

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



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

SCAN HERE



PPMP-2023-0814-137924

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2023

Unit/Office/Dept/Div: **Office of the Vice President for Administration & Finance**

Project Code: **OVPAP 2023**

Purpose: **For office use.**

Total Budget : **117,932.86**

Funding : **STF**

PPMP #: **59-1-2047-2023-7-0-15**

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
Construction and Electrical Supplies																
Garden hose, 1/2" diameter	5	meter	50.00	250.00		5										
Sub-Total				250.00												
Hardware																
Knife, 6", Stainless Steel	1	piece	280.00	280.00		1										
Sub-Total				280.00												
IT Supplies and Equipment																
Keyboard And Mouse Combo Bundle, USB powered	2	set	600.00	1,200.00		2										
Epson 001 ink, Black, 127ml, Genuine	5	btls	600.00	3,000.00		5										
Epson 001 ink, Cyan, Genuine	5	btls	350.00	1,750.00		5										
Epson 001 ink, Magenta, Genuine	5	btls	350.00	1,750.00		5										
Epson 001 ink, Yellow, Genuine	5	btls	350.00	1,750.00		5										
Toner MP 2014H NRG Brand	2	btls	3,700.00	7,400.00		2										
HDMI Cable, 10m	1	meters	700.00	700.00		1										
Ink, Epson 003,Genuine Black 65mL	5	btl	350.00	1,750.00		5										
Ink, EPSON 003,Genuine Cyan 65mL	5	btl	350.00	1,750.00		5										
Ink, EPSON 003,Genuine Magenta 65mL	5	btl	350.00	1,750.00		5										
Ink, EPSON 003,Genuine Yellow 65mL	5	btl	350.00	1,750.00		5										
Sub-Total				24,550.00												
Laboratory Equipment																
Ceramic Cup and Saucer	2	sets	480.00	960.00		2										
Sub-Total				960.00												

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 Equipment																
Microphone stand	1	set	1,656.00	1,656.00		1										
Sub-Total				1,656.00												
Office Supplies																
Pen, Sign, .5mm, Gel-type, Black	50	piece	35.00	1,750.00		50										
Ballpen 50 Pieces, Blue	1	box of 50's	500.00	500.00		1										
Sticky Note, 3 x 3, Yellow	2	pads	84.00	168.00		2										
Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	2	pack	40.00	80.00		2										
Sign Here Sticky Notes	3	pack	59.00	177.00		3										
Correction Tape, 10 meters	10	pcs	32.00	320.00		10										
Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	10	pcs	140.00	1,400.00		10										
Stamping Pad size 4	3	pieces	134.00	402.00		3										
Correction Pen, rolling ball-metal tip	1	pc	220.00	220.00		1										
Battery, Rechargeable, AA (4pcs) w/ Charger	1	set	3,680.00	3,680.00		1										
Paper Clips Small Vinyl (50mm)	2	Box of 100's	40.00	80.00		2										
Fastener, Paper, non-rust metal, 50 sets/box	2	boxes	50.00	100.00		2										
Calculator, heavy duty, 12 digit display solar and battery	1	pc	500.00	500.00		1										
Envelope, brown, ordinary, A4 size	20	pcs	10.00	200.00		20										
Envelope, Brown, long, good quality	20	pcs	5.00	100.00		20										
White Mailing Envelope, Long, 9 1/2 x 4 1/8	50	pcs	1.00	50.00		50										
Hand Towel, cloth, cotton, 12 pcs/pack	3	pack	258.00	774.00		3										
Acetate, transparent, guage #6, approx. 50m/roll	1	rolls	1,700.00	1,700.00		1										
Board, Illustration, 20" x 30" (2 Ply)	1	pcs	30.00	30.00		1										
Board, Illustration, 30" x 40" (2 Ply)	1	pcs	60.00	60.00		1										
Broom, Soft (Tambo), Large, Heavy Duty	10	pcs	250.00	2,500.00		10										
Glass Wiper	2	piece	300.00	600.00		2										
Cleaner, Glass, 500mL, spray type, any scent	15	btls	200.00	3,000.00		15										
Disinfectant Spray, 170g	10	can	280.00	2,800.00		10										
Cleanser, Powder, 500g, any scent	15	btls	76.00	1,140.00		15										
Soap, Detergent, Powder, 1 kilo/pack, any scent	5	kl	105.00	525.00		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
Bleach, liquid, 99.9% antibac, 1 gallon	3	gallon	220.00	660.00		3										
Toilet Bowl and Urinal Cleaner, at least 500mL	10	btls	125.00	1,250.00		10										
Bathroom Deodorizer, with holder, at least 100g, any scent	10	pcs	80.00	800.00		10										
Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent	5	pack	330.00	1,650.00		5										
Alcohol, Ethyl, 70% solution, 1 gallon	3	gallons	600.00	1,800.00		3										
Nylon, #300, for grass cutter	2	kl	450.00	900.00		2										
Glue Gun, Big (approx. 7x18x 28cm)	1	pcs	355.00	355.00		1										
Glue Stick, Big, for Glue Gun	50	pieces	10.00	500.00		50										
Glue, Multi-Purpose, White, at least 130g (118mL)	5	btls	78.00	390.00		5										
A4 Photo Paper	3	packs	150.00	450.00		3										
Cartolina, US, Black, at least 160gsm	3	pcs	14.00	42.00		3										
Cartolina, US, Gold, at least 160gsm	3	pcs	14.00	42.00		3										
Cartolina, US, Green, at least 160gsm	3	pcs	14.00	42.00		3										
Cartolina, US, Light Green, at least 160gsm	3	pcs	14.00	42.00		3										
Cartolina, Vellum, White US	3	pcs	35.00	105.00		3										
Thumb Tacks, Small Box	3	boxes	12.00	36.00		3										
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	4	pack	125.00	500.00		4										
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	4	pack	115.00	460.00		4										
Memo Notebooks, 60 leaves	10	pieces	22.00	220.00		10										
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	20	boxes	20.00	400.00		20										
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	20	boxes	50.00	1,000.00		20										
White Board	1	pcs	700.00	700.00		1										
Pen, Ball, black	20	pieces	10.00	200.00		20										
Pen, Highlighter, yellow	5	pieces	45.00	225.00		5										
Sub-Total				35,625.00												
Grand Total				63,321.00												

Prepared by: 
FRANCES ANN A. SANTOS

Noted by:  8/14/23
DANIEL LESLIE S. TAN
Unit Head/Project Leader

Noted By:  8/15
ALICIA M. FLORES
Head, Budget Office

Date: 08/14/2023

<> *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