape, Transparent, 12mm x 50m	5	rolls	68.00	340.00		5										
Tape, Masking, 1" x 25 yards	6	rolls	48.00	288.00		6										
Tape, Packaging, 2" x 100 yards, Clear	5	rolls	75.00	375.00		5										
Tape, Double Sided, 1" x 10m	5	rolls	45.00	225.00		5										
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	6	boxes	60.00	360.00		6										
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	6	boxes	25.00	150.00		6										
Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	6	boxes	25.00	150.00		6										
Sub-Total				22,208.00												
Grand Total				32,958.00												

Prepared by:


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Noted By:


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Head, Budget Office



308-2024

Date: 10/24/2023

<> *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