

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

SCAN HERE



PPMP-2023-0815-138464

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: For Research Office Supplies and Operation

Total Budget : 300,000.00

Funding : GF-MOOE

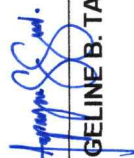
PPMP #: 152-5-2011-2024-7-0-1

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
IT Supplies and Equipment																
Universal HDMI to VGA Adapter Cable, at least 1.8 meters	1	unit	300.00	300.00	1											
All-in-One Ink Tank Printer Wi-Fi Duplex with ADF	3	unit	21,000.00	63,000.00	3											
Computer Monitor 24", IPS, Bezel-Less Full HD Monitor	2	set	7,000.00	14,000.00	2											
Epson 001 ink, Black, 127ml, Genuine	30	btl's	600.00	18,000.00	30											
Epson 001 ink, Cyan, Genuine	20	btl's	350.00	7,000.00	20											
Epson 001 ink, Magenta, Genuine	20	btl's	350.00	7,000.00	20											
Epson 001 ink, Yellow, Genuine	20	btl's	350.00	7,000.00	20											
External Hard Disk Drive (Portable, 2TB), USB 3.1	1	unit	4,200.00	4,200.00	1											
External Hard Disk Drive (Portable, 1TB), USB 3.1	2	unit	3,500.00	7,000.00	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											
USB Hub, 4 gangs	3	piece	680.00	2,040.00	3											
Sub-Total				130,940.00												
Office Furniture & Fixture																
Ergonomic Office Chair	3	unit	14,500.00	43,500.00	3											
Sub-Total				43,500.00												
Office Supplies																
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	5	tubes	220.00	1,100.00	5											
Alcohol, Ethyl, 70% solution, 1 gallon	6	gallons	600.00	3,600.00	6											

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
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	100											
Binder Clip, 2", black	100	pcs	8.50	850.00	100											
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	14.00	140.00	10											
Envelope, Expanding, with garter tie, green, long	100	pc	15.00	1,500.00	100											
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, Long	100	pcs	30.00	3,000.00	100											
Folder, Sliding, Plastic, w/ Binder, A4, Transparent	50	piece	10.00	500.00	50											
Folder, Sliding, Plastic, w/ binder, Long, transparent	50	pcs	10.00	500.00	50											
Gel Ink Sign Pen 0.5, blue	100	pcs	25.00	2,500.00	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, Long, S-24, 80 gsm	10	reams	328.00	3,280.00	10											
Paper, Bond, A4, S-24, 80 gsm	60	reams	289.00	17,340.00	60											
Paper, Bond, Short, S-24, 80 gsm	10	reams	277.00	2,770.00	10											
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 8-1/2x11, 10s, Cream	20	packs	38.00	760.00	20											
Paper, Specialty 200gsm 8-1/2x11, 10s, White	50	packs	38.00	1,900.00	50											
Paper, Specialty 200gsm, A4, white	20	pack	60.00	1,200.00	20											
Pen, Highlighter, yellow	20	pieces	45.00	900.00	20											
Pen, Sign, .5mm, Gel-type, Blue	50	piece	35.00	1,750.00	50											
Pencil, Lead, #2, w/ eraser	50	pieces	10.00	500.00	50											
Record Book, Big, 300 pages	5	pcs	110.00	550.00	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											

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
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	50	pieces	30.00	1,500.00	50											
Soap, Dishwashing, Liquid, 250mL	5	btls	150.00	750.00	5											
Sticky Note, 2 x 3, Yellow	20	pads	79.00	1,580.00	20											
Tape, Double Sided, 1" x 10m	3	rolls	45.00	135.00	3											
Correction Tape, 8m x 5mm wide	3	pc	40.00	120.00	3											
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											
Tissue, Bathroom, 2 Ply, 12rolls/pack	20	pack	204.00	4,080.00	20											
Stapler Flat clinch Standard Half strip	5	piece	850.00	4,250.00	5											
Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	1	pcs	1,500.00	1,500.00	1											
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											
Pen, Ball, blue	50	pieces	10.00	500.00	50											
Sub-Total				77,019.00												
Grand Total				251,459.00												

Prepared by:


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Noted by:


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Unit Head/Project Leader

Noted By:


ALICIA M. FLORES
Head, Budget Office

Date: **08/15/2023**

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