

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



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



78-5-155-2022-8-0-0

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: **Director for Financial Management**

Project Code: **ODFM-2022**

Purpose: **For Office Use**

Total Budget : **63,700.93**

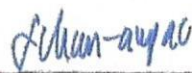
Funding : **GF-MOOE**

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																
Speaker, for PC, 2.1 (Speaker with Subwoofer)	1	pc	1,500.00	1,500.00	1											
Ink HP GT51 Black (K)	3	btls	300.00	900.00	3											
Ink HP GT52 Cyan (C)	3	btls	300.00	900.00	3											
Ink HP GT52 Magenta (M)	3	btls	300.00	900.00	3											
Ink HP GT52 Yellow (Y)	3	btls	300.00	900.00	3											
Sub-Total				5,100.00												
Office Supplies																
Tape, Masking, 1/2" x 25 yards	3	rolls	25.00	75.00	3											
Tape, Masking, 3" x 25 yards	2	rolls	143.00	286.00	2											
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	6	tubes	220.00	1,320.00	6											
Alcohol, Ethyl, 70% solution, 500mL	6	btls	125.00	750.00	6											
Alcohol, Isopropyl, 70% solution, 500mL	6	btls	140.00	840.00	6											
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	6	boxes	14.00	84.00	6											
Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box	6	boxes	143.00	858.00	6											
Fastener, Paper, plastic, 50 sets/box	3	boxes	38.00	114.00	3											
Paper, Bond, A3, S-24, 80 gsm	2	reams	580.00	1,160.00	2											
Paper, Fluorescent pink 18 x 24	12	pieces	30.00	360.00	12											
Paper, Fluorescent yellow 18 x 24	12	pieces	30.00	360.00	12											
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	3	pack	250.00	750.00	3											
Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	6	packs	38.00	228.00	6											

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, Specialty 200gsm 8-1/2x11, 10s, White	6	packs	38.00	228.00	6											
Paper, Bond, A4, S-24, 80 gsm	50	reams	289.00	14,450.00	50											
Paper, Bond, Long, S-24, 80 gsm	10	reams	328.00	3,280.00	10											
Envelope, Expanding, with garter tie, brown, long	12	pc	15.00	180.00	12											
Folder, Pressboard, US, Green, Long	36	pcs	30.00	1,080.00	36											
Index Tab, transparent, self-adhesive, transparent, 5sets/box	5	boxes	65.00	325.00	5											
Ink, Refill, for Permanent Marker, Black, 30mL	2	btls	115.00	230.00	2											
Pen, Sign, .5mm, Gel-type, Blue	24	piece	35.00	840.00	24											
Pen, Sign, .5mm, Gel-type, Black	6	piece	35.00	210.00	6											
Glue Pen, Clear, 50mL	3	tubes	25.00	75.00	3											
Folder, File, Short, 14pts, White	24	piece	8.00	192.00	24											
Folder, File, Long, 14pts, White	24	piece	10.00	240.00	24											
Folder, Pressboard, A4, US Green, Double Fold	24	pcs	40.00	960.00	24											
Ring Binder, plastic, 20mm, 3/4" black	6	pieces	22.00	132.00	6											
Ring Binder, plastic, 38mm, 1-1/2" black	6	pieces	46.00	276.00	6											
Ring Binder, plastic, 51mm 2" black	6	pieces	55.00	330.00	6											
Ring Binder, plastic, 25mm, 1" black	6	pieces	30.00	180.00	6											
Ring Binder, plastic, 12mm, 1/2" black	6	pieces	12.00	72.00	6											
Soap, Dishwashing, Liquid, 250mL	5	btls	150.00	750.00	5											
Soap, hand, liquid, 250 ml	3	btls	135.00	405.00	3											
Soap, Detergent, Liquid, 1 gal, any scent	1	gal	350.00	350.00	1											
Pencil, Lead, #2, w/ eraser	12	pieces	10.00	120.00	12											
Record Book, Big, 300 pages	6	pcs	80.00	480.00	6											
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	2	boxes	46.00	92.00	2											
Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	4	btls	120.00	480.00	4											
Multi-Insect Killer Spray, 250mL	3	tubes	200.00	600.00	3											
Disinfectant Spray, 340g	2	can	465.00	930.00	2											
Glue Stick, Big, for Glue Gun	6	pieces	10.00	60.00	6											
Glue, Multi-Purpose, White, at least 130g (118mL)	3	btls	78.00	234.00	3											
Ruler, Plastic, 12"	2	pieces	15.00	30.00	2											
Ruler, Plastic, 24"	2	pieces	35.00	70.00	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
Pen, Permanent Marker, black, broad tip	2	pieces	60.00	120.00	2											
Plastic Twine, 1kl/roll	1	rolls	110.00	110.00	1											
Puncher, Heavy Duty	1	pieces	450.00	450.00	1											
Ring Binder, plastic, 6mm, 1/4" black	6	pieces	8.00	48.00	6											
Stamping Pad size 2	1	pieces	155.00	155.00	1											
Tape, Double Sided, 1" x 10m	6	rolls	35.00	210.00	6											
Tape, Transparent, 24mm x 50m	6	rolls	120.00	720.00	6											
Computer Brush, 1.5"	2	piece	10.00	20.00	2											
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	10	pcs	195.00	1,950.00	10											
Sub-Total				38,849.00												
Grand Total				43,949.00												

Prepared by: 
JOCELYN T. CO

Noted by: 
LOUELLA C. AMPAC
Unit Head/Project Leader

Funds Available: 
ALICIA M. FLORES
Head, Budget Office 

Date: **09/08/2021**

*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