

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



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

SCAN HERE



PPMP-2023-0808-136283

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **Records and Archives Office**

Project Code: **RAO-2024**

Purpose: **Records and Archive Use**

Total Budget : **100,000.00**


Funding : **GF-MOOE**



PPMP #: **217-5-340-2024-7-0-0**

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
Construction and Electrical Supplies																
Bulb, LED, 15W	5	pieces	300.00	1,500.00			5									
Sub-Total				1,500.00												
Hardware																
G.I. Tie Wire #14	1	kl	140.00	140.00			1									
Sub-Total				140.00												
IT Supplies and Equipment																
VOIP Phone	1	unit	6,000.00	6,000.00	1											
WiFi router	1	unit	2,500.00	2,500.00	1											
Sub-Total				8,500.00												
Office Equipment																
Heavy Duty Combo Binding Machine	1	unit	18,000.00	18,000.00			1									
Sub-Total				18,000.00												
Office Supplies																
Alcohol, Ethyl, 70% solution, 1 gallon	1	gallons	600.00	600.00				1								
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	1	pack	115.00	115.00				1								
Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	2	pcs	200.00	400.00			2									
Broom, Soft (Tambo), Large, Heavy Duty	1	pcs	250.00	250.00			1									
Stick Broom (tingting) 6" from the top, approx 370 pcs	4	piece	40.00	160.00				4								
Toilet Bowl Cleaner, at least 1 liter	1	btl	250.00	250.00			1									

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
Heavy Duty Scouring Pad, approx. 150mm x 200mm	5	pieces	60.00	300.00				5								
Scrub Sponge, Heavy Duty	3	pcs	80.00	240.00					3							
Soap, Detergent, Powder, 1 kilo/pack, any scent	1	kl	105.00	105.00			1									
Soap, Dishwashing, Liquid, 250mL	1	btls	150.00	150.00			1									
Soap, hand, liquid, 250 ml	2	btls	135.00	270.00			2									
Acetate, transparent, gauge #4, approx. 50m/roll	1	rolls	1,400.00	1,400.00	1											
Tape, Double Sided, 3/4" x 10m	3	rolls	26.00	78.00				3								
Tape, Foam, Double Sided, 1" x 5m	3	rolls	100.00	300.00				3								
Tape, Masking, 3" x 25 yards	2	rolls	143.00	286.00				2								
Scotch Tape	10	pcs	30.00	300.00					10							
Plastic Twine, 1kl/roll	2	rolls	110.00	220.00	2											
Stapler, HD No.35	1	pc	350.00	350.00	1											
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00	100											
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	100	pcs	195.00	19,500.00	100											
Puncher, 2 holes, heavy duty	1	pieces	315.00	315.00		1										
Fastener, Paper, plastic, 50 sets/box	3	boxes	38.00	114.00		3										
Cartolina, US, Blue, at least 160gsm	10	pcs	14.00	140.00				10								
Hand Towel, Interfolded, 2 ply, 150 pulls	5	packs	125.00	625.00			5									
Sub-Total				27,468.00												
Professional Services																
Portrait on Canvas with Frames and Glass	3	piece	5,000.00	15,000.00			3									
Sub-Total				15,000.00												
Grand Total				70,608.00												

Prepared by: 
MARIA ROBERTA S. MIRAFLORES

Noted by: 
MARIA ROBERTA S. MIRAFLORES
Unit Head/Project Leader

Noted By: 
ALICIA M. FLORES
Head, Budget Office 

Date: **08/08/2023**

<> *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