

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



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

SCAN HERE



PPMP-2024-0724-212092

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2024

Unit/Office/Dept/Div: **Instruction and Evaluation Office**
 Project Code: **VSU-FTP-2024-1(13)**
 Purpose: **for office use**

Total Budget : **2,000,000.00**
 Funding : **GF-MOOE**
 PPMP #: **PPMP-2024-071224-0273**

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																
Presentation Clicker/Pointer	2	pcs	1,700.00	3,400.00									2			
Computer Printer, All-in-One/Multifunction Colored-Ink Tank	1	unit	14,000.00	14,000.00									1			
DSLR Camera with lens and accessories	1	unit	42,000.00	42,000.00									1			
Sub-Total				59,400.00												
Office Equipment																
Paper shredder machine, heavy duty	1	pieces	12,000.00	12,000.00									1			
Heavy Duty Office Printer, Scanner and Photocopier	1	pcs	25,000.00	25,000.00									1			
Sub-Total				37,000.00												
Office Supplies																
Permanent Marker, Blue, Broad tip, 12pcs	1	boxes	700.00	700.00									1			
Permanent Marker, Black, Broad tip, 12pcs	1	boxes	700.00	700.00									1			
Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes	5	pack	146.00	730.00									5			
Pen, Whiteboard Marker, black	6	pieces	50.00	300.00									6			
Pen, Whiteboard Marker, red	6	pieces	50.00	300.00									6			
Pen, Whiteboard Marker, blue,	6	pieces	50.00	300.00									6			
Pen, Permanent Marker, red, broad tip	12	pieces	60.00	720.00									12			
Sticky Note, 3 x 3, Yellow	10	pads	84.00	840.00									10			
Sticky Note, 3 x 5, Yellow	10	pads	150.00	1,500.00									10			
Sign Here Sticky Notes	10	pack	59.00	590.00									10			

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
Envelope, Document, Brown, 150 lbs, Long	100	pc	7.00	700.00									100			
Envelope, Expanding, with garter tie, green, long	50	pc	20.00	1,000.00									50			
Envelope, Mailing, white, long, 500pcs/box	1	boxes	525.00	525.00									1			
Envelope, brown, ordinary, A4 size	50	pcs	10.00	500.00									50			
Certificate Jacket A4	60	pcs	40.00	2,400.00									60			
Certificate Holder (A4)	50	pcs	65.00	3,250.00									50			
Pen, Highlighter, yellow	6	pieces	45.00	270.00									6			
Pen, Highlighter, violet	6	pieces	47.00	282.00									6			
Pen, Sign, .5mm, Gel-type, Blue	100	piece	35.00	3,500.00									100			
Pen, Sign, .5mm, Gel-type, Red	30	piece	35.00	1,050.00									30			
Tape Dispenser, 1" tape, big core, any color	2	pcs	115.00	230.00									2			
Gel Ink Sign Pen 0.5, blue	100	pcs	30.00	3,000.00									100			
Stapler, HD No.35	3	pc	400.00	1,200.00									3			
Stapler, HD-# 10	2	pieces	120.00	240.00									2			
Air Purifier	1	pcs	16,000.00	16,000.00									1			
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	5	pack	115.00	575.00									5			
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	5	pack	125.00	625.00									5			
Record Book, Big, 500 pages	10	pcs	175.00	1,750.00									10			
Record Book, Big, 300 pages	10	pcs	150.00	1,500.00									10			
Record Book, 200 Pages	10	piece	90.00	900.00									10			
Pen, Highlighter, orange	6	pieces	46.00	276.00									6			
Staple Wire, #10	20	boxes	15.00	300.00									20			
Staple Wire, #35	30	boxes	35.00	1,050.00									30			
Alcohol, Ethyl, 70% solution, 500mL	20	btls	125.00	2,500.00									20			
Alcohol, Isopropyl, 70% solution, 500mL	20	btls	140.00	2,800.00									20			
Tissue, Bathroom, 2 Ply, 12rolls/pack	5	pack	204.00	1,020.00									5			
Disinfectant Cleaner, multi-surface, scented	5	gal	420.00	2,100.00									5			
Cleaner, Glass, 500mL, spray type, any scent	5	btls	220.00	1,100.00									5			
Facial Tissue 3-Ply 260 Pulls	20	packs	150.00	3,000.00									20			
Rags, large, good quality, size 24"x15", water absorbent	5	pcs	40.00	200.00									5			
Rag, (for cleaning & wiping)	10	pieces	5.00	50.00									10			

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
Dishwashing Paste	5	pc	70.00	350.00									5			
Soap, Dishwashing, Liquid, 250mL	5	btls	150.00	750.00									5			
Detergent Soap Powder with Antibacterial, 500g	5	packs	60.00	300.00									5			
Plastic bag (sando bag) 100 pc./pack medium	1	pack	90.00	90.00									1			
Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	1	pack	65.00	65.00									1			
Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	1	pack	50.00	50.00									1			
Envelope, Expanding, Plastic, Long, with Handle	10	pcs	100.00	1,000.00									10			
Sub-Total				63,178.00												
Grand Total				159,578.00												

Prepared by: _____

KATE ANDREA D. OTERO

Submitted by: _____

MA. RACHEL KIM L. AURE
Unit Head/Project Leader

Date: **07/24/2024**

*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