

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



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



135-5-711-2022-8-0-0

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: **Procurement Office**

Project Code: **OHP 2022**

Purpose: **For office use**

Total Budget : **165,000.00**


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
Fuel & Lubricants																
Diesel	1000	liters	50.00	50,000.00	83	83	83	120	83	83	83	83	83	83	83	50
Gasoline, Premium	100	liter	55.00	5,500.00	8	8	8	12	8	8	8	8	8	8	8	8
Sub-Total				55,500.00												
IT Supplies and Equipment																
Ink, Epson 003,Genuine Black 65mL	30	btl	350.00	10,500.00			30									
Ink, EPSON 003,Genuine Cyan 65mL	10	btl	350.00	3,500.00			10									
Ink, EPSON 003,Genuine Magenta 65mL	10	btl	350.00	3,500.00			10									
Ink, EPSON 003,Genuine Yellow 65mL	10	btl	350.00	3,500.00			10									
Ink, Epson, genuine, (BK) T664, 70 ml	20	pieces	350.00	7,000.00			20									
Ink, Epson, genuine (C) T664, 70 ml	5	pieces	350.00	1,750.00			5									
Ink, Epson, genuine (M) T664, 70 ml	5	pieces	350.00	1,750.00			5									
Ink, Epson, genuine, (Y) T664, 70 ml	5	pieces	350.00	1,750.00			5									
Sub-Total				33,250.00												
Office Supplies																
Alcohol, Ethyl, 70% solution, 500mL	10	btls	125.00	1,250.00			10									
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	3	pack	115.00	345.00			3									
Broom, Soft (Tambo), Large, Heavy Duty	2	pcs	250.00	500.00			2									
Cleaner, Glass, 500mL, spray type, any scent	2	btls	200.00	400.00			2									
Cleanser, Powder, 500g, any scent	5	btls	76.00	380.00			5									
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	10	boxes	20.00	200.00			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
Cutter, Big, Plastic (Ordinary), w/ lock	2	pcs	30.00	60.00			2									
Soap, Detergent, Powder, 1 kilo/pack, any scent	2	kl	105.00	210.00			2									
Dust pan, plastic, stand-up handle, small	1	pc	75.00	75.00			1									
Envelope, Document, Brown, 150 lbs, Long	100	pc	7.00	700.00			100									
Envelope, Mailing, white, long, 500pcs/box	1	box	395.00	395.00			1									
Eraser, Blackboard, wood design, Big (3x13x5cm)	1	pcs	56.00	56.00			1									
Fastener, Paper, plastic, 50 sets/box	10	boxes	38.00	380.00			10									
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00			100									
Folder, Pressboard, US, Blue, Long	50	pieces	30.00	1,500.00			50									
Glue, Multi-Purpose, White, at least 130g (118mL)	5	btls	78.00	390.00			5									
Ink, Refill, for Permanent Marker, Black, 30mL	2	btls	115.00	230.00			2									
Ink, Refill, for Whiteboard Marker, Black, 30mL	2	btls	165.00	330.00			2									
Ink, for stamp pad, violet, 30mL, w/ applicator	1	btls	35.00	35.00			1									
Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	20	pcs	140.00	2,800.00			20									
Mop Rug, Heavy Duty, 100% cotton	2	pieces	90.00	180.00			2									
Paper, Bond, A4, S-24, 80 gsm	60	reams	289.00	17,340.00			60									
Paper, Bond, A4, S-20, 70 gsm	50	reams	253.00	12,650.00			50									
Paper, Bond, Long, S-20, 70 gsm	10	reams	286.00	2,860.00			10									
Paper, Bond, Long, S-24, 80 gsm	10	reams	328.00	3,280.00			10									
Paper, Fluorescent orange 18 x 24	10	pieces	30.00	300.00			10									
Pen, Permanent Marker, black, fine tip	2	pieces	60.00	120.00			2									
Pen, Ball, blue	30	pieces	10.00	300.00			30									
Pen, Sign, .5mm, Gel-type, Blue	10	piece	35.00	350.00			10									
Pen, Whiteboard Marker, black	2	pieces	50.00	100.00			2									
Plastic Twine, 1kl/roll	1	rolls	110.00	110.00			1									
PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	1	packs	750.00	750.00			1									
Record Book, Big, 500 pages	3	pcs	115.00	345.00			3									
Ring Binder, plastic, 20mm, 3/4" black	5	pieces	22.00	110.00			5									
Ring Binder, plastic, 12mm, 1/2" black	15	pieces	12.00	180.00			15									
Soap, Toilet, regular size	3	pieces	35.00	105.00			3									
Staple wire remover	2	pieces	40.00	80.00			2									
Staple Wire No. 35-5M Leg Length 6mm (1/4")	10	boxes	80.00	800.00			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
Staple Wire, #10	5	boxes	11.00	55.00			5									
Tape, Masking, 1" x 25 yards	5	rolls	48.00	240.00			5									
Tape, Packaging, 2" x 100 yards, Clear	5	rolls	55.00	275.00			5									
Tape, Transparent, 12mm x 50m	5	rolls	68.00	340.00			5									
Toilet Bowl and Urinal Cleaner, at least 500mL	10	btls	125.00	1,250.00			10									
Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	1	gallon	450.00	450.00			1									
Sub-Total				53,806.00												
Grand Total				142,556.00												

Prepared by: 
JESSAMINE C. ECLEO

Noted by: 
JESSAMINE C. ECLEO
Unit Head/Project Leader

Funds Available: 
ALICIA M. FLORES
Head, Budget Office

Date: 09/23/2021

*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