

- ☒ Original PPM
- ☐ 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: **VSU Integrated High School**
 Project Code: **VSUHS Office Supplies**
 Purpose: **For Office Use**

Total Budget : 200,000.00
 Funding : **STF**
 PPMF #: **138-1-1242-2023-7-0-3**

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
Office Supplies																
Acetate, transparent, guage #6, approx. 50m/roll	2	rolls	1,525.00	3,050.00		2										
Alcohol, Ethyl, 70% solution, 500mL	30	btl's	125.00	3,750.00		30										
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	10	tubes	220.00	2,200.00		10										
Cartolina, US, Gold, at least 160gsm	50	pcs	14.00	700.00		50										
Cartolina, US, Light Green, at least 160gsm	50	pcs	14.00	700.00		50										
Cartolina, US, Neon Blue, at least 160gsm	50	pcs	14.00	700.00		50										
Cartolina, US, Pink, at least 160gsm	50	pcs	14.00	700.00		50										
Class Record (School Register), Long, DepEd (K-12)	50	pcs	60.00	3,000.00		50										
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	20	boxes	70.00	1,400.00		20										
Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	20	boxes	13.00	260.00		20										
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	50	box of 50's	30.00	1,500.00		50										
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	50	boxes	14.00	700.00		50										
Soap, Detergent, Powder, 1 kilo/pack, any scent	10	kl	105.00	1,050.00		10										
Envelope, Expanding, with garter tie, brown, long	100	pc	15.00	1,500.00		100										
Envelope, Mailing, white, long, 500pcs/box	1	box of 50's	395.00	395.00		1										
Eraser, whiteboard, magnetic flannel	30	pc	60.00	1,800.00		30										
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00		100										

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
Folder, Morocco, Long, w/ plastic binder, Brown	200	pieces	18.00	3,600.00		200										
Ink, Refill, for Whiteboard Marker, Black, 30mL	50	btls	165.00	8,250.00		50										
Ink, for stamp pad, violet, 30mL, w/ applicator	2	btls	35.00	70.00		2										
Memo Notebooks, 80 leaves	3	pieces	29.00	87.00		3										
Paper, Bond, A4, S-24, 80 gsm	100	reams	289.00	28,900.00		100										
Paper, Bond, Colored, Long, S-16, 56gsm, Blue	2	reams	315.00	630.00		2										
Paper, Bond, Colored, Long, S-16, 56gsm, Pink	2	reams	315.00	630.00		2										
Paper, Bond, Colored, Long, S-16, 56gsm, Yellow	2	reams	315.00	630.00		2										
Paper, Bond, Colored, Long, S-16, 56gsm, Green	2	reams	315.00	630.00		2										
Paper, Parchment, A4, cream, 100 sheets/pack	10	pack	500.00	5,000.00		10										
Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	20	packs	38.00	760.00		20										
Pen, Sign, .5mm, Gel-type, Blue	200	piece	35.00	7,000.00		200										
Pen, Sign, .5mm, Gel-type, Red	100	piece	35.00	3,500.00		100										
Pen, Sign, .5mm, Gel-type, Black	100	piece	35.00	3,500.00		100										
Pen, Whiteboard Marker, black	100	pieces	50.00	5,000.00		100										
Puncher, 2 holes, heavy duty	4	pieces	155.00	620.00		4										
School Register, big, Secondary	50	pieces	65.00	3,250.00		50										
Scissors, 8" heavy duty, good quality	4	pieces	75.00	300.00		4										
Staple Wire, #35	50	boxes	30.00	1,500.00		50										
Tape Dispenser, 1" tape, big core, any color	5	pcs	115.00	575.00		5										
Tape, Transparent, 12mm x 50m	10	rolls	68.00	680.00		10										
Tissue, Bathroom, 2 Ply, 12rolls/pack	300	pack	204.00	61,200.00		300										
Toilet Bowl and Urinal Cleaner, at least 500mL	5	btls	125.00	625.00		5										
Wax, Floor, paste type, colorless, 450g/can	4	cans	170.00	680.00		4										
Multi-Insect killer spray, 300ml	5	pc	219.00	1,095.00		5										
Soap, hand, liquid, 250 ml	5	btls	135.00	675.00		5										
Alcohol, Ethyl, 70% solution, 1 gallon	6	gallons	600.00	3,600.00		6										
Folder, Ordinary, A4	100	pcs	7.00	700.00		100										
Wall Clock	4	pc	800.00	3,200.00		4										
First Aid Kit Set (Medical Bag)	4	set	800.00	3,200.00		4										
Sticky Note, 3x5 Colored	50	pads	50.00	2,500.00		50										
Chlorine Granules, 1kg/pack	3	packs	185.00	555.00		3										

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
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Bathroom Deodorizer, with holder, at least 100g, anyscent	10	pcs	80.00	800.00		10										
Soap, Toilet, regular size	50	pieces	35.00	1,750.00		50										
Sub-Total				180,097.00												
Grand Total				180,097.00												

Prepared by:

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Noted By:

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Date: **08/30/2022**

<> *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