

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



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

SCAN HERE



PPMP-2022-0913-63221

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2023

Unit/Office/Dept/Div: **College of Management & Economics**
 Project Code: **CME Funds 2023**
 Purpose: **Office Supplies and Materials**

Total Budget : **150,000.00**
 Funding : **GF-MOOE**
 PPMP #: **38-5-1513-2023-8-0-0**

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
Communication/Courier Services																
Smart Prepaid Cell Card, 500Php	3	pc	550.00	1,650.00	3											
Globe Pre-paid Cell Card, 500Php	2	pc	550.00	1,100.00	2											
Sub-Total				2,750.00												
Construction and Electrical Supplies																
Extension Cord Set with Individual Switch 5 Gang, at least 1.80 meter wire	1	pcs	700.00	700.00	1											
Sub-Total				700.00												
Food & Food Ingredients																
Packed Meals	50	set	150.00	7,500.00	10		20			10			10			
Snacks	50	set	50.00	2,500.00			20		10				20			
Sub-Total				10,000.00												
Fuel & Lubricants																
Gasoline (Unleaded) - For VSU Fuel Station	80	liters	85.00	6,800.00	10		10	10	10		10	10	10	10		
Diesel Fuel (for VSU Fuel Station)	80	liters	84.00	6,720.00		10	10	10	10		10	10	10	10		
Sub-Total				13,520.00												
Hardware																
Bulb, LED, 20 Watts	5	pc	400.00	2,000.00	5											
Sub-Total				2,000.00												
IT Supplies and Equipment																
Router, Wireless	1	piece	4,900.00	4,900.00	1											
Sub-Total				4,900.00												

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 Equipment																
Laminator Machine, A3	1	unit	5,000.00	5,000.00	1											
Sub-Total				5,000.00												
Office Furniture & Fixture																
Open Type Filing Cabinet	1	pc	10,000.00	10,000.00	1											
Sub-Total				10,000.00												
Office Supplies																
Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	2	pcs	192.00	384.00	2											
Alcohol, Ethyl, 70% solution, 500mL	2	btls	125.00	250.00	2											
Bathroom Deodorizer, with holder, at least 100g, any scent	2	pcs	80.00	160.00	2											
Memo Notebooks, 80 leaves	2	pieces	29.00	58.00	2											
Record Book, Big, 300 pages	2	pcs	110.00	220.00	2											
Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	5	pieces	90.00	450.00	5											
Pen, Ball, black	5	pieces	10.00	50.00	5											
Pen, Ball, red	5	pieces	10.00	50.00	5											
Pencil, #2, Medium, Yellow, 12pcs/box	10	Box of 12's	120.00	1,200.00	10											
Vellum Board, Canary, A4, 220 GSM, 10 sheets per pack	5	pack of 10's	60.00	300.00	5											
A4 Photo Paper	2	packs	150.00	300.00	2											
A4 Matte Photo Paper	1	packs	70.00	70.00	1											
Double Sided Glossy Photo Paper A4 (50sheets per pack)	1	pack	150.00	150.00	1											
Tissue, Bathroom, 2 Ply, 12rolls/pack	3	pack	204.00	612.00	3											
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, Magenta	8	tube	1,500.00	12,000.00	8											
Paper, Bond, A4, S-24, 80 gsm	10	reams	289.00	2,890.00	10											
Paper, Bond, Long, S-20, 70 gsm	5	reams	286.00	1,430.00	5											
Paper, Bond, Short, S-24, 80 gsm	5	reams	277.00	1,385.00	5											
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	10	boxes	20.00	200.00	10											
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	10	boxes	28.00	280.00	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
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	10	boxes	46.00	460.00	10											
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	10	boxes	70.00	700.00	10											
Staple wire remover	1	pieces	40.00	40.00	1											
Staple Wire No. 35-5M Leg Length 6mm (1/4")	10	boxes	80.00	800.00	10											
Tape, Double Sided, 1" x 10m	2	rolls	35.00	70.00	2											
Tape, Foam, Double Sided, 1" x 5m	2	rolls	100.00	200.00	2											
Tape, Masking, 1" x 25 yards	10	rolls	48.00	480.00	10											
Tape, Masking, 2" x 25 yards	5	rolls	95.00	475.00	5											
Tape, Packaging, 2" x 100 yards, Clear	2	rolls	75.00	150.00	2											
Eraser, whiteboard, magnetic flannel	2	pc	60.00	120.00	2											
Eraser, Rubber, high quality	1	pc	45.00	45.00	1											
Sharpener, Pencil Heavy Duty good qlty	1	pieces	350.00	350.00	1											
Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	1	pcs	445.00	445.00	1											
Steel Cabinet, 4 drawers with lock, vertical, black	1	unit	11,000.00	11,000.00	1											
Folder, File, Long, 14pts, White	54	piece	10.00	540.00	54											
Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	2	btls	120.00	240.00	2											
Index Tab, transparent, self-adhesive, transparent, 5sets/box	5	boxes	65.00	325.00	5											
Index Tab, PVC self adhesive 6" x 1", 25pcs/box	5	set	78.00	390.00	5											
File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	1	pieces	368.00	368.00	1											
Universal socket adapter	2	pc	34.00	68.00	2											
Ready-Made Curtain (RMC), Cream color	5	pc	450.00	2,250.00	5											
Ready-Made Curtain (RMC), Maroon Color	5	pc	450.00	2,250.00	5											
Sticky Note, 2 x 3, Yellow	5	pads	79.00	395.00	5											
Sticky Note, 3 x 3, Yellow	5	pads	84.00	420.00	5											
Sticky Note, 3 x 4, Yellow	5	pads	140.00	700.00	5											
Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	5	pack	40.00	200.00	5											
STICKY NOTES 2 X 3 ASSORTED COLORS	2	pad	79.00	158.00	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
Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes	2	pack	146.00	292.00	2											
Sign Here Sticky Notes	2	pack	59.00	118.00	2											
Pen, Highlighting, asstd color	5	pcs	25.00	125.00	5											
Fastener, Paper, plastic, 50 sets/box	10	boxes	38.00	380.00	10											
Scissors, 6" heavy duty, good quality	1	piece	68.00	68.00	1											
Table Spoon, Stainless steel	1	dozen	205.00	205.00	1											
Table Fork, Stainless steel, 1 doz	1	dozen	205.00	205.00	1											
Coffee/Tea Mug with Saucer Plate	1	set	550.00	550.00	1											
Toilet Bowl and Urinal Cleaner, at least 500mL	2	btls	125.00	250.00	2											
Hand Towel, cloth, cotton	5	piece	35.00	175.00	5											
Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	10	pack	56.00	560.00	10											
Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black	10	pack	25.00	250.00	10											
Duster, Microfiber (Cotton)	1	pcs	102.00	102.00	1											
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	5	pack	125.00	625.00	5											
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	5	pack	115.00	575.00	5											
Soap, Dishwashing, Liquid, 250mL	10	btls	150.00	1,500.00	10											
Pin, Push, hammerhead type, asstd colors 50s/pack	2	boxes	35.00	70.00	2											
Sub-Total				64,128.00												
Transportation																
University vehicle/van rental	5	day	5,000.00	25,000.00	1		1	1			1			1		
Vehicle rental	2	day	6,000.00	12,000.00			1				1					
Sub-Total				37,000.00												
Grand Total				149,998.00												

Prepared by: _____

GEECEL F. GALVEZ

Noted by: _____

MOISES NEIL V. SERIÑO
Unit Head/Project Leader

Noted By: _____

ALICIA M. FLORES
Head, Budget Office

Date: **09/13/2022**

<> *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