

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



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

SCAN HERE



PPMP-2022-0321-22269

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2022

Unit/Office/Dept/Div: **Office of the Head for General Services**
 Project Code: **GSO-2022**
 Purpose: **Office use**

Total Budget : **225,000.00**
 Funding : **GF-MOOE**
 PPMP #: **172-5-2220-2022-2-0-0**

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
Hardwares																
Rainboots, Size: 9 (Men), Black	5	pair	400.00	2,000.00				5								
Epoxy, A & B (Liter/set)	2	set	500.00	1,000.00				2								
Abrasive Paper, Sandpaper, #1000	10	sheet	30.00	300.00				5	5							
Abrasive Paper, Sandpaper, #120	10	meter	200.00	2,000.00				5	5							
Nylon Line (Monoline) #300	6	kl	600.00	3,600.00					3	3						
Sub-Total				8,900.00												
IT Supplies and Equipment																
Flash Drive, at least 32GB USB 3.0	2	piece	800.00	1,600.00				2								
Ink, Epson, genuine, (BK) T664, 70 ml	8	pieces	350.00	2,800.00				3	2	3						
Ink, Epson, genuine (C) T664, 70 ml	3	pieces	350.00	1,050.00				1	1	1						
Ink, Epson, genuine (M) T664, 70 ml	3	pieces	350.00	1,050.00				1	1	1						
Ink, Epson, genuine, (Y) T664, 70 ml	3	pieces	350.00	1,050.00				1	1	1						
External Hard Disk Drive (Portable, 1TB), USB 3.1	1	unit	3,000.00	3,000.00				1								
Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)	1	unit	11,000.00	11,000.00				1								
Sub-Total				21,550.00												
Laboratory Supplies																
Rechargeable Wireless Keyboard and Mouse Set	1	unit	950.00	950.00					1							
Alcohol, Ethyl	40	L	130.00	5,200.00					20	20						
Bleach, liquid, 99.9% antibac, 1 gallon	10	gallon	150.00	1,500.00				5	5							
Utility Gloves, Rubber, Large, Non-Sterile	10	pair	140.00	1,400.00				5	5							
Sub-Total				9,050.00												

