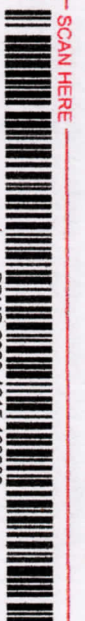


- ☒ Original PMP  
☐ Revised (Changed items, same budget)  
☐ Supplemental



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



**PROJECT PROCUREMENT MANAGEMENT PLAN (PMP)**

**CY 2024**

Unit/Office/Dept/Div: **Central Analytical Service Laboratory**  
 Project Code: **CASL 2024**  
 Purpose: **CASL Use**

Total Budget : **80,000.00**  
 Funding : **STF**  
 PMP #: **52-1-2451-2024-11-0-0**

| 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, genuine (C) T664, 70 ml                       | 1        | pieces | 350.00    | 350.00           |                                                  |     | 1   |     |     |     |     |     |     |     |     |     |
| Ink, Epson, genuine (M) T664, 70 ml                       | 1        | pieces | 350.00    | 350.00           |                                                  |     | 1   |     |     |     |     |     |     |     |     |     |
| Ink, Epson, genuine, (BK) T664, 70 ml                     | 1        | pieces | 350.00    | 350.00           |                                                  |     | 1   |     |     |     |     |     |     |     |     |     |
| Ink, Epson, genuine, (Y) T664, 70 ml                      | 1        | pieces | 350.00    | 350.00           |                                                  |     | 1   |     |     |     |     |     |     |     |     |     |
| Sub-Total                                                 |          |        |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Laboratory Supplies                                       |          |        |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| 50 ml Type 1, class A borosilicate glass Beaker           | 24       | pcs    | 400.00    | 9,600.00         |                                                  |     | 24  |     |     |     |     |     |     |     |     |     |
| 100 ml Type 1, class A borosilicate glass Beaker          | 24       | pcs    | 500.00    | 12,000.00        |                                                  |     | 24  |     |     |     |     |     |     |     |     |     |
| 1000ml Beaker Plastic                                     | 3        | pc     | 400.00    | 1,200.00         |                                                  |     | 3   |     |     |     |     |     |     |     |     |     |
| 125 ml Erlenmeyer flask                                   | 48       | pcs    | 500.00    | 24,000.00        |                                                  |     | 48  |     |     |     |     |     |     |     |     |     |
| Test Tube, Borosilicate Glass, Rimless, 20 x 150 mm       | 100      | pcs    | 100.00    | 10,000.00        |                                                  |     | 100 |     |     |     |     |     |     |     |     |     |
| DTPA (Diethylenetriaminepentaacetic acid), AR, 250g./btl. | 1        | btl    | 0.00      | 0.00             |                                                  |     |     |     |     |     |     |     | 1   |     |     |     |
| Sub-Total                                                 |          |        |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Office Supplies                                           |          |        |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Alcohol, Ethyl, 70% solution, 500ml                       | 6        | btl    | 125.00    | 750.00           |                                                  |     | 6   |     |     |     |     |     |     |     |     |     |
| Broom, Soft (Tambo), Large, Heavy Duty                    | 1        | pcs    | 250.00    | 250.00           |                                                  |     | 1   |     |     |     |     |     |     |     |     |     |
| Correction Tape, 8m x 5mm wide                            | 3        | pc     | 40.00     | 120.00           |                                                  |     | 3   |     |     |     |     |     |     |     |     |     |
| Soap, Detergent, Powder, 1 kilo/pack, any scent           | 2        | kl     | 150.00    | 300.00           |                                                  |     | 2   |     |     |     |     |     |     |     |     |     |
| Envelope, Expanding, with garter tie, green, long         | 6        | pc     | 20.00     | 120.00           |                                                  |     | 6   |     |     |     |     |     |     |     |     |     |
| Soap, Dishwashing, Liquid, 250ml                          | 3        | btl    | 150.00    | 450.00           |                                                  |     | 3   |     |     |     |     |     |     |     |     |     |
| Fastener, Paper, plastic, 50 sets/box                     | 1        | boxes  | 40.00     | 40.00            |                                                  |     | 1   |     |     |     |     |     |     |     |     |     |

