

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



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

SCAN HERE



PPMP-2022-0824-57713

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**  
**CY 2023**

Unit/Office/Dept/Div: **Department of Business and Management**  
 Project Code: **DBM A.Y. 2023**  
 Purpose: **Office Supplies**

Total Budget : **136,800.00**  
 Funding : **GF-MOOE**  
 PPMP #: **4-5-1502-2023-7-0-0**

| 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 |
| IT Supplies and Equipment                                     |          |        |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Epson 001 ink, Cyan, Genuine                                  | 15       | btls   | 350.00    | 5,250.00         | 1                                                | 2   | 1   | 1   | 2   | 1   | 1   | 1   | 1   | 1   | 1   | 2   |
| Epson 001 ink, Yellow, Genuine                                | 10       | btls   | 350.00    | 3,500.00         | 1                                                | 1   |     |     | 1   | 1   | 1   | 1   | 1   | 1   | 1   | 1   |
| Ink, Epson, genuine (C) T664, 70 ml                           | 15       | pieces | 350.00    | 5,250.00         | 1                                                | 1   | 2   | 1   | 1   | 2   | 1   | 1   | 2   | 1   | 1   | 1   |
| Ink, Epson, genuine (M) T664, 70 ml                           | 15       | pieces | 350.00    | 5,250.00         | 1                                                | 1   | 1   | 1   | 1   | 1   | 2   | 2   | 2   | 1   | 1   | 1   |
| Ink, Epson, genuine, (BK) T664, 70 ml                         | 15       | pieces | 350.00    | 5,250.00         | 1                                                | 1   | 1   | 1   | 1   | 1   | 1   | 1   | 1   | 2   | 2   | 2   |
| Ink, Epson, genuine, (Y) T664, 70 ml                          | 15       | pieces | 350.00    | 5,250.00         | 2                                                | 1   | 1   | 1   | 1   | 1   | 1   | 1   | 1   | 1   | 2   | 2   |
| Ink, Brother BTD60BK, Black                                   | 30       | btls   | 500.00    | 15,000.00        | 3                                                | 3   | 3   | 3   | 2   | 2   | 2   | 2   | 2   | 3   | 2   | 3   |
| Ink, Brother BT5000M Magenta                                  | 30       | btls   | 500.00    | 15,000.00        | 2                                                | 2   | 2   | 5   | 2   | 2   | 2   | 2   | 5   | 2   | 2   | 2   |
| Ink, Brother BT5000Y Yellow                                   | 30       | btls   | 500.00    | 15,000.00        | 5                                                | 5   | 5   | 2   | 2   | 2   | 1   | 1   | 1   | 2   | 2   | 2   |
| Ink, Brother BT5000C Cyan                                     | 25       | btls   | 500.00    | 12,500.00        | 4                                                | 2   | 2   | 2   | 2   | 1   | 1   | 1   | 1   | 1   | 4   | 4   |
| Sub-Total                                                     |          |        |           | 87,250.00        |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Office Supplies                                               |          |        |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box     | 18       | boxes  | 20.00     | 360.00           | 2                                                | 2   | 2   | 2   | 2   | 1   | 1   | 1   | 1   | 1   | 2   | 1   |
| Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box | 20       | boxes  | 28.00     | 560.00           | 1                                                | 1   | 2   | 2   | 2   | 2   | 1   | 2   | 1   | 2   | 2   | 2   |
| Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box | 20       | boxes  | 46.00     | 920.00           | 3                                                | 2   | 1   | 1   | 1   | 2   | 2   | 1   | 1   | 2   | 2   | 2   |
| Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box    | 19       | boxes  | 70.00     | 1,330.00         | 2                                                | 2   | 1   | 2   | 2   | 2   | 1   | 1   | 1   | 2   | 2   | 1   |
| Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box  | 20       | boxes  | 13.00     | 260.00           | 2                                                | 2   | 1   | 1   | 2   | 2   | 2   | 1   | 1   | 2   | 2   | 2   |

