

- ☒ 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 2022

Unit/Office/Dept/Div: **Institute of Human Kinetics**
 Project Code: **IHK 2022**
 Purpose: **Office Supplies**

Total Budget : **96,285.00**
 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
IT Supplies and Equipment																
Ink, Epson 003,Genuine Black 65mL	40	btl	350.00	14,000.00	20		10	10								
Ink, EPSON 003,Genuine Cyan 65mL	20	btl	350.00	7,000.00	10	5		5								
Ink, EPSON 003,Genuine Magenta 65mL	20	btl	350.00	7,000.00	10		5	5								
Ink, EPSON 003,Genuine Yellow 65mL	20	btl	350.00	7,000.00	10		5	5								
Mouse, Wired, Optical, USB	5	pieces	210.00	1,050.00	5											
Sub-Total				36,050.00												
Office Furniture & Fixture																
Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,	2	pc	12,000.00	24,000.00	2											
Table, Glass Center	1	pc	6,000.00	6,000.00	1											
Sub-Total				30,000.00												
Office Supplies																
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	3	tubes	220.00	660.00	3											
Muriatic Acid concentrated scented	1	gal	350.00	350.00	1											
Alcohol, Ethyl, 70% solution, 1 gallon	3	gallons	600.00	1,800.00	2			1								
Pen, Ball, blue	25	pieces	10.00	250.00	20			5								
Disinfectant Spray, 170g	5	can	280.00	1,400.00	3			2								
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	5	pack	125.00	625.00	5											
Correction Tape, 8m x 5mm wide	20	pc	40.00	800.00	10		5	5								

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
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	5	pcs	195.00	975.00	5											
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	40	pcs	100.00	4,000.00	40											
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											
Envelope, Document, Brown, 150 lbs, Long	30	pc	7.00	210.00	30											
Wax, Floor, paste type, red, at least 450g/can	10	cans	175.00	1,750.00	5			5								
Folder, File, Long, 14pts, White	200	piece	10.00	2,000.00	100		50	50								
Cleaner, Glass, 500mL, spray type, any scent	5	btls	200.00	1,000.00	5											
Sticky Note, 2 x 3, Yellow	5	pads	79.00	395.00	5											
Note Pad, 3" x 3", post-it, assorted colors	5	pads	35.00	175.00	5											
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	20	box	30.00	600.00	10		5	5								
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	40	boxes	14.00	560.00	20		10	10								
Fastener, Paper, plastic, 50 sets/box	10	boxes	38.00	380.00	10											
Pen, Permanent Marker, blue, fine tip	10	pieces	60.00	600.00	10											
Pen, Highlighter, yellow	10	pieces	45.00	450.00	10											
Pin, Push, hammerhead type, asstd colors 50s/pack	2	boxes	35.00	70.00	2											
Record Book, Big, 300 pages	4	pcs	80.00	320.00	4											
Rubberband, #18, 350 gms/box	8	boxes	270.00	2,160.00	5			3								
Ink, for stamp pad, violet, 30mL, w/ applicator	2	btls	35.00	70.00	2											
Staple Wire, #35	10	boxes	30.00	300.00	5		3	2								
Thumb Tacks, Small Box	3	boxes	12.00	36.00	3											
Toilet Brush with Holder	5	set	180.00	900.00	5											
Toilet Bowl Cleaner, at least 500ml	5	btl	180.00	900.00	5											
Envelope, Mailing, white, long, 500pcs/box	2	box	395.00	790.00	1			1								
Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	10	pack	40.00	400.00	10											
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	5	boxes	20.00	100.00	5											
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	5	boxes	28.00	140.00	5											
Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	5	boxes	70.00	350.00	5											

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	5	boxes	46.00	230.00	5											
Gel Ink Sign Pen 0.5, blue	25	pcs	25.00	625.00	25											
Sub-Total				26,896.00												
Grand Total				92,946.00												

Prepared by: _____

ARACELI M. MANAGBANAG

Noted by: _____

CHARIS B. LIMBO
Unit Head/Project Leader

Funds Available: _____

ALICIA M. FLORES
Head, Budget Office

Date: **11/24/2021**

*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