

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



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

SCAN HERE



PPMP-2022-0318-22045

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2022

Unit/Office/Dept/Div: **Office of the Director for Administrative Services**
 Project Code: **ODAS-2022**
 Purpose: **OFFICE USE**

Total Budget : **150,000.00**
 Funding : **GF-MOOE**
 PPMP #: **171-5-1710-2022-2-0-1**

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																
Ink, Epson, genuine, (BK) T664, 70 ml	10	pieces	350.00	3,500.00				3	2	2	2	1				
Ink, Epson, genuine (M) T664, 70 ml	2	pieces	350.00	700.00					2							
Ink, Epson, genuine, (Y) T664, 70 ml	2	pieces	350.00	700.00					2							
Ink, Epson, genuine (C) T664, 70 ml	2	pieces	350.00	700.00					2							
External Hard Disk Drive (Portable, 1TB), USB 3.1	1	unit	3,000.00	3,000.00					1							
Sub-Total				8,600.00												
Office Furniture & Fixture																
Steel Cabinet, 4 drawers, Dark Green	2	pcs	8,500.00	17,000.00					1	1						
Senior Executive High back chair	2	pc	6,500.00	13,000.00					2							
Metal filing shelves, open, 4 layers	2	unit	10,000.00	20,000.00					1	1						
Office Table with 3 drawers, 150cm (W)x 70cm (D) x 75cm (H)	1	unit	14,999.00	14,999.00					1							
Sub-Total				64,999.00												
Office Supplies																
Alcohol, Isopropyl, 70% solution, 500mL	5	btls	140.00	700.00				2	2	1						
Alcohol, Isopropyl, 70% solution, 500mL, pump type	1	btls	250.00	250.00					1							
Broom, Soft (Tambo), Large, Heavy Duty	1	pcs	250.00	250.00					1							
Calculator, desktop-type, 12 digits, 2-way power, plastic keys	1	unit	530.00	530.00				1								
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	5	boxes	28.00	140.00				5								

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
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Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	1	boxes	20.00	20.00				1								
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	5	boxes	46.00	230.00				5								
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	1	boxes	70.00	70.00				1								
Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	5	boxes	13.00	65.00				5								
Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box	1	boxes	76.00	76.00				1								
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	2	box	30.00	60.00				2								
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	3	boxes	14.00	42.00				2	1							
Correction Tape, 8m x 5mm wide	5	pc	40.00	200.00				1	2	2						
Cutter, Big, Plastic (Ordinary), w/ lock	1	pcs	30.00	30.00				1								
Desk Tray, Metal, Double, Black, Dimension: approx. 18 x 25 x 38cm	1	pcs	500.00	500.00				1								
Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	1	pcs	300.00	300.00				1								
Dust pan, plastic, stand-up handle, small	1	pc	75.00	75.00				1								
Duster, Feather	1	pcs	56.00	56.00				1								
Envelope, Document, Brown, 150 lbs, Long	30	pc	7.00	210.00				15	15							
Envelope, Document, Brown, 150 lbs, Short	15	pc	5.00	75.00				5	5	5						
Envelope, Expanding, with garter tie, brown, short	10	pc	11.00	110.00				5	5							
Envelope, Expanding, with garter tie, blue, long	20	pc	15.00	300.00				5	5	10						
Envelope, Expanding, Kraft board, w/ garter tie, Legal	20	pcs	14.00	280.00				5	5	10						
Eraser, whiteboard, magnetic flannel	1	pc	60.00	60.00				1								
Fastener, Paper, plastic, 50 sets/box	30	boxes	38.00	1,140.00				10	10	10						
Folder, File, Long, 14pts, White	300	piece	10.00	3,000.00				50	100	100	50					
Glue Stick, All-purpose, at least 21g	1	pcs	55.00	55.00				1								
Index Tab, PVC self adhesive 6" x 1", 25pcs/box	20	set	78.00	1,560.00				5			15					
Ink, Refill, for Permanent Marker, Black, 30mL	10	btls	115.00	1,150.00					10							
Ink, Refill, for Whiteboard Marker, Black, 30mL	5	btls	165.00	825.00					5							
Ink, for stamp pad, violet, 30mL, w/ applicator	2	btls	35.00	70.00				1	1							
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	20	pcs	195.00	3,900.00				5	5	5	5					

