

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



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



127-5-520-2022-7-0-0

# PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: **Office of the Vice President for Academic Affairs**

Project Code: **OVPA-2022**

Purpose: **for office use**

Total Budget : **300,000.00**

Funding : **GF-MOOE**

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
<b>IT Supplies and Equipment</b>																
HP Ink Cartridge 678 Black	20	piece	450.00	9,000.00	10						10					
HP Ink Cartridge 678 Tricolor	10	piece	450.00	4,500.00	5						5					
Ink, Epson 003,Genuine Black 65mL	10	btl	350.00	3,500.00	5						5					
Ink, EPSON 003,Genuine Yellow 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 Cyan 65mL	4	btl	350.00	1,400.00	2						2					
<b>Sub-Total</b>				<b>21,200.00</b>												
<b>Office Supplies</b>																
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	12	pack	115.00	1,380.00	6						6					
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	12	pack	125.00	1,500.00	6						6					
Paper, Bond, A4, S-20, 70 gsm	100	reams	253.00	25,300.00	25			25			25			25		
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	10	pack	250.00	2,500.00	10											
Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	10	packs	38.00	380.00	10											
Fastener, Paper, plastic, 50 sets/box	50	boxes	38.00	1,900.00	20			10			10			10		
PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	1	packs	500.00	500.00	1											
Rubberband, #18, 350 gms/box	4	boxes	270.00	1,080.00	2						2					
Stapler, HD No.35	20	pc	350.00	7,000.00	5			5			5			5		
Tape, Duct, 2" x 25m, Black/Grey	2	rolls	180.00	360.00	2											
Tape, Masking, 1" x 25 yards	20	rolls	48.00	960.00	5			5			5			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
Tape, Double Sided, 1" x 10m	20	rolls	35.00	700.00	5			5			5			5		
Alcohol, Ethyl, 70% solution, 1 gallon	12	gallons	600.00	7,200.00	3			3			3			3		
Multi-Purpose Cleaner, Liquid, 1000mL, any scent	6	btls	205.00	1,230.00	3						3					
Broom, Soft (Tambo), Large, Heavy Duty	6	pcs	250.00	1,500.00	3						3					
Disinfectant Spray, 340g	4	can	465.00	1,860.00	1			1			1			1		
Cleaner, Glass, 500mL, any scent	4	btls	198.00	792.00	1			1			1			1		
Oil, for typewriter, all purpose, 130 ml	4	btls	180.00	720.00	1			1			1			1		
Multi- Insect killer spray, 300ml	4	pc	219.00	876.00	1			1			1			1		
Scrub Sponge, Heavy Duty	8	pcs	60.00	480.00	2			2			2			2		
Soap, Detergent, Powder, 1 kilo/pack, any scent	2	kl	105.00	210.00	1						1					
Soap, Toilet, regular size	24	pieces	35.00	840.00	6			6			6			6		
Toilet Bowl Cleaner, at least 1 liter	6	btl	250.00	1,500.00	3						3					
Dishwashing Liquid Soap, Refill 350ml	12	pack	120.00	1,440.00	3			3			3			3		
Ink, EPSON T9481 XL for WF-C878R Printer, Black	10	tube	1,500.00	15,000.00	10											
Ink, EPSON T9481 XL for WF-C878R Printer, Cyan	5	tube	1,500.00	7,500.00	5											
Ink, EPSON T9481 XL for WF-C878R Printer, Magenta	5	tube	1,500.00	7,500.00	5											
Ink, EPSON T9481 XL for WF-C878R Printer, Yellow	5	tube	1,500.00	7,500.00	5											
<b>Sub-Total</b>				<b>99,708.00</b>												
<b>Grand Total</b>				<b>120,908.00</b>												

Prepared by:

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Noted by:

**BEATRIZ S. BELONIAS**  
Unit Head/Project Leader

Funds Available:

**ALICIA M. FLORES**  
Head, Budget Office

Date: **09/10/2021**

\*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