



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

SCAN HERE



PPMP-2024-0808-215259

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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **Biodiversity Center**
Project Code: **RRTC.A.III.C.**
Purpose: **Office Supplies and Materials**

Total Budget : **80,000.00**
Funding : **GF-MOOE**
PPMP #: **PPMP-2024-080224-0330**

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
Accommodation																
spin mop head refill	5	pcs	35.00	175.00										5		
Sub-Total				175.00												
Hardware																
Bulb, LED, 9W	50	piece	250.00	12,500.00										50		
Sub-Total				12,500.00												
Office Furniture & Fixture																
Hudson, top coat	5	liter	550.00	2,750.00										5		
Sub-Total				2,750.00												
Office Supplies																
Tissue, Bathroom, 2 Ply, 12rolls/pack	15	pack	204.00	3,060.00										15		
Alcohol, Ethyl, 70% solution, 500mL	7	btl	125.00	875.00										7		
Alcohol, Ethyl, 70% solution, 1 gallon	2	gallons	600.00	1,200.00										2		
Soap, Toilet, regular size	15	pieces	35.00	525.00										15		
Soap, Detergent, Bar, at least 350g, any scent	20	bar	38.00	760.00										20		
Soap, hand, liquid, 250 ml	5	btl	135.00	675.00										5		
Soap, Detergent, Powder, 1 kilo/pack, any scent	5	kl	150.00	750.00										5		
Pen, Ball, blue	60	pieces	10.00	600.00										30	30	
Pen, Ball, red	50	pieces	10.00	500.00										30	20	
Pencil, Lead, #2, w/ eraser	20	pieces	10.00	200.00										20		
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	2	tubes	220.00	440.00										2		

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
Data filer A4 Size	5	pcs	250.00	1,250.00										5		
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	8	pcs	195.00	1,560.00										8		
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	5	pcs	200.00	1,000.00										5		
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (JUMBO)	10	pc	195.00	1,950.00										10		
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00										50	50	
Folder, Pressboard, US, Green, Long, Doublefold	25	pcs	35.00	875.00										25		
Folder, Pressboard, US, Blue, Long	20	pieces	30.00	600.00										20		
Folder, Pressboard, US, Yellow, Long	20	pieces	30.00	600.00										20		
Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	5	gallon	300.00	1,500.00										5		
Broom, Soft (Tambo), Large, Heavy Duty	4	pcs	250.00	1,000.00										4		
Stick Broom (tingling) 6" from the top, approx 370 pcs	10	piece	40.00	400.00										10		
Soft Broom (Tambo) 200g minimum, heavy duty	4	pcs	220.00	880.00										4		
360° Rotatable Spin Mop with Handle	2	unit	500.00	1,000.00										1	1	
Mop Handle, Plastic	3	pieces	145.00	435.00										3		
Mop Rug, Heavy Duty, 100% cotton	10	pieces	90.00	900.00										5	5	
Staple Wire No. 35-5M Leg Length 6mm (1/4")	10	boxes	80.00	800.00										10		
Puncher, 2 holes, heavy duty	1	pieces	315.00	315.00										1		
Fastener, Paper, plastic, 50 sets/box	10	boxes	40.00	400.00										10		
Tape, Masking, 1" x 25 yards	20	rolls	48.00	960.00										10	10	
Tape, Masking, 3" x 25 yards	5	rolls	143.00	715.00										5		
Scotch Tape 1 inch x 100 meters	20	rolls	40.00	800.00										10	10	
Sticky Note, 3 x 3, Yellow	15	pads	84.00	1,260.00										15		
Sign Here Sticky Notes	30	pack	59.00	1,770.00										15	15	
Record Book, Big, 300 pages	20	pcs	150.00	3,000.00										10	10	
Record Book, 200 Pages	15	piece	90.00	1,350.00										15		
Paper Clips Small Vinyl (50mm)	10	Box of 100's	40.00	400.00										10		
PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	10	box of 50's	25.00	250.00										10		

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 Clips Small Vinyl (33MM)	10	Box of 100's	35.00	350.00										10		
Pen, Pentel Pen, Fine blue & black	10	pcs	50.00	500.00										10		
Ink, Refill, for Permanent Marker, Black, 30mL	2	btls	115.00	230.00										2		
Ink, Refill, for Permanent Marker, Blue, 30mL	1	btls	115.00	115.00										1		
Ink, Refill, for Whiteboard Marker, Black, 30mL	3	btls	165.00	495.00										3		
White Board With Stand Set	1	pc	6,000.00	6,000.00										1		
Pen, Whiteboard Marker, black	5	pieces	50.00	250.00										5		
Deodorizer (Paradichlorobenzene) Lemon, Refill 100g	20	pcs	50.00	1,000.00										20		
Paper, Bond, Long, S-24, 80 gsm	5	reams	328.00	1,640.00										5		
Paper, Bond, A4, S-24, 80 gsm	26	reams	289.00	7,514.00										26		
Paper, Bond, A4, S-20, 70 gsm	15	reams	253.00	3,795.00										15		
Cleaner, Glass, 500mL, spray type, any scent	5	btls	220.00	1,100.00										5		
Vellum Board, White, Size: 8.5" x 11" (Letter), 180gsm, 10pcs/pack	20	packs	50.00	1,000.00										20		
Stamp Pad, 4 x 2.75" (Purple)	2	pc	60.00	120.00										2		
Ink, for stamp pad, violet, 30mL, w/ applicator	2	btls	35.00	70.00										2		
Cork Board, Wall Mount, w/ aluminum frame, 4' x 5'	1	pcs	2,500.00	2,500.00										1		
Received Stamp with Office Name	1	unit	500.00	500.00										1		
Staple wire remover	1	pieces	40.00	40.00										1		
Stapler, HD No.35	2	pc	400.00	800.00										2		
Sub-Total				64,574.00												
Grand Total				79,999.00												

Prepared by:

LEONARD PAOLO G. LONGATANG

Submitted by:

MARLITO JOSE M. BANDE
Unit Head/Project Leader

Date: **08/08/2024**

*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