

- ☐ 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 2023

Unit/Office/Dept/Div: **College of Management & Economics**
 Project Code: **20201050-1.108**
 Purpose: **For project use**

Total Budget : **1,646,115.45**
 Funding : **TF**
 PPMP #: **38-4-1513-2023-6-0-3**

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
Communication/Courier Services																
Smart Prepaid Cell Card, 500Php	25	pc	550.00	13,750.00										25		
Sub-Total				13,750.00												
Food & Food Ingredients																
Packed Meals for Breakfast (200.00)	40	packs	200.00	8,000.00										40		
Meals (Dinner) Buffet Style	60	person	200.00	12,000.00										60		
Lunch Buffet Style	60	person	250.00	15,000.00										60		
Snacks AM	120	set	80.00	9,600.00										120		
Snacks PM	120	packs	80.00	9,600.00										120		
Sub-Total				54,200.00												
Office Supplies																
Pen, Sign, .5mm, Gel-type, Black	20	piece	35.00	700.00										20		
Pen, Sign, .5mm, Gel-type, Blue	50	piece	35.00	1,750.00										50		
Pen, Sign, .5mm, Gel-type, Red	10	piece	35.00	350.00										10		
Pencil, Lead, #2, w/ eraser	10	pieces	10.00	100.00										10		
Sign pen, Fine Tech, 0.3mm. blue	10	pieces	35.00	350.00										10		
My-Gel Gel Ink Pen refill 0.5mm, Blue	20	piece	25.00	500.00										20		
Folder, File, Long, 14pts, White	60	piece	10.00	600.00										60		
Folder, Ordinary, A4	22	pcs	7.00	154.00										22		
Envelope, Expanding, with garter tie, brown, long	55	pc	20.00	1,100.00										55		
Envelope, Expanding, Plastic, Long	20	pc	54.00	1,080.00										20		
Envelope, Expanding, plastic, A4	10	pc	59.00	590.00										10		

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
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	5	tubes	220.00	1,100.00										5		
Concentrate Antibac Dishwashing Liquid refill, 375ml	10	pack	250.00	2,500.00										10		
Dishwashing Sponge	5	pcs	35.00	175.00										5		
Multi-Purpose Cleaner, Liquid, 1000mL, any scent	2	btls	220.00	440.00										2		
Rag, (for cleaning & wiping)	5	pieces	5.00	25.00										5		
Disinfectant Cleaner, multi-surface, scented	2	gal	420.00	840.00										2		
Tissue, Bathroom, 2 Ply, 12rolls/pack	5	pack	204.00	1,020.00										5		
Sticky Note, 3 x 5, Yellow	5	pads	150.00	750.00										5		
Sticky Note, 3 x 3, Yellow	5	pads	84.00	420.00										5		
Sticky Note, 2 x 3, Yellow	5	pads	79.00	395.00										5		
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	25.00	125.00										5		
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	5	boxes	30.00	150.00										5		
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	5	boxes	60.00	300.00										5		
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	10	boxes	75.00	750.00										10		
Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	5	boxes	25.00	125.00										5		
Paper, Bond, A4, S-24, 80 gsm	5	reams	289.00	1,445.00										5		
Vellum Board, Canary, A4, 220 GSM, 10 sheets per pack	10	pack of 10's	60.00	600.00										10		
Index Tab, PVC self adhesive 6" x 1", 25pcs/box	2	set	400.00	800.00										2		
PVC Plastic Cover, A4, 300micron	2	pack	850.00	1,700.00										2		
Tape, Double Sided, 1" x 10m	5	rolls	45.00	225.00										5		
Tape, Duct, 2" x 25m, Black/Grey	2	rolls	180.00	360.00										2		
Tape, Foam, Double Sided, 1" x 5m	1	rolls	100.00	100.00										1		
Tape, Masking, 1" x 25 yards	2	rolls	48.00	96.00										2		
Tape, Packaging, 2" x 100 yards, Clear	2	rolls	75.00	150.00										2		
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	5	boxes	20.00	100.00										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, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	2	box of 50's	30.00	60.00										2		
Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	5	pack	65.00	325.00										5		
Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	5	pack	50.00	250.00										5		
Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black	5	pack	35.00	175.00										5		
Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black	5	pack	85.00	425.00										5		
Envelope, Document, Brown, 150 lbs, Long	53	pc	7.00	371.00										53		
Sharpener, Pencil Heavy Duty good qlty	1	pieces	350.00	350.00										1		
Fastener, Paper, non-rust metal, 50 sets/box	2	boxes	50.00	100.00										2		
Broom, Soft (Tambo), Large, Heavy Duty	1	pcs	250.00	250.00										1		
Stick Broom (tingting) 6" from the top, approx 370 pcs	2	piece	40.00	80.00										2		
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	2	pack	125.00	250.00										2		
Sub-Total				25,001.00												
Trainings																
CCE 2nd floor for 2-days Training	20	hour	700.00	14,000.00										20		
Sub-Total				14,000.00												
Transportation																
Vehicle rental (Region 8 and neighboring)	6	unit	6,000.00	36,000.00										6		
Sub-Total				36,000.00												
Grand Total				142,951.00												

Prepared by: _____

GEECEL F. GALVEZ

Noted by: _____

MOISES NEIL V. SERIÑO
Unit Head/Project Leader

Noted By: _____

NICK FREDDY R. BELLO ^{CP}
Head, Accounting Office

Date: **11/08/2023**

<> *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