

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

SCAN HERE



PPMP-2023-0331-108879

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **Risk Management Office**

Project Code: **Risk Management Indicative PPMP 2024**

Purpose: **For Office Operations**

Total Budget : **69,000.00**

Funding : **GF-MOOE**


PPMP #: **205-5-2709-2024-2-0-0**


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
Food & Food Ingredients																
Snacks PM (#9)	100	pack	80.00	8,000.00	50			50								
Sub-Total				8,000.00												
IT Supplies and Equipment																
Computer Keyboard USB	2	pcs	400.00	800.00	2											
External Hard Disk Drive (Portable, 1TB), USB 3.1	2	unit	3,500.00	7,000.00	2											
VoIP, Telephone	1	unit	15,000.00	15,000.00	1											
Sub-Total				22,800.00												
Office Furniture & Fixture																
3 layer magazine tray/storage/desk organizer/holder/rack	2	pcs	300.00	600.00	2											
Office Table with Mobile Pedestal	1	pc	12,500.00	12,500.00	1											
Sub-Total				13,100.00												
Office Supplies																
Alcohol, Ethyl, 70% solution, 500mL	10	btls	125.00	1,250.00	10											
Paper, Bond, A4, S-24, 80 gsm	10	reams	289.00	2,890.00	10											
Gel Ink Sign Pen 0.5, blue	30	pcs	25.00	750.00	30											
Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	10	pack	40.00	400.00	10											
Folder, File, Long, 14pts, White	30	piece	10.00	300.00	30											
Folder, File, Short, 14pts, White	20	piece	8.00	160.00	20											
Folder, Pressboard, US, Long, Pink/Maroon	10	piece	30.00	300.00	10											
Received Stamp	2	pcs	200.00	400.00	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
Received Stamp with Office Name	2	unit	500.00	1,000.00	2											
Throw pillow	5	pcs	150.00	750.00	5											
Calculator, desktop-type, 12 digits, 2-way power, plastic keys	2	unit	530.00	1,060.00	2											
Correction Tape, 8m x 5mm wide	3	pc	40.00	120.00	3											
Cutter, Big, Plastic (Ordinary), w/ lock	2	pcs	30.00	60.00	2											
Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	2	pcs	300.00	600.00	2											
Duster, Microfiber (Cotton)	2	pcs	102.00	204.00	2											
Glue, Multi-Purpose, White, at least 130g (118mL)	2	btls	78.00	156.00	2											
Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	3	btls	120.00	360.00	3											
Sticky Note, 2 x 3, Yellow	5	pads	79.00	395.00	5											
Sticky Note, 3 x 5, Yellow	5	pads	150.00	750.00	5											
Pen, Permanent Marker, black, fine tip	5	pieces	60.00	300.00	5											
Pen, Permanent Marker, blue, fine tip	2	pieces	60.00	120.00	2											
Pen, Permanent Marker, red, fine tip	2	pieces	60.00	120.00	2											
Pen, Highlighter, yellow	2	pieces	45.00	90.00	2											
Pen, Whiteboard Marker, black	2	pieces	50.00	100.00	2											
Puncher, 2 holes, heavy duty	2	pieces	315.00	630.00	2											
Record Book, Big, 500 pages	2	pcs	115.00	230.00	2											
Ruler, Plastic, 24"	2	pieces	35.00	70.00	2											
Scissors, 6" heavy duty, good quality	1	piece	68.00	68.00	1											
Scissors, 8" heavy duty, good quality	1	pieces	75.00	75.00	1											
Stapler, HD-# 10	2	pieces	120.00	240.00	2											
Tape Dispenser, 1" tape, big core, any color	3	pcs	115.00	345.00	3											
Tape, Double Sided, 1" x 10m	2	rolls	45.00	90.00	2											
Tape, Duct, 2" x 25m, Black/Grey	2	rolls	180.00	360.00	2											
Tape, Packaging, 2" x 100 yards, Clear	5	rolls	75.00	375.00	5											
Tissue, Bathroom, 2 Ply, 12rolls/pack	7	pack	204.00	1,428.00	7											
Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	5	pcs	200.00	1,000.00	5											
Kitchen paper towel	12	pack	70.00	840.00	12											
Disinfectant Spray, 340g	5	can	465.00	2,325.00	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
Toilet Bowl Cleaner, at least 1 liter	5	btl	250.00	1,250.00	5											
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	10	boxes	20.00	200.00	10											
Envelope, Document, Brown, 150 lbs, Long	24	pc	7.00	168.00	24											
Envelope, Expanding, Plastic, Long	20	pc	54.00	1,080.00	20											
Paper, Art, glossy, assorted colors, 500shts/ream	1	reams	235.00	235.00	1											
Sign pen, Fine Tech, 0.3mm. blue	10	pieces	30.00	300.00	10											
Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	10	pieces	90.00	900.00	10											
Gel Ink Sign Pen 0.5, red	10	pcs	25.00	250.00	10											
Sub-Total				25,094.00												
Grand Total				68,994.00												

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Head, Budget Office

Date: **08/03/2023**

<> *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