

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



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

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**CY 2023**

Unit/Office/Dept/Div: **Office of the Vice President for Research, Extension and Innovation**

Project Code: **RDE.Network.A.III.C**

Purpose: **For the RDE Network Office Use**

Total Budget: **200,000.00**

Funding: **GF-MOOE**

PPMP #: **152-5-637-2023-8-0-1**

SCAN HERE



PPMP-2022-0906-60784

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>Construction and Electrical Supplies</b>																
Extension wire with 4 gang Universal Convenience Outlet, at least 10m long	4	pc	500.00	2,000.00	4											
<b>Sub-Total</b>				<b>2,000.00</b>												
<b>IT Supplies and Equipment</b>																
Ink, Epson 003, Genuine Black 65mL	20	bitl	350.00	7,000.00	10			10								
Ink, EPSON 003, Genuine Cyan 65mL	20	bitl	350.00	7,000.00	10			10								
Ink, EPSON 003, Genuine Magenta 65mL	20	bitl	350.00	7,000.00	10			10								
Ink, EPSON 003, Genuine Yellow 65mL	20	bitl	350.00	7,000.00	10			10								
<b>Sub-Total</b>				<b>28,000.00</b>												
<b>Office Supplies</b>																
Paper, Bond, A4, S-24, 80 gsm	60	reams	289.00	17,340.00	15			15			15			15		
Paper, Bond, Long, S-24, 80 gsm	20	reams	328.00	6,560.00	10			10								
Paper, Bond, Short, S-24, 80 gsm	20	reams	277.00	5,540.00	10			10								
Magazine Box / Data File Box / Datafiller, horizontal, made of chipboards, closed ends, Legal (Double)	20	pcs	195.00	3,900.00	10			10								
Magazine Box / Data File Box / Datafiller, horizontal, made of chipboards, closed ends, Legal (Single)	20	pcs	100.00	2,000.00	10			10								
Ruler, Plastic, 12"	3	pieces	15.00	45.00	3											
Ruler, Plastic, 24"	3	pieces	35.00	105.00	3											
Pen, Ball, blue	20	pieces	10.00	200.00	10			10								
Pen, Sign, .5mm, Gel-type, Blue	40	piece	35.00	1,400.00	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
Pen, Highlighting, asstd color	20	pcs	25.00	500.00	10			10								
Sign pen, Fine Tech, 0.3mm, blue	20	pieces	30.00	600.00	10			10								
Gel Ink Sign Pen 0.5, blue	10	pcs	25.00	250.00	10											
Pencil, Lead, #2, w/ eraser	35	pieces	10.00	350.00	15			20								
Stapler, HD No.35	3	pc	350.00	1,050.00	3											
Stapler, HD-# 10	3	pieces	120.00	360.00	3											
Sticky Note, 3 x 5, Yellow	15	pads	150.00	2,250.00	10			5								
Sticky Note, 2 x 3, Yellow	10	pads	79.00	790.00	5			5								
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	5	box of 50's	30.00	150.00	5											
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	5	boxes	14.00	70.00	5											
Binder Clip, 1.5", black	50	pcs	7.50	375.00	15			15			10			10		
Binder Clip, 2", black	50	pcs	8.50	425.00	15			15			10			10		
Folder, File, Long, 14pts, White	40	piece	10.00	400.00	10			10			10			10		
Folder, File, Short, 14pts, White	20	piece	8.00	160.00	10			10								
Folder, Sliding, Plastic, w/ binder, Long, transparent	40	pcs	10.00	400.00	10			10			10			10		
Folder, Sliding, Plastic, w/ Binder, A4, Transparent	60	piece	10.00	600.00	15			15			15			15		
Envelope, Expanding, with garter tie, blue, long	50	pc	15.00	750.00	15			15			10			10		
Puncher, 2 holes, heavy duty	2	pieces	155.00	310.00	2											
Puncher, Heavy Duty	1	pieces	450.00	450.00	1											
Scissors, 6" heavy duty, good quality	5	piece	68.00	340.00	5											
Scissors, 8" heavy duty, good quality	5	pieces	75.00	375.00	5											
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	6	pack	250.00	1,500.00	6											
Paper, Photo, matte finish, 146GSM, 10 shts/pack	4	pack	75.00	300.00	4											
Pin, Push, hammerhead type, asstd colors 50s/pack	5	boxes	35.00	175.00	5											
Record Book, Big, 300 pages	5	pcs	110.00	550.00	3			2								
Correction Tape, 8m x 5mm wide	10	pc	40.00	400.00	5			5								
Correction Tape, 10 meters	10	pcs	32.00	320.00	5			5								
Multi-Purpose Glue, 130 g	10	blt	60.00	600.00	5			5								
Alcohol, Ethyl, 70% solution, 1 gallon	6	gallons	600.00	3,600.00	3			3								
Soap, Dishwashing, Liquid, 250ml	6	blts	150.00	900.00	3			3								
Soap, hand, liquid, 250 ml	6	blts	135.00	810.00	3			3								
Tissue, Bathroom, 2 Ply, 12rolls/pack	5	pack	204.00	1,020.00	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
Fastener, Paper, non-rust metal, 50 sets/box	50	boxes	50.00	2,500.00	15			15			10			10		
Tape, Double Sided, 1" x 10m	5	rolls	35.00	175.00	5											
Tape, Double Sided, 2" x 10m	5	rolls	70.00	350.00	5											
Tape, Masking, 1" x 25 yards	5	rolls	48.00	240.00	5											
Tape, Packaging, 2" x 100 yards, Clear	5	rolls	75.00	375.00	5											
Tape, Transparent, 12mm x 50m	5	rolls	68.00	340.00	5											
Tape, Transparent, 24mm x 50m	5	rolls	120.00	600.00	5											
Document Storage Box / Document Filing Case, plastic, transparent, A4 (30.7x23.2cm)	2	pcs	252.00	504.00	2											
Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	2	pcs	445.00	890.00	2											
Soft Broom (Tambo) 200g minimum, heavy duty	4	pcs	220.00	880.00	2			2								
Dust pan, plastic, stand-up handle, small	3	pc	75.00	225.00	3											
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	5	tubes	220.00	1,100.00	3			2								
<b>Sub-Total</b>				<b>66,399.00</b>												
<b>Grand Total</b>				<b>96,399.00</b>												

Prepared by:

*Mari Lou L. Sta. Iglesia*  
MARILOU L. STA. IGLESIA

Noted by:

*Rosa Ophelia D. Velarde*  
ROSA OPHELIA D. VELARDE  
Unit Head/Project Leader

Noted By:

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

Date: 09/06/2022

<> \*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