

☒ Original PMP

☐ 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: **Office of the Vice President for the Student Affairs and Services**
Project Code: **OVPASAS-2024**
Purpose: **For office use.**

Total Budget : 300,000.00
Funding : **GF-MOOE**
PPMP #: **133-5-614-2024-7-0-0**



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																
Extension wire with 4 gang Universal Convenience Outlet, at least 10m long	2	pc	500.00	1,000.00	1	1										
Sub-Total				1,000.00												
IT Supplies and Equipment																
DSLR Camera with lens and accessories	1	unit	42,000.00	42,000.00	1											
Epson 001 ink, Black, 127ml, Genuine	10	btls	600.00	6,000.00	10											
Epson 001 ink, Cyan, Genuine	3	btls	350.00	1,050.00	3											
Epson 001 ink, Magenta, Genuine	3	btls	350.00	1,050.00	3											
Epson 001 ink, Yellow, Genuine	5	btls	350.00	1,750.00	5											
Ink, Epson 003, Genuine Black 65ml	5	btl	350.00	1,750.00	5											
Ink, EPSON 003, Genuine Cyan 65ml	3	btl	350.00	1,050.00	3											
Ink, EPSON 003, Genuine Magenta 65ml	3	btl	350.00	1,050.00	3											
Ink, EPSON 003, Genuine Yellow 65ml	3	btl	350.00	1,050.00	3											
Portable Trolley 15" Speaker with wireless microphone	1	unit	10,000.00	10,000.00	1											
Megaphone	1	unit	3,000.00	3,000.00	1											
Laptop 14" (i5)	1	unit	49,500.00	49,500.00	1											
Sub-Total				119,250.00												
Office Equipment																
Tripod	1	unit	10,000.00	10,000.00	1											
Bread Toaster, 4 slots	1	unit	3,200.00	3,200.00	1											
Sub-Total				13,200.00												

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
Office Furniture & Fixture																
Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,	1	pc	12,000.00	12,000.00	1											
Sub-Total				12,000.00												
Office Supplies																
Paper, Bond, A4, S-24, 80 gsm	25	reams	289.00	7,225.00	25											
Paper, Bond, Long, S-24, 80 gsm	5	reams	328.00	1,640.00	5											
Double Sided Glossy Photo Paper A4 (50sheets per pack)	3	pack	250.00	750.00	3											
Tape, Double Sided, 1" x 10m	5	rolls	45.00	225.00	5											
Envelope, Document, Brown, 150 lbs, Long	50	pc	7.00	350.00	50											
Folder, Pressboard, US, Green, Long	250	pcs	30.00	7,500.00	250											
Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	2	pcs	1,500.00	3,000.00	2											
Scissors, 8" heavy duty, good quality	3	pieces	75.00	225.00	3											
Tape, Transparent, 24mm x 50m	25	rolls	120.00	3,000.00	25											
Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes	50	pack	146.00	7,300.00	50											
Binder, file, 14" lever arch file folder w/ ring binder & metal pull, new black color	1	pc	250.00	250.00	1											
Paper, Specialty Vellum	25	pack	80.00	2,000.00	25											
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	25	pcs	195.00	4,875.00	25											
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	25	pcs	200.00	5,000.00	25											
Magnetic White Board with stand	1	pc	7,000.00	7,000.00	1											
Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	25	packs	38.00	950.00	25											
Paper, Specialty 200gsm 8-1/2x11, 10s, White	25	packs	38.00	950.00	25											
Paper, Specialty 200gsm 8-1/2x11, 10s, LightGreen	25	packs	38.00	950.00	25											
Envelope, Mailing, white, long, 500pcs/box	1	boxes	525.00	525.00	1											
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	10	boxes	20.00	200.00	10											
Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box	10	boxes	55.00	550.00	10											
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	2	boxes	14.00	28.00	2											
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	2	box of 50's	30.00	60.00	2											
Sub-Total				54,553.00												

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
Grand Total				200,003.00												

Prepared by:


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Noted By:


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Date: 08/12/2023

<>*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