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
Office Equipment																
Water Dispenser, Cabinet type	1	pc	10,000.00	10,000.00				1								
Sub-Total				10,000.00												
Office Furniture & Fixture																
Senior Executive High back chair	1	pc	6,500.00	6,500.00					1							
Office Table with 3 drawers, 150cm (W)x 70cm (D) x 75cm (H)	1	unit	14,999.00	14,999.00					1							
Office table, good quality	1	unit	9,500.00	9,500.00					1							
Steel Cabinet, 4 Drawers w/ lock, Vertical, Dirty White	1	pieces	11,000.00	11,000.00					1							
Metal filing shelves, open, 4 layers	1	unit	10,000.00	10,000.00						1						
Office chair, with arm rest	1	pc	5,000.00	5,000.00					1							
Sub-Total				56,999.00												
Office Supplies																
Paper, Bond, A4, S-24, 80 gsm	50	reams	289.00	14,450.00				10	20	20						
Paper, Bond, Long, S-24, 80 gsm	35	reams	328.00	11,480.00				15	20							
Paper, Bond, Short, S-24, 80 gsm	5	reams	277.00	1,385.00				2	3							
Alcohol, Ethyl, 70% solution, 500mL	7	btls	125.00	875.00				7								
Folder, File, Long, 14pts, White	200	piece	10.00	2,000.00				100	100							
Fastener, Paper, plastic, 50 sets/box	10	boxes	38.00	380.00				10								
Pen, Highlighter, orange	3	pieces	46.00	138.00				3								
Envelope, Document, Brown, 150 lbs, Long	30	pc	7.00	210.00				15	15							
Pen, Ball, blue	10	pieces	10.00	100.00				10								
Envelope, Document, Brown, 150 lbs, Short	15	pc	5.00	75.00				10	5							
Pen, Sign, .5mm, Gel-type, Blue	10	piece	35.00	350.00				10								
Tape Dispenser, 1" tape, big core, any color	1	pcs	115.00	115.00				1								
Transparent Tape (1")	4	rolls	25.00	100.00				4								
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	4	box	30.00	120.00				4								
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	6	boxes	14.00	84.00				6								
Whiteboard, Wall Mount, 3' x 4', w/ aluminum frame	1	pcs	1,680.00	1,680.00				1								
Calculator, desktop-type, 12 digits, 2-way power, plastic keys	2	unit	530.00	1,060.00				2								
Pencil, Lead, #2, w/ eraser	10	pieces	10.00	100.00				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
Stapler, HD No.35	2	pc	350.00	700.00				2								
Staple Wire, #35	10	boxes	30.00	300.00				10								
Staple wire remover, Plier type, Metal	1	piece	100.00	100.00				1								
Scissors, 6" heavy duty, good quality	2	piece	68.00	136.00				2								
Binder Clip, 2-inch, 12 pcs/box	2	boxes	100.00	200.00				2								
Binder Clip, 1.5", black	6	pcs	7.50	45.00				6								
Binder Clip, 2", black	6	pcs	8.50	51.00				6								
Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	40	pack	40.00	1,600.00				20	20							
Sticky Note, 3 x 3, Yellow	6	pads	84.00	504.00				6								
Sticky Note, 2 x 3, Yellow	6	pads	79.00	474.00				6								
Sticky Note, 3 x 4, Yellow	6	pads	140.00	840.00				6								
Record Book, Big, 300 pages	2	pcs	80.00	160.00				1	1							
Correction Tape, 8m x 5mm wide	6	pc	40.00	240.00				3	3							
Wall Clock	1	pc	800.00	800.00					1							
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	10	pack	115.00	1,150.00					10							
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	20	pcs	100.00	2,000.00				10	10							
Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	1	pcs	300.00	300.00				1								
Puncher, Heavy Duty	1	pieces	450.00	450.00				1								
Pen, Whiteboard Marker, black	5	pieces	50.00	250.00				5								
Pen, Whiteboard Marker, blue,	5	pieces	50.00	250.00				5								
Mouse Pad, Rubber	2	pad	250.00	500.00				2								
Ruler, Plastic, 12"	3	pieces	15.00	45.00				3								
Glue, Multi-Purpose, White, at least 130g (118mL)	2	btls	78.00	156.00				2								
Broom, Stick Broom, Tukog	32	pc	35.00	1,120.00				32								
Detergent Soap, Powder, 500g	6	packs	60.00	360.00				6								
Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	20	pcs	192.00	3,840.00				20								
Dust pan, plastic, stand-up handle, small	6	pc	75.00	450.00				6								
Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black	5	pack	85.00	425.00				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
Ready-Made Curtain (RMC), Cream color	4	pc	450.00	1,800.00				4								
Muriatic Acid concentrated scented	10	gal	350.00	3,500.00				10								
Water Dipper (Tabo)	10	pc	45.00	450.00				10								
Plastic Pail, 5L capacity	10	pc	28.00	280.00				10								
Soft Broom (Tambo) 200g minimum, heavy duty	12	pcs	220.00	2,640.00				12								
Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent	8	pack	330.00	2,640.00				8								
String Doormat/Rug/Basahan	22	pieces	100.00	2,200.00				22								
Soap, hand, liquid, 250 ml	20	btls	135.00	2,700.00				20								
Hand Sprayer, plastic, 300 ml cap.	12	pieces	150.00	1,800.00				12								
Toilet Bowl Cleaner, at least 1 gallon	5	gal	395.00	1,975.00				5								
Alcohol, Ethyl, 75% solution, 1 gallon	2	gallon	480.00	960.00				2								
Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	12	btls	120.00	1,440.00				12								
Disinfectant Spray, 170g	10	can	280.00	2,800.00				10								
Cutter, Big, Plastic (Ordinary), w/ lock	1	pcs	30.00	30.00				1								
Envelope, Expanding, with garter tie, brown, short	10	pc	11.00	110.00				10								
Envelope, Expanding, with garter tie, green, long	15	pc	15.00	225.00				15								
Eraser, whiteboard, magnetic flannel	1	pc	60.00	60.00				1								
Index Tab, PVC self adhesive 6" x 1", 25pcs/box	20	set	78.00	1,560.00				20								
Ink, for stamp pad, violet, 30mL, w/ applicator	2	btls	35.00	70.00				2								
Paper, Manila	20	pcs	6.00	120.00				20								
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	2	pack	250.00	500.00				2								
Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	2	pieces	90.00	180.00				2								
Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	2	pcs	1,500.00	3,000.00					2							
Toilet Brush with Holder	16	set	180.00	2,880.00				8	8							
Floor Mop	12	pieces	250.00	3,000.00				6	6							
Sub-Total				89,068.00												
Grand Total				195,567.00												

Prepared by:



ANACEL B. VERUEN

Noted by:



RYSAN C. GUINOCOR
Unit Head/Project Leader

Funds Available:



ALICIA M. FLORES
Head, Budget Office 

Date: 03/28/2022

*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