

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

SCAN HERE



PPMP-2023-0809-136851

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2023 2024

Unit/Office/Dept/Div: College of Agricultural & Food Science

Project Code: CAFS DOST-ASTHRDP-NSC 2024

Purpose: Office supplies and materials

Total Budget : 40,000.00

Funding : TF

PPMP #: 34-4-478-2023-7-0-5

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
IT Supplies and Equipment																
Ink, Epson 003,Genuine Black 65mL	6	btl	350.00	2,100.00			6									
Ink, EPSON 003,Genuine Cyan 65mL	4	btl	350.00	1,400.00			2			2						
Ink, EPSON 003,Genuine Magenta 65mL	4	btl	350.00	1,400.00			2			2						
Ink, EPSON 003,Genuine Yellow 65mL	4	btl	350.00	1,400.00			2			2						
Sub-Total																
Office Supplies																
Alcohol, Isopropyl, 70% solution, 500mL	12	btls	140.00	1,680.00			12									
Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	12	btls	120.00	1,440.00			12									
Paper, Bond, A4, S-24, 80 gsm	30	reams	289.00	8,670.00			15			15						
Paper, Bond, Long, S-24, 80 gsm	20	reams	328.00	6,560.00			20									
Tape, Double Sided, 1" x 10m	4	rolls	45.00	180.00			4									
Tape, Masking, 1" x 25 yards	4	rolls	48.00	192.00			4			4						
Tape, Packaging, 2" x 100 yards, Clear	4	rolls	75.00	300.00			4			4						
Correction Tape, 8m x 5mm wide	4	pc	40.00	160.00			4			4						
Data filer box, double, 11 x 40 x 24cm	12	pcs	500.00	6,000.00			12									
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	1	pack	250.00	250.00			1									
Envelope, Expanding, with garter tie, blue, long	30	pc	15.00	450.00			15			15						
Envelope, Expanding, with garter tie, blue, short	10	pc	11.00	110.00			10									
Envelope, Expanding, Plastic, Long, with Handle	4	pcs	100.00	400.00			4			4						
Envelope, Expanding, Plastic, Long	4	pc	54.00	216.00			4			4						
Envelope, Brown, long, good quality	25	pcs	5.00	125.00			15			10						

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
Folder, Expanded, Long (Light Blue)	30	pcs	30.00	900.00			20			10						
Pen, Whiteboard Marker, black	4	pieces	50.00	200.00			4									
Sticky Note, 3 x 3, Yellow	5	pads	84.00	420.00			5									
Sticky Note, 3 x 4, Yellow	5	pads	140.00	700.00			5									
Sticky Note, 2 x 3, Yellow	5	pads	79.00	395.00			5									
Glue, Multi-Purpose, White, at least 130g (118mL)	5	btls	78.00	390.00			5									
Tissue, Bathroom, 2 Ply, 12rolls/pack	5	pack	204.00	1,020.00			3			2						
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	5	box of 50's	30.00	150.00			5									
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	5	boxes	14.00	70.00			5									
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	3	tubes	220.00	660.00			3									
Bathroom Deodorizer, with holder, at least 100g, any scent	12	pcs	80.00	960.00			6			6						
Pen, Highlighter, yellow	2	pieces	45.00	90.00			2									
Pen, Highlighter, orange	2	pieces	46.00	92.00			2									
Stapler, HD No.35	1	pc	350.00	350.00			1									
Staple Wire, #35	2	boxes	35.00	70.00			2									
Staple wire remover	2	pieces	40.00	80.00			2									
Stamping Pad size 2	1	pieces	155.00	155.00			1									
Ink, for stamp pad, violet, 30mL, w/ applicator	1	btls	35.00	35.00			1									
Sub-Total				33,470.00												
Grand Total				39,770.00												

Prepared by: REMENTA J. SOLIS

Noted by: VICTOR B. ASIO
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Noted By: NICK FREDDY R. BELLO
Head, Accounting Office

Date: 08/09/2023

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

Note: Please make a separate PMP 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