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
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Magazine Box / Data File Box / Datafiler, horizontal,made of chipboards, closed ends, Legal (Single)	30	pcs	100.00	3,000.00				10	10	10						
Match, 10 pcs set	1	pack	65.00	65.00				1								
Memo Notebooks, 80 leaves	5	pieces	29.00	145.00					5							
Multi-Insect Killer Spray, 250mL	2	tubes	200.00	400.00								2				
Sticky Note, 2 x 3, Yellow	5	pads	79.00	395.00				5								
Sticky Note, 3 x 3, Yellow	5	pads	84.00	420.00				5								
Sticky Note, 3 x 4, Yellow	5	pads	140.00	700.00				5								
Notebook, spiral, 80 leaves	5	pieces	26.00	130.00				5								
Paper Cutter HD, size 15x12", brown	1	pieces	900.00	900.00				1								
Paper, Bond, A4, S-24, 80 gsm	80	reams	289.00	23,120.00				40	40							
Paper, Bond, Long, S-24, 80 gsm	20	reams	328.00	6,560.00				10	10							
Paper, Fluorescent green 18 x 24	1	pieces	30.00	30.00				1								
Paper, Fluorescent white 18 x 24	1	pieces	30.00	30.00				1								
Paper, Manila	30	pcs	6.00	180.00				5	5	5	5	10				
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	2	pack	250.00	500.00				2								
Paper, Photo, matte finish, 146GSM, 10 shts/pack	5	pack	75.00	375.00				5								
Pen, Permanent Marker, black, broad tip	5	pieces	60.00	300.00					5							
Pen, Permanent Marker, blue, fine tip	5	pieces	60.00	300.00					5							
Pen, Ball, black	10	pieces	10.00	100.00					10							
Pen, Highlighter, yellow	3	pieces	45.00	135.00					3							
Pen, Highlighter, orange	3	pieces	46.00	138.00					3							
Pen, Highlighter, violet	3	pieces	47.00	141.00					3							
Pen, Sign, .5mm, Gel-type, Blue	20	piece	35.00	700.00					10	10						
Pen, Whiteboard Marker, black	1	pieces	50.00	50.00					1							
Pen, Whiteboard Marker, blue,	1	pieces	50.00	50.00					1							
Puncher, Heavy Duty	1	pieces	450.00	450.00					1							
Record Book, Big, 300 pages	1	pcs	80.00	80.00					1							
Ring Binder, plastic, 8mm, 5/16" black	5	pieces	8.00	40.00					5							
Ring Binder, plastic, 38mm , 1-1/2" black	3	pieces	46.00	138.00					3							
Rubberband, #18, 350 gms/box	1	boxes	270.00	270.00					1							
Scissors, 8" heavy duty, good quality	2	pieces	75.00	150.00					2							
Stamping Pad size 2	2	pieces	155.00	310.00					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
Staple Wire No. 35-5M Leg Length 6mm (1/4")	5	boxes	80.00	400.00					5							
Tape Dispenser, 1" tape, big core, any color	1	pcs	115.00	115.00					1							
Tape, Double Sided, 1" x 10m	2	rolls	35.00	70.00					2							
Tape, Double Sided, 3/4" x 10m	5	rolls	26.00	130.00					5							
Tape, Packaging, 2" x 100 yards, Clear	2	rolls	55.00	110.00					2							
Whiteboard, Wall Mount, 3' x 4', w/ aluminum frame	1	pcs	1,680.00	1,680.00					1							
Soap, hand, liquid, 250 ml	5	btls	135.00	675.00					5							
Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	1	pieces	90.00	90.00					1							
Alcohol, Ethyl, 70% solution, 1 gallon	5	gallons	600.00	3,000.00					5							
Pen, Highlighting, asstd color	1	pcs	25.00	25.00					1							
Note Pad, 3" x 3", post-it, assorted colors	10	pads	35.00	350.00					10							
Note Pad, 4" x 5", post-it, assorted colors	10	pads	40.00	400.00					10							
Staple wire remover, Plier type, Metal	2	piece	100.00	200.00					2							
Dishwashing Liquid Soap, Refill 350ml	1	pack	120.00	120.00					1							
Mouse Pad, Rubber	2	pad	250.00	500.00					2							
Alcohol, Isoprophyl, 90% solution	3	gallon	600.00	1,800.00					3							
Folder, Pressboard, US, Yellow, Long	20	pieces	30.00	600.00					10	10						
Staple Wire, #35	10	boxes	30.00	300.00					5	5						
Folder, File, Short, 14pts, White	10	piece	8.00	80.00				9	1							
Tape, Transparent, 12mm x 50m	5	rolls	68.00	340.00				5								
Tape, Transparent, 24mm x 50m	3	rolls	120.00	360.00				3								
Sub-Total				67,976.00												
Grand Total				141,575.00												

Prepared by: _____

AIZA B. BESAVILLA

Noted by: _____

RYSAN C. GUINOCOR
Unit Head/Project Leader

Funds Available: _____

ALICIA M. FLORES
Head, Budget Office

Date: **03/18/2022**

*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