| General Description                                    | Quantity | Unit         | UnitCost | Estimated Budget | Schedule/Milestone of Activities (in quantities) |     |     |     |     |     |     |     |     |     |     |     |
|--------------------------------------------------------|----------|--------------|----------|------------------|--------------------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|                                                        |          |              |          |                  | Jan                                              | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Foil, Aluminum, 16m x 30cm (approx. 260g)              | 3        | boxes        | 400.00   | 1,200.00         |                                                  |     | 3   |     |     |     |     |     |     |     |     |     |
| Folder, File, Long, 14pts, White                       | 24       | piece        | 10.00    | 240.00           |                                                  |     | 24  |     |     |     |     |     |     |     |     |     |
| Folder, Pressboard, US, Green, Long                    | 12       | pcs          | 35.00    | 420.00           |                                                  |     | 12  |     |     |     |     |     |     |     |     |     |
| Hand Towel, cloth, cotton, 12 pcs/pack                 | 1        | pack         | 300.00   | 300.00           |                                                  |     | 1   |     |     |     |     |     |     |     |     |     |
| Sticky Note, 3 x 4, Yellow                             | 1        | pads         | 140.00   | 140.00           |                                                  |     | 1   |     |     |     |     |     |     |     |     |     |
| Sticky Note, 3 x 5, Yellow                             | 1        | pads         | 150.00   | 150.00           |                                                  |     | 1   |     |     |     |     |     |     |     |     |     |
| Paper, Bond, A4, S-20, 70 gsm                          | 6        | reams        | 253.00   | 1,518.00         |                                                  |     | 6   |     |     |     |     |     |     |     |     |     |
| Paper, Bond, Long, S-20, 70 gsm                        | 6        | reams        | 286.00   | 1,716.00         |                                                  |     | 6   |     |     |     |     |     |     |     |     |     |
| Pen, Permanent Marker, blue, fine tip                  | 12       | pieces       | 60.00    | 720.00           |                                                  |     | 12  |     |     |     |     |     |     |     |     |     |
| Pen, Permanent Marker, red, fine tip                   | 12       | pieces       | 60.00    | 720.00           |                                                  |     | 12  |     |     |     |     |     |     |     |     |     |
| Pen, Ball, blue                                        | 24       | pieces       | 10.00    | 240.00           |                                                  |     | 24  |     |     |     |     |     |     |     |     |     |
| Pen, Sign, 0.4mm, Gel-type, Blue                       | 3        | boxes        | 300.00   | 900.00           |                                                  |     | 3   |     |     |     |     |     |     |     |     |     |
| Pin, Push, hammerhead type, assorted colors 50s/pack   | 1        | boxes        | 35.00    | 35.00            |                                                  |     | 1   |     |     |     |     |     |     |     |     |     |
| Soap, Toilet, regular size                             | 3        | pieces       | 35.00    | 105.00           |                                                  |     | 3   |     |     |     |     |     |     |     |     |     |
| Stapler, HD No.35                                      | 1        | pc           | 400.00   | 400.00           |                                                  |     | 1   |     |     |     |     |     |     |     |     |     |
| Tape, Masking, 1/2" x 25 yards                         | 12       | rolls        | 25.00    | 300.00           |                                                  |     | 12  |     |     |     |     |     |     |     |     |     |
| Thumb Tacks, Small Box                                 | 1        | boxes        | 12.00    | 12.00            |                                                  |     | 1   |     |     |     |     |     |     |     |     |     |
| Tissue, Bathroom, 2 Ply, 12rolls/pack                  | 1        | pack         | 204.00   | 204.00           |                                                  |     | 1   |     |     |     |     |     |     |     |     |     |
| PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box | 1        | box of 50's  | 25.00    | 25.00            |                                                  |     | 1   |     |     |     |     |     |     |     |     |     |
| Paper Clips Small Vinyl (50mm)                         | 1        | Box of 100's | 40.00    | 40.00            |                                                  |     | 1   |     |     |     |     |     |     |     |     |     |
| Paper Clips Small Vinyl (33MM)                         | 1        | Box of 100's | 35.00    | 35.00            |                                                  |     | 1   |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                       |          |              |          | <b>11,450.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Grand Total</b>                                     |          |              |          | <b>69,650.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |

Prepared by: *[Signature]*  
**DYANA ROSE TUMILLEZA**

Noted by: *[Signature]*  
**JAMES A. PATINDOL**  
Unit Head/Project Leader

Noted By: *[Signature]*  
**for ALICIA M. FLORES**  
Head, Budget Office

Date: **12/15/2023**

<> \*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,