

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



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



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2022

Unit/Office/Dept/Div: Records and Archives Office
 Project Code: OHRA-2022
 Purpose: Office use

Total Budget : 75,000.00
 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
IT Supplies and Equipment																
Computer HD Webcam	1	pieces	1,200.00	1,200.00	1											
Ink, Epson 003,Genuine Black 65mL	1	btl	350.00	350.00	1											
Ink, EPSON 003,Genuine Cyan 65mL	1	btl	350.00	350.00	1											
Ink, EPSON 003,Genuine Magenta 65mL	1	btl	350.00	350.00	1											
Ink, EPSON 003,Genuine Yellow 65mL	1	btl	350.00	350.00	1											
Sub-Total				2,600.00												
Office Supplies																
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	15	pcs	195.00	2,925.00	15											
Tissue, Bathroom, 2 Ply, 12rolls/pack	3	pack	204.00	612.00	1	1	1									
Alcohol, Isopropyl, 70% solution, 500mL	5	btls	140.00	700.00	5											
Alcohol, Ethyl, 70% solution, 1 gallon	1	gallons	600.00	600.00	1											
Cartolina, US, Blue, at least 160gsm	5	pcs	14.00	70.00		5										
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	5	box	30.00	150.00		5										
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	5	boxes	14.00	70.00		5										
Folder, File, Long, 14pts, White	50	piece	10.00	500.00		50										
Folder, Pressboard, US, Long, Pink/Maroon	50	piece	30.00	1,500.00		25			25							
Glue, Multi-Purpose, White, at least 130g (118mL)	1	btls	78.00	78.00				1								
Soap, Dishwashing, Liquid, 250mL	5	btls	150.00	750.00		5										
Paper, Bond, Long, S-24, 80 gsm	10	reams	328.00	3,280.00	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
Paper, Bond, A4, S-24, 80 gsm	40	reams	289.00	11,560.00		20			20							
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	1	pack	250.00	250.00		1										
Paper, Towel, Interfolded , 1 ply, 175 pulls	6	pack	75.00	450.00	6											
Tape, Double Sided, 1" x 10m	2	rolls	35.00	70.00		2										
Tape, Masking, 3" x 25 yards	4	rolls	143.00	572.00			4									
Correction Tape, 10 meters	5	pcs	32.00	160.00		3		2								
Ring Binder, plastic, 12mm, 1/2" black	3	pieces	12.00	36.00	3											
Ring Binder, plastic, 25mm ,1" black	3	pieces	30.00	90.00	3											
Cleaner, Glass, 500mL, any scent	3	btls	198.00	594.00	3											
Sub-Total				25,017.00												
Vehicle Supplies																
Diesel fuel	150	liters	50.00	7,500.00	15	15	15	15	15	15	10	10	10	10	10	10
Sub-Total				7,500.00												
Grand Total				35,117.00												

Prepared by:

MARIA ROBERTA S. MIRAFLOR

Noted by:

MARIA ROBERTA S. MIRAFLOR
Unit Head/Project Leader

Funds Available:

ALICIA M. FLORES
Head, Budget Office

Date: 09/14/2021

*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