

☒ 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 2024

Unit/Office/Dept/Div: **Admissions Office**
 Project Code: **AdO-2024**
 Purpose: **For Office Use**

Total Budget : **120,000.00**
 Funding : **GF-MOOE**
 PPMP #: **86-5-2830-2024-7-0-0**

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
Fuel & Lubricants																
Gasoline, Premium	240	liter	85.00	20,400.00	20	20	20	20	20	20	20	20	20	20	20	20
Sub-Total				20,400.00												
IT Supplies and Equipment																
Ink, Epson 003,Genuine Black 65mL	12	btl	350.00	4,200.00	12											
Ink, EPSON 003,Genuine Cyan 65mL	12	btl	350.00	4,200.00	12											
Ink, EPSON 003,Genuine Magenta 65mL	12	btl	350.00	4,200.00	12											
Ink, EPSON 003,Genuine Yellow 65mL	12	btl	350.00	4,200.00	12											
Laptop Stand Lifting Riser Holder Aluminum Height/Angle	1	pc	1,500.00	1,500.00	1											
Sub-Total				18,300.00												
Office Supplies																
Paper, Bond, A4, S-24, 80 gsm	5	reams	289.00	1,445.00							5					
Paper, Bond, Long, S-24, 80 gsm	5	reams	328.00	1,640.00							5					
Alcohol, Isopropyl, 70% solution, 500mL	5	btl	140.00	700.00	5											
Folder, File, Short, 14pts, White	10	piece	8.00	80.00	10											
Folder, File, Long, 14pts, White	10	piece	10.00	100.00	10											
Ballpen 50 Pieces, Blue	1	box of 50's	500.00	500.00	1											
Broom, Soft (Tambo), Large, Heavy Duty	3	pcs	250.00	750.00	3											
Tissue, Bathroom, 2 Ply, 12rolls/pack	10	pack	204.00	2,040.00	5		5									
Scissors, 6" heavy duty, good quality	3	piece	68.00	204.00	3											
Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	2	pcs	1,500.00	3,000.00	2											

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											
A4 Photo Paper	5	packs	150.00	750.00	5											
Disinfectant spray, 400gms, lavender moist	4	tubes	500.00	2,000.00	4											
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	5	pcs	200.00	1,000.00	5											
Staple wire remover	3	pieces	40.00	120.00	3											
Staple Wire, #35	10	boxes	35.00	350.00	10											
Staple Wire, #10	8	boxes	15.00	120.00	8											
Sign Here Sticky Notes	5	pack	59.00	295.00	5											
STICKY NOTES 3 X 4 ASSORTED COLORS	5	pad	79.00	395.00	5											
STICKY NOTES 2 X 3 ASSORTED COLORS	5	pad	79.00	395.00	5											
Scotch Tape	6	pcs	30.00	180.00	6											
Tape, Double Sided, 2" x 10m	5	rolls	120.00	600.00	5											
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	8	tubes	220.00	1,760.00	3		3		2							
Correction Tape, 8m x 5mm wide	5	pc	40.00	200.00	5											
Calculator, scientific, 10+2 digits, 2 line display, at least 240 functions	1	unit	1,350.00	1,350.00	1											
Pencil, Lead, #2, w/ eraser	10	pieces	10.00	100.00	10											
Eraser, Rubber, high quality	3	pc	45.00	135.00	3											
Soap, hand, liquid, 250 ml	2	btls	135.00	270.00	2											
Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	10	pieces	90.00	900.00	10											
Soap, Dishwashing, Liquid, 250mL	3	btls	150.00	450.00	3											
Soap, Detergent, Powder, 1 kilo/pack, any scent	2	kl	105.00	210.00	2											
Pen, Pentel Pen, Fine blue & black	5	pcs	50.00	250.00	5											
Pen, Highlighter, yellow	3	pieces	45.00	135.00	3											
Pen, Highlighter, orange	3	pieces	46.00	138.00	3											
Pen, Highlighter, violet	3	pieces	47.00	141.00	3											
Hand Towel, cloth, cotton	3	piece	35.00	105.00	3											
Puncher, 2 holes, heavy duty	2	pieces	315.00	630.00	2											
PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	3	box of 50's	25.00	75.00	3											
Fastener, Paper, plastic, 50 sets/box	2	boxes	38.00	76.00	2											

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
Paper Cutter, wood, A4 size	1	piece	625.00	625.00	1											
Binder Clip, 2", black	20	pcs	8.50	170.00	20											
Sponge (plato)	3	pcs	10.00	30.00	3											
Sub-Total				25,114.00												
Grand Total				63,814.00												

Prepared by:

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Noted By:

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Date: 08/11/2023

<> *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