

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



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

SCAN HERE



PPMP-2022-0817-55949

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)  
 CY 2023

Unit/Office/Dept/Div: **Admissions Office**  
 Project Code: **OHA-2023**  
 Purpose: **Office Supplies**

Total Budget : **97,209.30**  
 Funding : **GF-MOOE**  
 PPMP #: **86-5-1558-2023-7-0-0**

| 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 |
| <b>IT Supplies and Equipment</b>                                  |          |       |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| External Hard Disk Drive (Portable, 1TB), USB 3.1                 | 1        | unit  | 3,000.00  | 3,000.00         | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                                  |          |       |           | <b>3,000.00</b>  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Office Equipment</b>                                           |          |       |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Glass Wiper                                                       | 2        | piece | 300.00    | 600.00           | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| Air Conditioner, 1.5HP, Split Type, Wall Mounted, Deluxe Inverter | 1        | unit  | 40,000.00 | 40,000.00        | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                                  |          |       |           | <b>40,600.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Office Furniture &amp; Fixture</b>                             |          |       |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Office chair, with arm rest                                       | 1        | pc    | 5,000.00  | 5,000.00         | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Monoblock Chair all gray or all white in color                    | 6        | pcs   | 500.00    | 3,000.00         | 6                                                |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                                  |          |       |           | <b>8,000.00</b>  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Office Supplies</b>                                            |          |       |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Alcohol, Isopropyl, 70% solution, 500mL                           | 10       | btls  | 140.00    | 1,400.00         | 5                                                |     |     | 5   |     |     |     |     |     |     |     |     |
| Cleaner, Glass, 500mL, spray type, any scent                      | 2        | btls  | 200.00    | 400.00           | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box         | 3        | boxes | 70.00     | 210.00           |                                                  |     | 3   |     |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box       | 3        | boxes | 13.00     | 39.00            |                                                  |     | 3   |     |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box         | 3        | boxes | 20.00     | 60.00            |                                                  |     | 3   |     |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box     | 3        | boxes | 28.00     | 84.00            |                                                  |     | 3   |     |     |     |     |     |     |     |     |     |

| 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, 1-5/8" (approx. 41mm), Black, 12 pcs/box | 3        | boxes  | 46.00     | 138.00           |                                                  |     | 3   |     |     |     |     |     |     |     |     |     |
| Cutting Mat, self-healing rubber, green, A4                   | 1        | pc     | 220.00    | 220.00           |                                                  |     | 1   |     |     |     |     |     |     |     |     |     |
| Disinfectant Spray, 340g                                      | 3        | can    | 465.00    | 1,395.00         | 1                                                |     |     | 1   |     |     | 1   |     |     |     |     |     |
| Folder, Pressboard, US, Blue, Long                            | 20       | pieces | 30.00     | 600.00           |                                                  | 20  |     |     |     |     |     |     |     |     |     |     |
| Folder, Pressboard, US, Green, Long                           | 20       | pcs    | 30.00     | 600.00           | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| Folder, Pressboard, US, Yellow, Long                          | 20       | pieces | 30.00     | 600.00           |                                                  |     | 20  |     |     |     |     |     |     |     |     |     |
| Hand Towel, cloth, cotton, 12 pcs/pack                        | 1        | piece  | 258.00    | 258.00           | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Memo Notebooks, 60 leaves                                     | 5        | pieces | 22.00     | 110.00           | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Sticky Note, 2 x 3, Yellow                                    | 5        | pads   | 79.00     | 395.00           | 2                                                |     | 3   |     |     |     |     |     |     |     |     |     |
| 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   |     |     |     |     |     |     |     |     |     |     |
| Sticky Note, 3 x 5, Yellow                                    | 5        | pads   | 150.00    | 750.00           | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Paper Cutter HD, size 15x12", brown                           | 1        | pieces | 900.00    | 900.00           |                                                  |     | 1   |     |     |     |     |     |     |     |     |     |
| Paper, Bond, A4, S-24, 80 gsm                                 | 20       | reams  | 289.00    | 5,780.00         |                                                  | 20  |     |     |     |     |     |     |     |     |     |     |
| Paper, Photo, high gloss, A4, 230G, 20 shts/pack              | 2        | pack   | 250.00    | 500.00           |                                                  |     | 2   |     |     |     |     |     |     |     |     |     |
| Ruler, Plastic, 24"                                           | 1        | pieces | 35.00     | 35.00            |                                                  |     |     | 1   |     |     |     |     |     |     |     |     |
| Ruler, Plastic, 12"                                           | 1        | pieces | 15.00     | 15.00            |                                                  |     |     | 1   |     |     |     |     |     |     |     |     |
| Sharpener, Pencil Heavy Duty good qlty                        | 1        | pieces | 350.00    | 350.00           | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Staple Wire, #35                                              | 10       | boxes  | 30.00     | 300.00           | 2                                                |     | 5   | 2   | 1   |     |     |     |     |     |     |     |
| Sticker Paper, high gloss A4 size, 50 sheets/pack             | 2        | pack   | 155.00    | 310.00           |                                                  |     | 2   |     |     |     |     |     |     |     |     |     |
| Tape, Double Sided, 1" x 10m                                  | 5        | rolls  | 35.00     | 175.00           | 1                                                | 1   | 1   | 1   | 1   |     |     |     |     |     |     |     |
| Tape, Double Sided, 2" x 10m                                  | 3        | rolls  | 70.00     | 210.00           | 3                                                |     |     |     |     |     |     |     |     |     |     |     |
| Tape, Duct, 2" x 25m, Black/Grey                              | 2        | rolls  | 180.00    | 360.00           |                                                  |     | 2   |     |     |     |     |     |     |     |     |     |
| Computer/Paint Brush, 1.5"                                    | 4        | piece  | 25.00     | 100.00           | 4                                                |     |     |     |     |     |     |     |     |     |     |     |
| Sign pen, Fine Tech, 0.3mm. blue                              | 20       | pieces | 30.00     | 600.00           | 5                                                |     | 10  |     | 5   |     |     |     |     |     |     |     |
| Folder, Ordinary, A4                                          | 30       | pcs    | 7.00      | 210.00           |                                                  | 30  |     |     |     |     |     |     |     |     |     |     |
| Folder, Pressboard, A4, US Green, Double Fold                 | 20       | pcs    | 40.00     | 800.00           |                                                  |     | 20  |     |     |     |     |     |     |     |     |     |
| Gel Ink Sign Pen 0.5, blue                                    | 20       | pcs    | 25.00     | 500.00           |                                                  | 20  |     |     |     |     |     |     |     |     |     |     |
| Note Pad, 3" x 3", post-it, assorted colors                   | 5        | pads   | 35.00     | 175.00           | 2                                                |     | 3   |     |     |     |     |     |     |     |     |     |
| Transparent Tape (1")                                         | 10       | rolls  | 25.00     | 250.00           | 2                                                | 2   | 2   | 2   | 2   |     |     |     |     |     |     |     |
| White Folders, 0.14mm long 100pcs/pack                        | 1        | packs  | 430.00    | 430.00           | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| My-Gel Gel Ink Pen refill 0.5mm, Blue                         | 20       | piece  | 25.00     | 500.00           | 10                                               |     |     | 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 |
| Table Spoon, Stainless steel                       | 1        | dozen | 205.00    | 205.00           |                                                  |     | 1   |     |     |     |     |     |     |     |     |     |
| Table Fork, Stainless steel, 1 doz                 | 1        | dozen | 205.00    | 205.00           |                                                  |     | 1   |     |     |     |     |     |     |     |     |     |
| A4 Matte Photo Paper                               | 2        | packs | 70.00     | 140.00           |                                                  | 2   |     |     |     |     |     |     |     |     |     |     |
| Folder, Pressboard, Long, Brown with Plastic cover | 20       | pcs   | 20.00     | 400.00           | 10                                               |     |     | 10  |     |     |     |     |     |     |     |     |
| Universal Ink - CYAN (1 liter)                     | 1        | btl   | 450.00    | 450.00           | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Universal Ink - MAGENTA (1 liter)                  | 1        | btl   | 450.00    | 450.00           | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Universal Ink - YELLOW (1 liter)                   | 1        | btl   | 450.00    | 450.00           | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Universal Ink - black (1 liter)                    | 2        | btl   | 450.00    | 900.00           | 1                                                |     |     | 1   |     |     |     |     |     |     |     |     |
| 7 in 1 set Office Supplies Organizer               | 2        | unit  | 300.00    | 600.00           | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                   |          |       |           | <b>24,679.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Grand Total</b>                                 |          |       |           | <b>76,279.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |

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 Unit Head/Project Leader

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Date: 08/17/2022

<> \*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