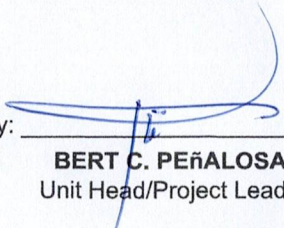


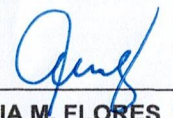
| General Description                                                 | Quantity | Unit        | UnitCost | Estimated Budget | Schedule/Milestone of Activities (in quantities) |     |     |     |     |     |     |     |     |     |     |     |
|---------------------------------------------------------------------|----------|-------------|----------|------------------|--------------------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|                                                                     |          |             |          |                  | Jan                                              | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms       | 20       | box of 50's | 30.00    | 600.00           | 2                                                | 2   | 1   | 2   | 1   | 2   | 2   | 2   | 1   | 1   | 2   | 2   |
| Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)              | 30       | boxes       | 14.00    | 420.00           | 2                                                | 2   | 2   | 3   | 3   | 3   | 2   | 2   | 2   | 3   | 3   | 3   |
| Soap, Detergent, Liquid, 1 gal, any scent                           | 5        | gal         | 350.00   | 1,750.00         | 1                                                |     |     |     | 1   |     |     | 1   | 1   |     | 1   |     |
| Soap, Detergent, Powder, 1 kilo/pack, any scent                     | 5        | kl          | 105.00   | 525.00           | 1                                                |     |     | 1   |     |     | 1   |     | 1   | 1   |     |     |
| Fastener, Paper, plastic, 50 sets/box                               | 15       | boxes       | 38.00    | 570.00           | 1                                                | 1   | 1   | 1   | 1   | 1   | 1   | 1   | 1   | 2   | 2   | 2   |
| Soap, Dishwashing, Liquid, 250mL                                    | 10       | btls        | 150.00   | 1,500.00         | 1                                                |     | 1   | 1   |     |     | 2   | 1   | 1   | 1   | 1   | 1   |
| Folder, File, Long, 14pts, White                                    | 30       | piece       | 10.00    | 300.00           | 3                                                | 3   | 3   | 2   | 2   | 2   | 2   | 2   | 2   | 3   | 3   | 3   |
| Folder, Pressboard, US, Green, Long                                 | 30       | pcs         | 30.00    | 900.00           | 2                                                | 3   | 3   | 3   | 3   | 3   | 2   | 2   | 2   | 2   | 2   | 3   |
| Glue, White, All-purpose, 1 gallon                                  | 1        | gallons     | 510.00   | 510.00           |                                                  | 1   |     |     |     |     |     |     |     |     |     |     |
| Index Tab, transparent, self-adhesive, transparent, 5sets/box       | 10       | boxes       | 65.00    | 650.00           | 1                                                |     |     | 1   |     | 1   | 2   | 2   |     |     | 1   | 2   |
| Ink, Refill, for Whiteboard Marker, Black, 30mL                     | 5        | btls        | 165.00   | 825.00           | 1                                                |     |     |     | 1   |     | 1   | 1   |     |     | 1   |     |
| Ink, Refill, for Whiteboard Marker, Blue, 30mL                      | 5        | btls        | 165.00   | 825.00           | 1                                                |     | 1   | 1   |     |     |     | 1   |     |     |     | 1   |
| Ink, Refill, for Whiteboard Marker, Red, 30mL                       | 5        | btls        | 165.00   | 825.00           | 1                                                |     | 1   |     |     | 1   | 1   |     |     | 1   |     |     |
| Multi-Purpose Glue, 1000g                                           | 1        | btl         | 450.00   | 450.00           |                                                  | 1   |     |     |     |     |     |     |     |     |     |     |
| Sticky Note, 2 x 3, Yellow                                          | 10       | pads        | 79.00    | 790.00           | 1                                                | 1   | 1   | 1   |     | 1   | 1   |     | 1   | 1   | 1   | 1   |
| Sticky Note, 3 x 3, Yellow                                          | 25       | pads        | 84.00    | 2,100.00         | 3                                                | 2   | 2   | 2   | 2   | 2   | 2   | 2   | 2   | 2   | 2   | 2   |
| Sticky Note, 3 x 4, Yellow                                          | 25       | pads        | 140.00   | 3,500.00         | 2                                                | 2   | 2   | 2   | 2   | 2   | 3   | 2   | 2   | 2   | 2   | 2   |
| Paper, Bond, A4, S-20, 70 gsm                                       | 30       | reams       | 253.00   | 7,590.00         | 5                                                |     | 5   | 5   | 2   | 5   | 1   | 5   | 1   |     | 1   |     |
| Pen, Permanent Marker, blue, broad tip                              | 10       | pieces      | 60.00    | 600.00           | 2                                                |     | 2   | 2   |     |     |     |     |     |     | 2   | 2   |
| Pen, Permanent Marker, black, fine tip                              | 10       | pieces      | 60.00    | 600.00           | 3                                                |     | 1   | 1   |     | 1   | 2   | 1   |     |     | 1   |     |
| Pen, Ball, blue                                                     | 50       | pieces      | 10.00    | 500.00           | 5                                                | 5   | 5   | 3   | 3   | 4   | 5   | 3   | 5   | 4   | 4   | 4   |
| Pen, Whiteboard Marker, black                                       | 50       | pieces      | 50.00    | 2,500.00         | 2                                                | 5   | 5   | 2   | 5   | 5   | 3   | 3   | 5   | 5   | 5   | 5   |
| Pen, Whiteboard Marker, red                                         | 5        | pieces      | 50.00    | 250.00           | 1                                                |     |     | 1   |     |     | 1   | 1   |     |     | 1   |     |
| Pen, Whiteboard Marker, blue,                                       | 5        | pieces      | 50.00    | 250.00           |                                                  | 1   |     |     |     | 1   | 1   |     |     | 2   |     |     |
| Scissors, 6" heavy duty, good quality                               | 5        | piece       | 68.00    | 340.00           | 1                                                |     |     | 1   |     |     |     | 1   |     |     | 1   | 1   |
| Soap, Toilet , guest size                                           | 20       | pieces      | 15.00    | 300.00           | 2                                                | 2   | 2   | 2   | 2   | 2   | 1   | 1   | 1   | 2   | 1   | 2   |
| Soap, Toilet, regular size                                          | 15       | pieces      | 35.00    | 525.00           | 1                                                | 1   | 2   | 1   | 1   | 1   | 2   | 1   | 1   | 1   | 1   | 2   |
| Staple Wire, #35                                                    | 20       | boxes       | 30.00    | 600.00           | 2                                                | 1   | 1   | 2   | 2   | 2   | 1   | 1   | 2   | 2   | 2   | 2   |
| Stapler, HD No.35                                                   | 2        | pc          | 350.00   | 700.00           | 1                                                |     |     |     |     |     |     |     |     |     | 1   |     |
| Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL | 2        | gallon      | 450.00   | 900.00           | 1                                                |     |     |     |     |     |     |     |     | 1   |     |     |



