

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



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

SCAN HERE



PPMP-2022-0902-59631

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022 *RAJ*

Unit/Office/Dept/Div: Office of the Vice President for Admin. & Finance
 Project Code: Early Procurement for 2023
 Purpose: Early Procurement for 2023

Total Budget : 141,949.91

Funding : GF-MOOE

PPMP #: 59-5-586-2022-7-0-3

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
Electronics supplies																
Wireless Dual Handheld Microphone	1	set	20,000.00	20,000.00	1											
Sub-Total				20,000.00												
Fuel & Lubricants																
Gasoline (Unleaded) - For VSU Fuel Station	255	liters	85.00	21,675.00	21	21	21	21	21	21	21	21	21	21	21	24
Sub-Total				21,675.00												
IT Supplies and Equipment																
Rechargeable Wireless Keyboard and Mouse Set	4	unit	950.00	3,800.00	4											
Automatic Voltage Regulatory (AVR), 1500W, heavy duty	1	unit	5,000.00	5,000.00	1											
External Hard Disk Drive (Portable, 1TB), USB 3.1	1	unit	3,000.00	3,000.00	1											
UPS, at least 800 watts	4	unit	5,000.00	20,000.00	4											
Sub-Total				31,800.00												
Office Equipment																
Laminator Machine, A3	1	unit	5,000.00	5,000.00	1											
Hot & Cold water dispenser	1	unit	9,000.00	9,000.00	1											
Electric Rice Cooker	1	pc	2,500.00	2,500.00	1											
Sub-Total				16,500.00												
Office Furniture & Fixture																
Computer Table, tower type	1	unit	3,000.00	3,000.00	1											
Top glass for office table	1	pc	4,000.00	4,000.00	1											
Office chair with arm rest, durable leather seat	2	pcs	5,000.00	10,000.00	2											
Sub-Total				17,000.00												

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 Supplies																
STICKY NOTES 2 X 3 ASSORTED COLORS	10	pad	79.00	790.00	10											
Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	10	pieces	90.00	900.00	10											
Gel Ink Sign Pen 0.5, black	10	pcs	25.00	250.00	10											
Gel Ink Sign Pen 0.5, blue	20	pcs	25.00	500.00	20											
Scissors, 8" heavy duty, good quality	2	pieces	75.00	150.00	2											
Stamp Pad, 4 x 2.75" (Purple)	2	pc	60.00	120.00	2											
Ink, for stamp pad, violet, 30mL, w/ applicator	6	btls	35.00	210.00	6											
PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	5	box of 50's	25.00	125.00	5											
Paper Clips Small Vinyl (50mm)	5	Box of 100's	40.00	200.00	5											
Correction Tape, 8m x 5mm wide	6	pc	40.00	240.00	6											
Correction Tape, 10 meters	6	pcs	32.00	192.00	6											
Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)	1	pcs	520.00	520.00	1											
Pen, Highlighter, orange	4	pieces	46.00	184.00	4											
Pen, Highlighter, yellow	4	pieces	45.00	180.00	4											
Double Sided Glossy Photo Paper A4 (50sheets per pack)	1	pack	150.00	150.00	1											
A4 Photo Paper	1	packs	150.00	150.00	1											
Concentrate Antibac Dishwashing Liquid with Power Of Safeguard refill, 375ml	5	pack	150.00	750.00	5											
Scrub Sponge, Heavy Duty	3	pcs	60.00	180.00	3											
Acetate, transparent, gauge #4, approx. 50m/roll	1	rolls	1,400.00	1,400.00	1											
Laminating Film, A4, 100 shts/box, 250 microns	1	box of 50's	1,430.00	1,430.00	1											
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	1	pack	115.00	115.00	1											
Rubberband, #18, 350 gms/box	2	boxes	270.00	540.00	2											
Data filer box, double, 11 x 40 x 24cm	15	pcs	500.00	7,500.00	15											
Eraser, Rubber, high quality	5	pc	45.00	225.00	5											

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
Index Tab, transparent, self-adhesive, transparent, 5sets/box	5	boxes	65.00	325.00	5											
Mouse Pad, Rubber	6	pad	250.00	1,500.00	6											
Puncher, 2 holes, heavy duty	1	pieces	155.00	155.00	1											
Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes	5	pack	146.00	730.00	5											
Sign Here Sticky Notes	10	pack	59.00	590.00	10											
Coffee Maker Machine, Touch-Screen 10-cups Programmable with Glass Carafe, Stainless Steel	1	pc	2,300.00	2,300.00	1											
Headset with Noise Cancelling Mic, High-End	1	pc	5,000.00	5,000.00	1											
Post it	3	pieces	20.00	60.00	3											
Sub-Total				27,661.00												
Grand Total				134,636.00												

Prepared by:  **RAQUEL H. DOHILING**

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Unit Head/Project Leader

Noted By:  **ALICIA M. FLORES**
Head, Budget Office

Date: **09/02/2022**

<> *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