

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

SCAN HERE



PPMP-2022-0831-58612

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2023

Unit/Office/Dept/Div: Department of Agricultural Education & Extension

Project Code: DAEEx - GF 301000000 2023

Purpose: department use

Total Budget : 175,000.00

Funding : GF-MOOE

PPMP #: 42-5-76-2023-7-0-0

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
Construction and Electrical Supplies																
Extension wire with 4 gang Universal Convenience Outlet, at least 10m long	2	pc	500.00	1,000.00		2										
Sub-Total				1,000.00												
Hardwares																
Bulb, LED, 9W	20	piece	150.00	3,000.00		10					10					
Sub-Total				3,000.00												
IT Supplies and Equipment																
Mouse, Wired, Optical, USB	4	pieces	210.00	840.00		2					2					
Computer Printer, All-in-One/Multifunction Colored-Ink Tank	2	unit	14,000.00	28,000.00		1					1					
HDMI to HDMI cable	2	piece	500.00	1,000.00		2										
USB Hub, 4 gangs	1	piece	250.00	250.00		1										
Copy Printer Ink (black) CPI 10 for Ricoh and Gestetner	2	boxes	1,080.24	2,160.48		2										
Laptop 14" (i5)	1	unit	44,000.00	44,000.00		1										
Sub-Total				76,250.48												
Office Supplies																
Cartolina, US, White, at least 160gsm	30	pcs	14.00	420.00		15					15					
Cartolina, US, Black, at least 160gsm	30	pcs	14.00	420.00		15					15					
Cartolina, US, Green, at least 160gsm	30	pcs	14.00	420.00		15					15					
Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	5	boxes	13.00	65.00		3					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
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	5	boxes	28.00	140.00		3					2					
Alcohol, Ethyl, 70% solution, 500mL	20	btl's	125.00	2,500.00		10					10					
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	10	tubes	220.00	2,200.00		5					5					
Bathroom Deodorizer, with holder, at least 100g, any scent	10	pcs	80.00	800.00		5					5					
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	3	pack	115.00	345.00		3										
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	3	pack	125.00	375.00		3										
Broom, Soft (Tambo), Large, Heavy Duty	5	pcs	250.00	1,250.00		3					2					
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	5	boxes	14.00	70.00						3				2		
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	5	box of 50's	30.00	150.00						3				2		
Correction Tape, 8m x 5mm wide	5	pc	40.00	200.00		5										
Dust pan, plastic, stand-up handle, large	2	pc	140.00	280.00		2										
Cleaner, Glass, 500mL, spray type, any scent	3	btl's	200.00	600.00		3										
Envelope, Document, Brown, 150 lbs, Long	30	pc	7.00	210.00		15					15					
Envelope, Document, Brown, 150 lbs, Short	30	pc	5.00	150.00		15					15					
Envelope, Expanding, with garter tie, brown, short	20	pc	11.00	220.00		10					10					
Envelope, Expanding, with garter tie, brown, long	20	pc	15.00	300.00		10					10					
Fastener, Paper, plastic, 50 sets/box	5	boxes	38.00	190.00		3					2					
Folder, File, Long, 14pts, White	20	piece	10.00	200.00		10					10					
Folder, File, Short, 14pts, White	20	piece	8.00	160.00		10					10					
Folder, Pressboard, US, Green, Long	30	pcs	30.00	900.00		15					15					
Glue, Multi-Purpose, White, at least 130g (118mL)	5	btl's	78.00	390.00		3					2					
Index Tab, transparent, self-adhesive, transparent, 5sets/box	2	boxes	65.00	130.00		2										
