

☒ Original PPMIP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

SCAN HERE



PPMP-2024-0423-192804

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: Office of the Vice President for Research, Extension and Innovation
Project Code: RPO.A.III.C-2024
Purpose: office supply and operation

Total Budget : 2,518,234.68
Funding : GF-MOOE
PPMP #: PPMP-2024-040424-0045

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																
Universal HDMI to VGA Adapter Cable, at least 1.8 meters	1	unit	600.00	600.00						1						
Computer Monitor 24", IPS, Bezel-less Full HD Monitor	1	set	7,000.00	7,000.00						1						
Epson 001 ink, Black, 127ml, Genuine	30	bfls	600.00	18,000.00						30						
Epson 001 ink, Cyan, Genuine	20	bfls	350.00	7,000.00						20						
Epson 001 ink, Magenta, Genuine	20	bfls	350.00	7,000.00						20						
Epson 001 ink, Yellow, Genuine	20	bfls	350.00	7,000.00						20						
Ink, Epson 664 T664 Black and Color set (Black / Cyan / Magenta / Yellow) for Epson L405	2	set	1,500.00	3,000.00						2						
External Hard Disk Drive (Portable, 1TB), USB 3.1	2	unit	3,500.00	7,000.00						2						
External Hard Disk Drive (Portable, 2TB), USB 3.1	1	unit	4,200.00	4,200.00						1						
USB Hub, 4 gangs	3	piece	680.00	2,040.00					1	2						
USB Hub, USB type C to USB 3.0, VGA, HDMI, PD 87W, USB-C	1	pcs	1,400.00	1,400.00						1						
Sub-Total				64,240.00												
Office Equipment																
water dispenser	2	unit	10,000.00	20,000.00							2					
coffee maker	1	unit	2,000.00	2,000.00							1					
refrigerator 4.5cuft	1	unit	10,000.00	10,000.00							1					
dslr camera	1	unit	40,000.00	40,000.00							1					
Sub-Total				72,000.00												

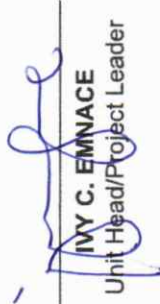
General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Office Furniture & Fixture																
Ergonomic Office Chair	3	unit	14,500.00	43,500.00							3					
Sub-Total				43,500.00												
Office Supplies																
Alcohol, Ethyl, 75% solution, 1 gallon	6	gallon	650.00	3,900.00						6						
Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack	4	pack	785.00	3,140.00						4						
Battery, Rechargeable, Nickel-Metal Hydride, Size: AAA, 2 pcs/pack	4	pack	785.00	3,140.00						4						
Binder Clip, 1.5", black	100	pcs	7.50	750.00						50	50					
Binder Clip, 2", black	100	pcs	8.50	850.00						50	50					
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	10	box of 50's	30.00	300.00							10					
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	10	boxes	20.00	200.00							10					
Envelope, Expanding, with garter tie, blue, long	200	pc	20.00	4,000.00						100	100					
Envelope, Expanding, with garter tie, green, long	400	pc	20.00	8,000.00						200	200					
Fastener, Paper, non-rust metal, 50 sets/box	5	boxes	50.00	250.00						5						
Folder, File, Long, 14pts, White	50	piece	10.00	500.00							50					
Folder, Pressboard, US, Green, Short	100	pcs	30.00	3,000.00							100					
Folder, Sliding, Plastic, w/ binder, Long, transparent	50	pcs	10.00	500.00							50					
Folder, Sliding, Plastic, w/ Binder, A4, Transparent	50	piece	10.00	500.00							50					
Gel Ink Sign Pen 0.5, blue	100	pcs	30.00	3,000.00							100					
Index Tab, transparent, self-adhesive, transparent, 5sets/box	10	boxes	90.00	900.00							10					
Laminating Film, A4, 100 shts/box, 250 microns	2	boxes	1,430.00	2,860.00							2					
Paper, Bond, A4, S-24, 80 gsm	100	reams	289.00	28,900.00							50	50				
Paper, Bond, Long, S-24, 80 gsm	20	reams	328.00	6,560.00							20					
Paper, Manila	10	pcs	6.00	60.00							10					
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	10	pack	250.00	2,500.00							10					
Paper, Photo, matte finish, 146GSM, 10 shts/pack	5	pack	75.00	375.00							5					
Paper, Specialty 200gsm, A4, white	20	pack	60.00	1,200.00							20					
Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	50	packs	45.00	2,250.00							25	25				
Paper, Specialty 200gsm 8-1/2x11, 10s, White	50	packs	45.00	2,250.00							25	25				
Pen, Sign, .5mm, Gel-type, Blue	50	piece	35.00	1,750.00							25	25				

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
Pencil, Lead, #2, w/ eraser	50	pieces	10.00	500.00						25	25					
Pen, Highlighter, yellow	20	pieces	45.00	900.00							20					
Paper, Bond, Short, S-24, 80 gsm	10	reams	277.00	2,770.00							10					
Record Book, Big, 300 pages	5	pcs	150.00	750.00							5					
Ring Binder, plastic, 6mm, 1/4" black	10	pieces	8.00	80.00							10					
Ring Binder, plastic, 10mm, 3/8" black	1	pieces	10.00	10.00							1					
Ring Binder, plastic, 8mm, 5/16" black	10	pieces	8.00	80.00							10					
Scissors, 6" heavy duty, good quality	5	piece	68.00	340.00							5					
Scissors, 8" heavy duty, good quality	3	pieces	75.00	225.00							3					
Sign pen, Fine Tech, 0.3mm. blue	100	pieces	35.00	3,500.00							100					
Soap, Dishwashing, Liquid, 250mL	10	btls	150.00	1,500.00							10					
Sticky Note, 2 x 3, Yellow	20	pads	79.00	1,580.00							20					
Tape, Double Sided, 1" x 10m	10	rolls	45.00	450.00							10					
Tape, Masking, 1" x 25 yards	3	rolls	48.00	144.00							3					
Tape, Packaging, 2" x 100 yards, Clear	3	rolls	75.00	225.00							3					
Tape, Packaging, 2" x 100 yards, Tan	3	rolls	75.00	225.00							3					
Tape, Transparent, 24mm x 50m	3	rolls	120.00	360.00							3					
Correction Tape, 8m x 5mm wide	5	pc	40.00	200.00							5					
Tissue, Bathroom, 2 Ply, 12rolls/pack	20	pack	204.00	4,080.00							20					
Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	3	pcs	1,500.00	4,500.00							3					
Stapler Flat clinch Standard Half strip	5	piece	1,000.00	5,000.00							5					
Acetate, transparent, guage #3, approx. 50m/roll	1	rolls	900.00	900.00							1					
Pen, Permanent Marker, blue, fine tip	5	pieces	60.00	300.00							5					
Pen, Permanent Marker, blue, broad tip	5	pieces	60.00	300.00							5					
Certificate Jacket A4	100	pcs	40.00	4,000.00							100					
air freshener	5	tubes	220.00	1,100.00							5					
white board	3	pcs	6,500.00	19,500.00							3					
Sub-Total				135,154.00												
Grand Total				314,894.00												

Prepared by: _____


REX D. BESAVILLA

Submitted by: _____


IVY C. EMNACE
Unit Head/Project Leader

{{-- Date: 04/29/2024

*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