



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

Please Check

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

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

CY 2024

Unit/Office/Dept/Div.:

**ISRDS-BIDANI**

Funding Source\*:

**BIDANI General Fund**

Purpose:

**For office use.**

Total Budget: **100,000.00**

Project Title: **BIDANI Ext 01**

Description/Specifications		Qty	Unit	Unit Cost	Total Cost	Schedule/Milestone of Activities ( in quantities)											
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Office Supplies																	
1	EPSON 003 Black ink bottle 65 ml	3	bots	350.00	1,050.00			2		2							
2	EPSON 003 Cyan ink bottle 65 ml	3	bots	350.00	1,050.00			2		2							
3	EPSON 003 Magenta ink bottle 65 ml	3	bots	350.00	1,050.00			2		2							
4	EPSON 003 Yellow ink bottle 65 ml	3	bots	350.00	1,050.00			2		2							
5	Book paper, A4 size subs. 20	10	rms	253.00	2,530.00			5		5							
6	Alcohol rubbing 70% Isopropyl, 500 ml.	6	bots	75.00	450.00			2		1							
7	Book paper, long size, subs. 20	3	rms	286.00	858.00			2		1							
8	Expanding folder, long	20	pcs	12.00	240.00			10		10							
9	Expanding folder, short	10	pcs	10.00	100.00			5		5							
10	Folder, file, long	50	pcs	10.00	500.00			30		20							
11	Folder, file, short	20	pcs	8.00	160.00			10		10							
12	Battery, Energizer AAA (2pcs/pack)	3	pcks	55.00	165.00			2		1							
13	Staple wire No. 35	5	bxs	50.00	250.00			5									
14	Paper clips, plastic coated, small	3	pcs	30.00	90.00			2		1							
15	Paper clips, plastic coated, big	3	pcs	35.00	105.00			2		1							
16	Elmer's Glue, 130 gms	3	pcs	50.00	150.00			2		1							
17	Battery, Energizer AA (4 pcs/pack)	3	packs	454.00	1,362.00			2		1							
GRAND TOTAL					11,160.00												

Prepared by:

Noted by:

Funds Available:

Date:

3-Mar-21

**ERNESTO A. GONZAGA, JR**

Designation

**LILIAN B. NUÑEZ**

Unit Head/Project Leader

**ALICIA M. FLORES**

Head, Budget Office

\*Funding Sources: General Fund (GF), Trust Fund (TF), Special Trust Fund (STF), IGP, Supplemental or Augmentation

Note: Please make a separate PPMP for each category and funding source.

Categorize the entries such as Office Supplies, Office Appliance & Equipment, Office Furniture, Laboratory Equipment, Laboratory Supplies, IT Equipment, Construction & Electrical Supplies,

Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies, Labor Services, Infrastructure