

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



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

INDICATIVE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2025



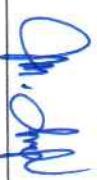
Unit/Office/Dept/Div: **Ecological Farm & Resource Management Institute**
 Project Code: **EFARMI.A.III.C**
 Purpose: **Serves as guide in procuring supplies and materials**

Total Budget : 80,000.00
 Funding : GF-MOOE
 PPMF #: 156-5-1591-2025-1-0-0

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
Agricultural/Farm Supplies/Livestock																
Molasses	3	drum	700.00	2,100.00	2						1					
Rice Bran D2	5	bags	1,650.00	8,250.00	3						2					
Sub-Total				10,350.00												
Construction and Electrical Supplies																
Electrical Tape (Rubber)	5	pcs	180.00	900.00	5											
LED Bulb, 15 watts	15	pcs	300.00	4,500.00	15											
Sub-Total				5,400.00												
Fuel & Lubricants																
Gasoline, Premium	150	liter	85.00	12,750.00	100								50			
Sub-Total				12,750.00												
IT Supplies and Equipment																
Ink, Epson 003, Genuine Black 65mL	5	btl	350.00	1,750.00	5											
Ink, EPSON 003, Genuine Cyan 65mL	5	btl	350.00	1,750.00	5											
Ink, EPSON 003, Genuine Magenta 65mL	5	btl	350.00	1,750.00	5											
Ink, EPSON 003, Genuine Yellow 65mL	5	btl	350.00	1,750.00	5											
Sub-Total				7,000.00												
Labor Services																
Repair and Maintenance of aircondition units	5	unit	1,000.00	5,000.00	5											
Sub-Total				5,000.00												
Office Supplies																
Paper, Bond, A4, S-24, 80 gsm	22	reams	289.00	6,358.00	11						11					

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
Magazine Box / Data File Box / Datafiller, horizontal, made of chipboards, closed ends, Legal (Single)	20	pcs	200.00	4,000.00	20											
Paper, Bond, Long, S-20, 70 gsm	5	reams	286.00	1,430.00	5											
Pen, Sign, .5mm, Gel-type, Blue	30	piece	35.00	1,050.00	15						15					
Pen, Ball, blue	52	pieces	10.00	520.00	26						26					
Tape, Double Sided, 1" x 10m	8	rolls	45.00	360.00	4						4					
Tape, Masking, 1" x 25 yards	5	rolls	48.00	240.00	5											
Tape, Masking, 2" x 25 yards	5	rolls	95.00	475.00	5											
Tissue, Bathroom, 2 Ply, 12rolls/pack	5	pack	204.00	1,020.00	3						2					
Envelope, Expanding, with garter tie, brown, long	20	pc	20.00	400.00	20											
Envelope, Document, Brown, 150 lbs, Long	20	pc	7.00	140.00	20											
Envelope, brown, ordinary, A4 size	20	pcs	10.00	200.00	20											
Air Freshener, Spray, at least 280ml, Lemon/Orange Scent	10	tubes	220.00	2,200.00	5											
Alcohol, Ethyl 70% solution	2	gallons	600.00	1,200.00	2						5					
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	10	pack	115.00	1,150.00	5						5					
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	10	pack	125.00	1,250.00	5						5					
Glass cleaner 500ml lemon w/spray	5	btl	200.00	1,000.00	5											
Dishwashing Liquid Soap, Refill 350ml	5	pack	150.00	750.00	5											
Liquid Hand Soap, 500 ml.	5	btl	120.00	600.00	5											
Multi-Purpose Glue, 130 g	5	btl	60.00	300.00	5											
Nylon, #300, for grass cutter	5	kl	450.00	2,250.00	5											
Sub-Total				26,893.00												
Vehicle Supplies																
Diesel fuel	150	liters	84.00	12,600.00	100								50			
Sub-Total				12,600.00												
Grand Total				79,993.00												

Prepared by: 
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Submitted by: 
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Unit Head/Project Leader

{{- Date: 02/29/2024

*Funding Sources: General Fund(GF), Trust Fund(TF, Special Trust Fund(STF), IGP, Supplemental or Augmentation
Note: Please make a separate PPMF 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