

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

SCAN HERE



PPMP-2024-0228-182264

INDICATIVE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2025

Unit/Office/Dept/Div: **Office of the Director for Research**

Project Code: **RPO.A.III.C**

Purpose: **Indicative PPMP for 2025**

Total Budget : **1,000,000.00**

Funding : **GF-MOOE**

PPMP #: **92-5-2103-2025-1-0-0**

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
Food & Food Ingredients																
Snacks AM	1330	set	80.00	106,400.00	30	30	30	30	1000	30	30	30	30	30	30	30
Snacks PM	1330	packs	80.00	106,400.00	30	30	30	30	1000	30	30	30	30	30	30	30
Assorted coffee, milk and chocate powder, sugar etc for In House Review committee and evaluators	6	pcs	3,000.00	18,000.00	3				3							
Sub-Total				230,800.00												
Office Supplies																
Battery, Rechargeable, Nickel-Metal Hydride, Size: AAA, 2 pcs/pack	4	pack	785.00	3,140.00												
Binder Clip, 1.5", black	4	pcs	7.50	30.00												
Binder Clip, 2", black	5	pcs	8.50	42.50												
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	6	box of 50's	30.00	180.00												
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	7	boxes	20.00	140.00												
Envelope, Expanding, with garter tie, green, long	30	pc	20.00	600.00												
Folder, File, Long, 14pts, White	20	piece	10.00	200.00												
Folder, Pressboard, US, Green, Long	30	pcs	35.00	1,050.00												
Folder, Sliding, Plastic, w/ binder, Long, transparent	20	pcs	10.00	200.00												
Folder, Sliding, Plastic, w/ Binder, A4, Transparent	30	piece	10.00	300.00												
Gel Ink Sign Pen 0.5, blue	30	pcs	30.00	900.00												
Laminating Film, A4, 100 shts/box, 250 microns	2	boxes	1,430.00	2,860.00												
Paper, Bond, A4, S-24, 80 gsm	100	reams	289.00	28,900.00												

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
Paper, Bond, Long, S-24, 80 gsm	30	reams	328.00	9,840.00		30										
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	20	pack	250.00	5,000.00		20										
Paper, Photo, matte finish, 146GSM, 10 shts/pack	21	pack	75.00	1,575.00		21										
Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	22	packs	45.00	990.00		22										
Paper, Specialty 200gsm 8-1/2x11, 10s, White	23	packs	45.00	1,035.00		23										
Paper, Specialty 200gsm, A4, white	24	pack	60.00	1,440.00		24										
Pencil, Lead, #2, w/ eraser	27	pieces	10.00	270.00		27										
Ring Binder, plastic, 6mm, 1/4" black	10	pieces	8.00	80.00		10										
Ring Binder, plastic, 10mm, 3/8" black	10	pieces	10.00	100.00		10										
Ring Binder, plastic, 8mm, 5/16" black	10	pieces	8.00	80.00		10										
Soap, Dishwashing, Liquid, 250mL	35	btls	150.00	5,250.00		35										
Sticky Note, 2 x 3, Yellow	36	pads	79.00	2,844.00		36										
Tape, Double Sided, 1" x 10m	10	rolls	45.00	450.00		10										
Correction Tape, 8m x 5mm wide	3	pc	40.00	120.00		3										
Tape, Packaging, 2" x 100 yards, Clear	10	rolls	75.00	750.00		10										
Tape, Masking, 1" x 25 yards	10	rolls	48.00	480.00		10										
Tape, Packaging, 2" x 100 yards, Tan	10	rolls	75.00	750.00		10										
Tape, Transparent, 24mm x 50m	10	rolls	120.00	1,200.00		10										
Tissue, Bathroom, 2 Ply, 12rolls/pack	200	pack	204.00	40,800.00		200										
Pen, Permanent Marker, JUMBO black	5	pieces	120.00	600.00		5										
Pen, Permanent Marker, JUMBO blue	5	pieces	120.00	600.00		5										
Sub-Total				112,796.50												
Grand Total				343,596.50												

Prepared by:

JHANN MAE S. MARQUEZ

Submitted by:

IVY C. EMNACE
Unit Head/Project Leader

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Date: **02/29/2024**

*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