| 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 |
| Soap, hand, liquid, 250 ml                             | 5        | btls         | 135.00   | 675.00            | 1                                                |     |     | 1   |     | 1   |     | 1   |     |     | 1   |     |
| Alcohol, Ethyl, 70% solution, 1 gallon                 | 1        | gallons      | 600.00   | 600.00            |                                                  | 1   |     |     |     |     |     |     |     |     |     |     |
| Liquid Hand Soap                                       | 8        | gallon       | 500.00   | 4,000.00          | 2                                                |     |     | 2   |     |     | 2   |     |     | 2   |     |     |
| Index Tab, PVC self adhesive 6" x 1", 25pcs/box        | 10       | set          | 78.00    | 780.00            | 1                                                |     | 1   | 1   |     | 1   | 2   | 1   |     | 1   |     | 2   |
| Soap, Dishwashing Liquid Refill, 375ml                 | 5        | packs        | 200.00   | 1,000.00          | 1                                                |     |     | 1   |     |     |     | 1   |     | 1   |     | 1   |
| Sticky Note, 3x5 Colored                               | 10       | pads         | 50.00    | 500.00            | 1                                                |     | 1   | 1   | 1   |     | 1   | 1   | 1   | 1   | 1   | 1   |
| PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box | 11       | box of 50's  | 25.00    | 275.00            | 1                                                | 1   | 1   |     | 1   | 1   | 1   | 1   | 1   | 1   | 1   | 1   |
| Soap, Hand, 60g per pack                               | 10       | Sachet       | 25.00    | 250.00            | 1                                                | 1   | 1   | 1   |     | 1   | 1   | 1   | 1   |     | 1   | 1   |
| Paper Clips Small Vinyl (33MM)                         | 10       | Box of 100's | 35.00    | 350.00            | 1                                                |     |     | 1   | 1   | 1   | 1   | 1   | 1   | 1   | 1   | 1   |
| STICKY NOTES 2 X 3 ASSORTED COLORS                     | 10       | pad          | 79.00    | 790.00            | 1                                                | 1   | 2   | 1   | 1   |     | 1   | 1   |     |     | 1   | 1   |
| STICKY NOTES 3 X 4 ASSORTED COLORS                     | 10       | pad          | 79.00    | 790.00            | 1                                                | 1   | 1   | 1   | 1   |     |     | 1   | 1   | 1   | 1   | 1   |
| Data Filer, Big size, Legal                            | 5        | pieces       | 500.00   | 2,500.00          | 1                                                |     | 1   | 1   |     | 1   |     |     |     |     | 1   |     |
| <b>Sub-Total</b>                                       |          |              |          | <b>48,635.00</b>  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|                                                        |          |              |          |                   |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Grand Total</b>                                     |          |              |          | <b>135,885.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |

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Date: **08/24/2022**

<> \*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