

☒ Original PPMP
☐ 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: **DYDC FM**
 Project Code: **DYDC-FM**
 Purpose: **office supplies**

Total Budget : **150,000.00**
 Funding : **GF-MOOE**
 PPMP #: **105-5-606-2024-2-0-0**

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																
Hammer Drill 16mm 710W (Variable Speed & Reversible) with Carrying Case and 17-pc. Dr	1	set	6,000.00	6,000.00								1				
Balanced Microphone Cable, 100meter	1	rolls	7,000.00	7,000.00			1									
Sub-Total				13,000.00												
Hardware																
LED Bulb, 13 watts, 87% Energy Saving	10	pcs	250.00	2,500.00			10									
Sub-Total				2,500.00												
IT Supplies and Equipment																
Epson 188 Black, Cyan, Yellow & Magenta Ink Set of 4 Colors	4	sets	4,700.00	18,800.00			2					2				
Canon Pixma Ink Bottle,GI-71(Black, Cyan, Magenta, Yellow)	5	sets	2,500.00	12,500.00			2					3				
Computer Printer, All-in-One/Multifunction Colored-Ink Tank	2	unit	14,000.00	28,000.00			2									
Headphone, Professional, Studio Grade,	2	unit	8,000.00	16,000.00								2				
Conference Microphone, Gooseneck	2	unit	5,000.00	10,000.00								2				
Sub-Total				85,300.00												
Office Furniture & Fixture																
Office Chair High Back Swivel Mesh Computer Comfort Reclining with Headrest & footrest (Ergonomics)	2	unit	5,000.00	10,000.00			2									
Sub-Total				10,000.00												
Office Supplies																

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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
Paper, Bond, A4, S-20, 70 gsm	20	reams	253.00	5,060.00			10				10					
Paper, Bond, Long, S-20, 70 gsm	10	reams	286.00	2,860.00			5				5					
Pen, Sign, .5mm, Gel-type, Blue	24	piece	35.00	840.00			12				12					
Soap, Detergent, Powder, 1 kilo/pack, any scent	12	kl	105.00	1,260.00			6				6					
Soap, Dishwashing, Liquid, 250mL	10	btls	150.00	1,500.00			5				5					
Correction Pen, rolling ball-metal tip	10	pc	220.00	2,200.00			5				5					
Alcohol, Isopropyl, 70% solution, 500mL	12	btls	140.00	1,680.00			6				6					
Alcohol, Ethyl, 70% solution, 1 gallon	4	gallons	600.00	2,400.00			2				2					
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	12	tubes	220.00	2,640.00			6				6					
Cartolina, US, Blue, at least 160gsm	10	pcs	14.00	140.00			10									
Cartolina, US, Gold, at least 160gsm	10	pcs	14.00	140.00			10									
Cartolina, US, Green, at least 160gsm	10	pcs	14.00	140.00			10									
Cartolina, US, Neon Orange, at least 160gsm	10	pcs	14.00	140.00			10									
Cartolina, US, Red, at least 160gsm	10	pcs	14.00	140.00			10									
Cartolina, US, White, at least 160gsm	10	pcs	14.00	140.00			10									
Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	6	pcs	200.00	1,200.00			3				3					
Envelope, Document, Brown, 150 lbs, Long	100	pc	7.00	700.00			50				50					
Envelope, Document, Brown, 150 lbs, Short	100	pc	5.00	500.00			50				50					
Envelope, Expanding, Plastic, Long, with Handle	10	pcs	100.00	1,000.00			5				5					
Acetate, transparent, gauge #4, approx. 50m/roll	1	rolls	1,400.00	1,400.00							1					
Broom, Soft (Tambo), Large, Heavy Duty	6	pcs	250.00	1,500.00			3				3					
Dust pan, plastic, stand-up handle, large	6	pc	140.00	840.00			3				3					
Pen, Pentel Pen, Fine blue & black	14	pcs	50.00	700.00			7				7					
Sub-Total				29,120.00												
Grand Total				139,920.00												

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Date: **03/22/2023**

<> *Funding Sources: General Fund(GF), Trust Fund(TF), Special Trust Fund(STF), IGP, Supplemental or Augmentation

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