

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



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

SCAN HERE



PPMP-2023-0802-135108

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **Office of the Head for Planning**

Project Code: **Planning Indicative PPMP 2024**

Purpose: **For office operations**

Total Budget : **69,787.99**

Funding : **GF-MOOE**

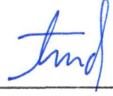
PPMP #: **191-5-2360-2024-2-0-2**

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
IT Supplies and Equipment																
Laptop Cooling Pad 14"	1	pcs	500.00	500.00	1											
Desktop Monitor, 24" IPS, 75Hz	1	pcs	8,500.00	8,500.00	1											
Sub-Total				9,000.00												
Office Equipment																
Laminator Machine, A3	1	unit	5,000.00	5,000.00	1											
Sub-Total				5,000.00												
Office Furniture & Fixture																
3 layer magazine tray/storage/desk organizer/holder/rack	2	pcs	300.00	600.00	2											
Sub-Total				600.00												
Office Supplies																
Pen, Permanent Marker, blue, broad tip	5	pieces	60.00	300.00		5										
Pen, Permanent Marker, black, fine tip	5	pieces	60.00	300.00		5										
Correction Tape, 8m x 5mm wide	30	pc	40.00	1,200.00	30											
Tape, Gummed, 2" x 125m	5	rolls	230.00	1,150.00	5											
Tape, Foam, Double Sided, 1" x 5m	5	rolls	100.00	500.00	5											
Tape, Duct, 2" x 25m, Black/Grey	5	rolls	180.00	900.00	5											
Tape, Magic, 24mm x 50m	3	rolls	357.00	1,071.00	3											
Data Filer, Big size, Legal	10	pieces	500.00	5,000.00		10										
Laptop bag compatible to MacBook Air 13.3"	1	pc	1,500.00	1,500.00	1											
Coffee Maker Machine, Touch-Screen 10-cups Programmable with Glass Carafe, Stainless Steel	1	pc	2,300.00	2,300.00	1											

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
Alcohol, Ethyl, 70% solution, 500mL		15	bits	125.00	1,875.00	15											
Alcohol, Isopropyl, 70% solution, 500mL		15	bits	140.00	2,100.00	15											
Sticky Note, 3 x 3, Yellow		15	pads	84.00	1,260.00	15											
Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack		30	pack	40.00	1,200.00	30											
Sign Here Sticky Notes		30	pack	59.00	1,770.00	30											
Memo Notebooks, 80 leaves		10	pieces	29.00	290.00	10											
Received Stamp for Planning Office		1	pc	500.00	500.00	1											
Laminating Film, A4, 100 shts/box, 250 microns		2	boxes	1,430.00	2,860.00	2											
Headset with Noise Cancelling Mic, High-End		1	pc	5,000.00	5,000.00	1											
Binder Clip, 1.5", black		12	pcs	7.50	90.00	12											
Paper, Bond, A4, S-24, 80 gsm		35	reams	289.00	10,115.00		35										
Sign pen, Fine Tech, 0.3mm, blue		50	pieces	30.00	1,500.00	50											
Scissors, 6" heavy duty, good quality		2	piece	68.00	136.00	2											
Paper, Photo, matte finish, 146GSM, 10 shts/pack		6	pack	75.00	450.00	6											
Paper, Photo, high gloss, A4, 230G, 20 shts/pack		5	pack	250.00	1,250.00	5											
Sharpeners, Pencil Heavy Duty good qty		1	pieces	350.00	350.00	1											
Stapler, HD No.35		1	pc	350.00	350.00	1											
Tissue, Bathroom, 2 Ply, 12rolls/pack		11	pack	204.00	2,244.00	11											
Facial Tissue 3-Ply 260 Pulls		15	packs	150.00	2,250.00	15											
4 Layer File Tray (Office Organizer)		3	unit	300.00	900.00	3											
Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes		10	pack	146.00	1,460.00		10										
Index Tab, transparent, self-adhesive, transparent, 5sets/box		10	boxes	90.00	900.00		10										
Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent		3	pcs	200.00	600.00	3											
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent		3	tubes	220.00	660.00	3											
Mouse Pad, Rubber		1	pad	250.00	250.00	1											
Dishwashing Liquid Soap, Refill 350ml		5	pack	120.00	600.00	5											
Sub-Total					55,181.00												

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
Grand Total				69,781.00												

Prepared by: 
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Noted by: 
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Noted By: 
ALICIA M. FLORES
Head, Budget Office 

Date: **08/02/2023**

<> *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, Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies