

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



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



87-5-758-2022-1-0-0

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2022

Unit/Office/Dept/Div: **Director for Quality Assurance**

Project Code: **ODQA-2022**

Purpose: **Office supplies for 2022**

Total Budget : **200,000.00**

Funding : **GF-MOOE**

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
Hardware																
Bulb, LED, 20 Watts	10	pc	150.00	1,500.00	10											
Sub-Total				1,500.00												
IT-Supplies and Equipment																
AVR, 500W (IC Controlled)	2	unit	500.00	1,000.00	2											
Mouse, Wired, Optical, USB	2	pieces	210.00	420.00	2											
Computer Keyboard USB	2	pcs	400.00	800.00	2											
Ink, Epson 003, Genuine Black 65mL	14	btl	350.00	4,900.00	5			5			4					
Ink, EPSON 003, Genuine Cyan 65mL	14	btl	350.00	4,900.00	5			5			4					
Ink, EPSON 003, Genuine Magenta 65mL	14	btl	350.00	4,900.00	5			5			4					
Ink, EPSON 003, Genuine Yellow 65mL	14	btl	350.00	4,900.00	5			5			4					
Sub-Total				21,820.00												
Office Supplies																
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	24	tubes	220.00	5,280.00	6			6			6			6		
Bathroom Deodorizer, with holder, at least 100g, any scent	12	pcs	60.00	720.00	6			2			2			2		
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	20	boxes	20.00	400.00	5			5			5			5		
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	20	boxes	28.00	560.00	5			5			5			5		
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	20	boxes	46.00	920.00	5			5			5			5		

General Description	Quantity	Unit	UnitCost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Clip, Double Binder, 2" (approx. 51mm) , Black, 12pcs/box	20	boxes	70.00	1,400.00	5			5			5			5		
Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	20	boxes	13.00	260.00	5			5			5			5		
Toilet Brush with Holder	1	set	180.00	180.00	1											
Toilet Bowl Cleaner, at least 1 gallon	6	gal	370.00	2,220.00	3						3					
Soap, Dishwashing, Liquid, 250mL	24	btl's	150.00	3,600.00	6			6			6			6		
Soap, Toilet, regular size	12	pieces	35.00	420.00	3			3			3			3		
Dust pan, plastic, stand-up handle, large	2	pc	140.00	280.00	1						1					
Disinfectant Cleaner, multi-surface, scented	6	gal	300.00	1,800.00	3						3					
Ring Binder, plastic, 10mm, 3/8" black	10	pieces	10.00	100.00	5						5					
Ring Binder, plastic, 22mm, 7/8" black	10	pieces	27.00	270.00	5						5					
Ring Binder, plastic, 14mm, 9/16" black	20	pieces	15.00	300.00	10						10					
Ring Binder, plastic, 14mm, 5/8" black	20	pieces	18.00	360.00	10						10					
Ring Binder, plastic, 8mm, 5/16" black	20	pieces	8.00	160.00	10						10					
Ring Binder, plastic, 20mm, 3/4" black	20	pieces	22.00	440.00	10						10					
Ring Binder, plastic, 38mm , 1-1/2" black	20	pieces	46.00	920.00	10						10					
Ring Binder, plastic, 51mm 2" black	10	pieces	55.00	550.00	10											
Ring Binder, plastic, 25mm, 1" black	10	pieces	30.00	300.00	10											
Ring Binder, plastic, 6mm, 1/4" black	20	pieces	8.00	160.00	10						10					
Ring Binder, plastic, 12mm, 1/2" black	20	pieces	12.00	240.00	10						10					
Broom, Stick Broom, Tukog	2	pc	35.00	70.00	1						1					
Broom, Soft (Tambo), Large, Heavy Duty	2	pcs	250.00	500.00	1						1					
Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	1	pcs	348.00	348.00	1											
Staple Wire, #35	20	boxes	30.00	600.00	5			5			5			5		
Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	20	packs	38.00	760.00	10						10					
Paper, Specialty 200gsm 8-1/2x11, 10s , Cyril Pink	20	packs	38.00	760.00	10						10					
PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	10	packs	750.00	7,500.00	10											
Pen, Ball, blue	100	pieces	10.00	1,000.00	100											
Paper, Bond, A4, S-20, 70 gsm	100	reams	253.00	25,300.00	100											
Folder, Expanded, Long (Light Blue)	700	pcs	20.00	14,000.00	250			200			250					
Soap, Detergent, Powder, 1 kilo/pack, any scent	12	kl	105.00	1,260.00	3			3			3			3		
Tissue, Bathroom, 2 Ply, 12rolls/pack	40	pack	204.00	8,160.00	10			10			10			10		

General Description	Quantity	Unit	UnitCost	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	12	gallons	600.00	7,200.00	3			3			3			3		
Rags, large, good quality, size 24"x15", water absorbent	10	pcs	40.00	400.00	10											
Pen, Whiteboard Marker, black	5	pieces	50.00	250.00	5											
Pen, Whiteboard Marker, red	5	pieces	50.00	250.00	5											
Pen, Whiteboard Marker, blue,	5	pieces	50.00	250.00	5											
Pen, Permanent Marker, black, broad tip	5	pieces	60.00	300.00	5											
Pen, Permanent Marker, blue, broad tip	5	pieces	60.00	300.00	5											
Pen, Permanent Marker, red, broad tip	5	pieces	60.00	300.00	5											
Multi-Insect Killer Spray, 250mL	6	tubes	200.00	1,200.00	3						3					
Cleaner, Glass, 500mL, any scent	6	btl's	198.00	1,188.00	3						3					
Sub-Total				93,736.00												
Grand Total				117,056.00												

Prepared by:

RAUL ANTHONY S. VALENZONA

Noted by:

EDITHA G. CAGASAN
Unit Head/Project Leader

Funds Available:

MYRNA S. PANCITO
Head, Budget Office

Date: **08/31/2021**

*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