

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



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

SCAN HERE



PPMP-2022-0816-55610

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2023

Unit/Office/Dept/Div: **Office of the Director for Quality Assurance**
 Project Code: **ODQA-2022**
 Purpose: **office supplies**

Total Budget : **200,000.00**
 Funding : **GF-MOOE**
 PPMP #: **87-5-524-2023-7-0-0**

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
IT Supplies and Equipment																
Ink, Epson 003,Genuine Black 65mL	10	btl	350.00	3,500.00	10											
Ink, EPSON 003,Genuine Cyan 65mL	5	btl	350.00	1,750.00	5											
Ink, EPSON 003,Genuine Magenta 65mL	5	btl	350.00	1,750.00	5											
Ink, EPSON 003,Genuine Yellow 65mL	5	btl	350.00	1,750.00	5											
Epson 001 ink, Yellow, Genuine	5	btls	350.00	1,750.00	5											
Epson 001 ink, Cyan, Genuine	5	btls	350.00	1,750.00	5											
Epson 001 ink, Black, 127ml, Genuine	5	btls	600.00	3,000.00	5											
Epson 001 ink, Magenta, Genuine	5	btls	350.00	1,750.00	5											
Mouse, Wired, Optical, USB	5	pieces	210.00	1,050.00	3						2					
Computer Keyboard USB	5	pcs	400.00	2,000.00	3						2					
UPS, 1000 VA	3	unit	3,000.00	9,000.00	2						1					
Sub-Total				29,050.00												
Office Supplies																
Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	24	pcs	192.00	4,608.00	6			6			6			6		
Alcohol, Ethyl, 70% solution, 1 gallon	12	gallons	600.00	7,200.00	3			3			3			3		
Bathroom Deodorizer, with holder, at least 100g, any scent	12	pcs	80.00	960.00	3			3			3			3		
Toilet Bowl Cleaner, at least 1 gallon	12	gal	395.00	4,740.00	3			3			3			3		
Dishwashing Liquid Soap, Refill 350ml	24	pack	120.00	2,880.00	6			6			6			6		
Disinfectant Cleaner, multi-surface, scented	12	gal	420.00	5,040.00	3			3			3			3		

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
Broom, Stick Broom, Tukog	6	pc	35.00	210.00	3						3					
Soft Broom (Tambo) 200g minimum, heavy duty	6	pcs	220.00	1,320.00	3						3					
Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	10	packs	38.00	380.00	10											
Paper, Specialty 200gsm 8-1/2x11, 10s, White	10	packs	38.00	380.00	10											
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	10	pack	250.00	2,500.00	10											
Folder, Expanded, Long (Red)	400	piece	30.00	12,000.00	200						200					
Folder, Expanded, Long (Light Blue)	400	pcs	20.00	8,000.00	200						200					
Sticky Note, 3 x 5, Yellow	50	pads	150.00	7,500.00	25						25					
Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	50	pack	40.00	2,000.00	25						25					
Pen, Sign, .5mm, Gel-type, Blue	20	piece	35.00	700.00	10						10					
Pen, Ball, blue	100	pieces	10.00	1,000.00	25			25			25			25		
Folder, Ordinary, A4	500	pcs	7.00	3,500.00	250						250					
Paper, Bond, A4, S-24, 80 gsm	100	reams	289.00	28,900.00	25			25			25			25		
Tissue, Bathroom, 2 Ply, 12rolls/pack	30	pack	204.00	6,120.00	15						15					
Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear	10	box of 50's	850.00	8,500.00	10											
Rags, large, good quality, size 24"x15", water absorbent	10	pcs	40.00	400.00	10											
Sub-Total				108,838.00												
Grand Total				137,888.00												

Prepared by:

RAUL ANTHONY S. VALENZONA

Noted by:

EDITHA G. CAGASAN
Unit Head/Project Leader

Noted By:

ALICIA M. FLORES
Head, Budget Office

Date: **08/16/2022**

<> *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