

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

SCAN HERE



PPMP-2022-0128-9485

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: **College of Management & Economics**

Project Code: **VSU-FTP-3c**

Purpose: **Project Supplies and Materials**

Total Budget : **60,000.00**

Funding : **GF-MOOE**

PPMP #: **38-5-470-2022-0-0-0**

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																
Globe Prepaid Cell Card, 300Php	7	pc	330.00	2,310.00		4	3									
Smart Prepaid Cell Card, 300Php	9	pc	330.00	2,970.00		4	3	2								
Sub-Total				5,280.00												
Office Supplies																
Clear Book (Display Book), Refillable, Legal, 20 shts, any color	1	pcs	78.00	78.00		1										
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	1	box	30.00	30.00		1										
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	4	boxes	14.00	56.00		4										
Envelope, Expanding, with garter tie, brown, long	5	pc	15.00	75.00		5										
Fastener, Paper, non-rust metal, 50 sets/box	1	boxes	50.00	50.00		1										
Eraser, Rubber, high quality	1	pc	45.00	45.00		1										
Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	6	btl	120.00	720.00		3		3								
Sticky Note, 2 x 3, Yellow	3	pads	79.00	237.00		3										
Notebook, spiral, 80 leaves	4	pieces	26.00	104.00		4										
Paper, Bond, A4, S-24, 80 gsm	20	reams	289.00	5,780.00		10		10								
Pen, Permanent Marker, black, broad tip	3	pieces	60.00	180.00		3										
Pen, Ball, black	10	pieces	10.00	100.00		10										
Pen, Ball, blue	15	pieces	10.00	150.00		15										
Pen, Highlighter, yellow	1	pieces	45.00	45.00		1										
Pencil, Lead, #2, w/ eraser	30	pieces	10.00	300.00		30										

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
Pin, Push, hammerhead type, asstd colors 50s/pack	1	boxes	35.00	35.00		1										
Puncher, 2 holes, heavy duty	1	pieces	155.00	155.00		1										
Staple Wire, #35	1	boxes	30.00	30.00		1										
Stapler, HD No.35	1	pc	350.00	350.00		1										
Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	6	boxes	150.00	900.00		6										
Envelope, Expanding, Plastic, Long, with Handle	2	pcs	100.00	200.00		2										
Alcohol, Ethyl, 70% solution, 1 gallon	1	gallons	600.00	600.00		1										
Binder Clip, 1.5", black	10	pcs	7.50	75.00		10										
Binder Clip, 2", black	10	pcs	8.50	85.00		10										
Correction Tape, 10 meters	2	pcs	32.00	64.00		2										
Envelope, Brown, long, good quality	10	pcs	5.00	50.00		10										
J Handle Umbrella Black 23 inches	2	pcs	250.00	500.00		2										
Folder, Sliding, Plastic, w/ Binder, A4, Transparent	6	piece	10.00	60.00		6										
Raincoat, Jack and Pants	1	set	500.00	500.00		1										
Datafiller	1	pc	250.00	250.00		1										
Ink, EPSON T9481 XL for WF-C878R Printer, Black	1	tube	1,500.00	1,500.00		1										
Ink, EPSON T9481 XL for WF-C878R Printer, Magenta	1	tube	1,500.00	1,500.00		1										
Ink, EPSON T9481 XL for WF-C878R Printer, Cyan	1	tube	1,500.00	1,500.00		1										
Ink, EPSON T9481 XL for WF-C878R Printer, Yellow	1	tube	1,500.00	1,500.00		1										
Folder, Brown, Long Size 8.5x13"	5	pcs	7.00	35.00		5										
Facial Tissue 3-Ply 260 Pulls	1	packs	150.00	150.00		1										
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										
Folder, Sliding, Plastic, w/ binder, Long, transparent	10	pcs	10.00	100.00		10										
Clip Board, Plastic, with PVC Cover, Long, any color	1	pcs	222.00	222.00		1										
Pen, Sign, .5mm, Gel-type, Blue	12	piece	35.00	420.00		12										
Pen, Ball, red	5	pieces	10.00	50.00		5										
Pen, Highlighter, orange	2	pieces	46.00	92.00		2										
Soap, Dishwashing, Liquid, 250mL	3	btls	150.00	450.00		3										
Soap, hand, liquid, 250 ml	2	btls	135.00	270.00		2										
Soap, Detergent, Powder, 1 kilo/pack, any scent	2	kl	105.00	210.00		2										
Tissue, Bathroom, 2 Ply, 12rolls/pack	3	pack	204.00	612.00		3										
Envelope, Document, Brown, 150 lbs, Long	10	pc	7.00	70.00		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
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	6	pcs	100.00	600.00		6										
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	6	pcs	195.00	1,170.00		6										
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	2	tubes	220.00	440.00		2										
Rag, (for cleaning & wiping)	2	pieces	5.00	10.00		2										
Broom, Soft (Tambo), Large, Heavy Duty	1	pcs	250.00	250.00		1										
Stick Broom (tingting) 6" from the top, approx 370 pcs	1	piece	40.00	40.00		1										
Dust pan, plastic, stand-up handle, large	1	pc	140.00	140.00		1										
Cleaner, Glass, 500mL, spray type, any scent	1	btl	200.00	200.00		1										
Record Book, Big, 500 pages	3	pcs	115.00	345.00		3										
Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	10	pack	40.00	400.00		10										
Sticky Note, 3x5 Colored	2	pads	50.00	100.00		2										
Folder, File, Long, 14pts, White	17	piece	10.00	170.00		17										
Pen, Highlighting, asstd color	1	pcs	25.00	25.00		1										
Sub-Total				24,720.00												
Transportation																
Vehicle/Van Rental	6	day	5,000.00	30,000.00		1	2	2	1							
Sub-Total				30,000.00												
Grand Total				60,000.00												

Prepared by:  **MOISES NEIL V. SERIAO**
Unit Head/Project Leader

Noted by:  **MOISES NEIL V. SERIAO**
Unit Head/Project Leader

Funds Available:  **ALICIA M. FLORES**
Head, Budget Office

Date: **01/31/2022**

*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