

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



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

SCAN HERE



PPMP-2023-0814-137883

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2024


Unit/Office/Dept/Div: **Annals of Tropical Research Office**
 Project Code: **OVPREI-ATR.OC**
 Purpose: **Office Supplies**

Total Budget : **192,459.60**
 Funding : **GF-MOOE**
 PPMP #: **51-5-944-2024-7-0-0**

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
IT Supplies and Equipment																
Website Annual (DOI) Renewal	1	unit	20,000.00	20,000.00	1											
Ink, Epson, genuine (C) T664, 70 ml	10	pieces	350.00	3,500.00	10											
Ink, Epson, genuine (M) T664, 70 ml	10	pieces	350.00	3,500.00	10											
Ink, Epson, genuine, (BK) T664, 70 ml	10	pieces	350.00	3,500.00	10											
Ink, Epson, genuine, (Y) T664, 70 ml	10	pieces	350.00	3,500.00	10											
Sub-Total				34,000.00												
Office Supplies																
Paper, Bond, A4, S-24, 80 gsm	20	reams	289.00	5,780.00			20									
Paper, Bond, Long, S-24, 80 gsm	20	reams	328.00	6,560.00			20									
Staple Wire No. 35-5M Leg Length 6mm (1/4")	10	boxes	80.00	800.00			10									
Sticky Note, 3x5 Colored	10	pads	50.00	500.00			10									
Sign Here Sticky Notes	10	pack	59.00	590.00			10									
Sub-Total				14,230.00												
Printing Services																
Printing of Annals of Tropical Research Vol. 46 No. 1 (January-June 2024)	50	pcs	900.00	45,000.00			50									
Printing of Annals of Tropical Research Vol. 46 No. 2 (July-December 2024)	50	pcs	900.00	45,000.00									50			
Sub-Total				90,000.00												

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
Grand Total				138,230.00												

Prepared by: 
KIMBERLY V. CAINGCOY

Noted by: 
VICTOR B. ASIO
Unit Head/Project Leader

Noted By: 
ALICIA M. FLORES
Head, Budget Office

Date: 08/14/2023

<> *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