

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



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

SCAN HERE



PPMP-2023-0909-144335

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **Motor Pool Services Unit**  
 Project Code: **MPSU-2024 OFFICE SUPPLIES**  
 Purpose: **For Office and Motor Pool use**

Total Budget : **75,000.00**  
 Funding : **GF-MOOE**  
 PPMP #: **225-5-971-2024-8-0-1**

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
<b>Office Supplies</b>																
Soap, Detergent, Powder, 1 kilo/pack, any scent	10	kl	105.00	1,050.00	10											
Soap, Dishwashing, Liquid, 250mL	5	btls	150.00	750.00	5											
Soap, Detergent, Bar, at least 350g, any scent	30	bar	38.00	1,140.00	30											
Paper, Bond, A4, S-20, 70 gsm	30	reams	253.00	7,590.00	30											
Paper, Bond, Long, S-20, 70 gsm	5	reams	286.00	1,430.00	5											
Alcohol, Ethyl, 70% solution, 500mL	15	btls	125.00	1,875.00	15											
Car Freshener, Gel, at least 70g, Lemon/Orange scent	20	cans	180.00	3,600.00	20											
Tape, Masking, 1/2" x 25 yards	30	rolls	25.00	750.00	30											
Tape, Masking, 2" x 25 yards	5	rolls	95.00	475.00	5											
Transparent Tape (1")	10	rolls	25.00	250.00	10											
Broom, Soft (Tambo), Large, Heavy Duty	5	pcs	250.00	1,250.00	5											
Broom, Stick Broom, Tukog	10	pc	40.00	400.00	10											
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00	100											
Folder, Ordinary, A4	100	pcs	7.00	700.00	100											
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	3	boxes	20.00	60.00	3											
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	20.00	60.00	3											
Pen, Ball, blue	30	pieces	10.00	300.00	30											
Pen, Ball, black	10	pieces	10.00	100.00	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
Calculator, scientific ,10+2 digits, 2 line display, at least 240 functions	1	unit	1,350.00	1,350.00	1											
Nylon, #300, for grass cutter	5	kl	450.00	2,250.00	5											
Glue, White, All-purpose, 1 gallon	1	gallons	510.00	510.00	1											
<b>Sub-Total</b>				<b>27,100.00</b>												
<b>Grand Total</b>				<b>27,100.00</b>												

Prepared by: \_\_\_\_\_

**VINCENT PAUL C. ASILOM**

Noted by: \_\_\_\_\_

**MARLON G. BURLAS**  
Unit Head/Project Leader

Noted By: \_\_\_\_\_

**ALICIA M. FLORES**  
Head, Budget Office

Date: **09/09/2023**

<> \*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