Ink, Refill, for Permanent Marker, Black, 30mL	2	btl's	115.00	230.00		2										
Ink, Refill, for Whiteboard Marker, Black, 30mL	2	btl's	165.00	330.00		2										
Ink, Refill, for Whiteboard Marker, Blue, 30mL	2	btl's	165.00	330.00		2										
Eraser, whiteboard, magnetic flannel	2	pc	60.00	120.00						2						
Ink, for stamp pad, violet, 30mL, w/ applicator	3	btl's	35.00	105.00		2					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
Sticky Note, 2 x 3, Yellow	8	pads	79.00	632.00		4					4					
Sticky Note, 3 x 3, Yellow	8	pads	84.00	672.00		4					4					
Paper, Bond, A4, S-24, 80 gsm	45	reams	289.00	13,005.00		25					20					
Paper, Bond, Long, S-24, 80 gsm	15	reams	328.00	4,920.00		8					7					
Paper, Bond, Short, S-20, 70 gsm	8	reams	245.00	1,960.00		4					4					
Paper, Photo, high gloss, A4, 230G, 20 shits/pack	8	pack	250.00	2,000.00		4					4					
Pen, Permanent Marker, blue, fine tip	6	pieces	60.00	360.00		3					3					
Pen, Permanent Marker, black, fine tip	6	pieces	60.00	360.00		3					3					
Pen, Ball, black	6	pieces	10.00	60.00		3					3					
Pen, Ball, blue	12	pieces	10.00	120.00		6					6					
Pen, Ball, red	6	pieces	10.00	60.00		3					3					
Pen, Sign, .5mm, Gel-type, Blue	36	piece	35.00	1,260.00		18					18					
Pen, Sign, .5mm, Gel-type, Black	12	piece	35.00	420.00		6					6					
Pen, Sign, .5mm, Gel-type, Red	12	piece	35.00	420.00		6					6					
Pen, Whiteboard Marker, black	6	pieces	50.00	300.00		3					3					
Pen, Whiteboard Marker, blue,	6	pieces	50.00	300.00		3					3					
Pencil, Lead, #2, w/ eraser	12	pieces	10.00	120.00		6					6					
Pin, Push, hammerhead type, asstd colors 50s/pack	3	boxes	35.00	105.00		3										
PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	2	packs	750.00	1,500.00		2										
Ring Binder, plastic, 38mm , 1-1/2" black	15	pieces	46.00	690.00		8					7					
Ring Binder, plastic, 25mm ,1" black	15	pieces	30.00	450.00		8					7					
Ruler, Plastic, 12"	4	pieces	15.00	60.00		2					2					
Sharpener, Pencil Heavy Duty good qlty	1	pieces	350.00	350.00		1										
Soap, Toilet, regular size	10	pieces	35.00	350.00		5					5					
Staple Wire, #35	8	boxes	30.00	240.00						4				4		
Stapler, HD No.35	2	pc	350.00	700.00		2										
Stapler, HD-# 10	5	pieces	120.00	600.00		3					2					
Tape, Double Sided, 2" x 10m	5	rolls	70.00	350.00		3					2					
Tape, Duct, 2" x 25m, Black/Grey	5	rolls	180.00	900.00		3					2					
Tape, Masking, 1" x 25 yards	8	rolls	48.00	384.00		4					4					
Tissue, Bathroom, 2 Ply, 12rolls/pack	6	pack	204.00	1,224.00		3					3					
Toilet Bowl Cleaner, at least 500ml	5	btl	180.00	900.00		3					2					
Floor Mop	2	pieces	250.00	500.00		1					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, 1 gallon	2	gallons	600.00	1,200.00		1					1					
Transparent Tape (1")	10	rolls	25.00	250.00		5					5					
Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	2	pcs	300.00	600.00		2										
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										
Calculator, desktop-type, 12 digits, 2-way power, plastic keys	2	unit	530.00	1,060.00		2										
Sub-Total				53,996.00												
Grand Total				134,246.48												

Prepared by:  **AIRA M. ORAÑO**

Noted by:  **MILAGROS C. BALES**
Unit Head/Project Leader

Noted By:  **ALICIA M. FLORES**
Head, Budget Office

Date: **08/31/2022**

<> *Funding Sources: General Fund(GF), Trust Fund(TF), Special Trust Fund(STF), IGP, Supplemental or Augmentation
Note: Please make a separate PMP 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