

- 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: Office of the Vice President for Planning, Resource Generation & ~~Application Services~~
 Project Code: ~~PPMP-2023~~
 Purpose: Office supplies and equipment

Total Budget : 120,000.00
 Funding : GF-MOOE
 PPMP #: 136-5-1078-2023-8-0-0

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
Electronics supplies																
Selfie LED Ring Light 10" with Tripod	1	unit	500.00	500.00	1											
Sub-Total				500.00												
IT Supplies and Equipment																
Microsoft Office Home & Student 2019, 1 Perpetual License, Medialess	3	pcs	7,500.00	22,500.00	1	1	1									
Epson 001 ink, Black, 127ml, Genuine	3	btls	600.00	1,800.00	3											
Epson 001 ink, Magenta, Genuine	5	btls	350.00	1,750.00	5											
Epson 001 ink, Yellow, Genuine	5	btls	350.00	1,750.00	3	1	1									
Sub-Total				27,800.00												
Laboratory Supplies																
Bleach, liquid, 99.9% antibac, 1 gallon	5	gallon	450.00	2,250.00	1	2	2									
Sub-Total				2,250.00												
Office Furniture & Fixture																
Office Chair, High Back, with Lumbar support (Ergonomic)	3	unit	6,000.00	18,000.00	3											
Sub-Total				18,000.00												
Office Supplies																
Paper, Laid 8 x 13 90gsm Ivory	5	boxes	1,415.00	7,075.00	2	2	1									
Fabric Conditioner, 4L, any scent	3	gallon	1,210.00	3,630.00	1	1	1									
Soap, Dishwashing, Liquid, 250mL	10	btls	150.00	1,500.00	5	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
Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	1	pcs	1,500.00	1,500.00	1											
Tissue, Bathroom, 2 Ply, 12rolls/pack	5	pack	204.00	1,020.00	2	2	1									
Broom, Soft (Tambo), Large, Heavy Duty	2	pcs	250.00	500.00	1	1										
Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	10	pcs	192.00	1,920.00	3	3	4									
Alcohol, Isopropyl, 70% solution, 500mL	10	btls	140.00	1,400.00	3	3	4									
Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm	2	pcs	820.00	1,640.00	1	1										
Record Book, Big, 500 pages	5	pcs	115.00	575.00	2	2	1									
Water Dipper (Tabo)	1	pc	45.00	45.00	1											
Paper, Photo, matte finish, 146GSM, 10 shts/pack	10	pack	75.00	750.00	3	4	3									
Paper, Laid 8 x 11 90gsm Peach	5	boxes	850.00	4,250.00	2	3										
Correction Tape, 8m x 5mm wide	10	pc	40.00	400.00	3	4	3									
Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes	9	pack	146.00	1,314.00	3	3	3									
Scissors, 6" heavy duty, good quality	1	piece	68.00	68.00	1											
Sponge (plato)	5	pcs	10.00	50.00	1	2	2									
Pen, Sign, .5mm, Gel-type, Blue	12	piece	35.00	420.00	5	5	2									
7 in 1 set Office Supplies Organizer	3	unit	300.00	900.00	1	1	1									
Sign Here Sticky Notes	9	pack	59.00	531.00	2	4	3									
STICKY NOTES 3 X 4 ASSORTED COLORS	9	pad	79.00	711.00	5	2	2									
STICKY NOTES 2 X 3 ASSORTED COLORS	10	pad	79.00	790.00	2	2	6									
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	4	pack	115.00	460.00	1	1	2									
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	4	pack	125.00	500.00	1	1	2									
Disinfectant Spray, 340g	9	can	465.00	4,185.00	3	3	3									
Paper Cutter, Sliding, for A3, with metal base, replaceable blades	1	unit	6,800.00	6,800.00	1											
Linen solids 26 x 40 216gsm Ivory	5	gallons	650.00	3,250.00	2	2	1									
Sub-Total				46,184.00												

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
<i>Grand Total</i>				94,734.00												

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Date: 09/07/2022

<> *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