

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



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

SCAN HERE



PPMP-2023-0804-135668

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **Finance management Office**

Project Code: **ODFM 2024**

Purpose: **For Office Use**

Total Budget : **100,000.00**

Funding : **GF-MOOE**

PPMP #: **213-5-155 024-7-0-0**

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																
Ink HP GT51 Black (K), Genuine	6	btls	500.00	3,000.00	6											
Ink HP GT52 Cyan (C), Genuine	4	btls	500.00	2,000.00	4											
Ink HP GT52 Magenta (M), Genuine	4	btls	500.00	2,000.00	4											
Ink HP GT52 Yellow (Y), Genuine	4	btls	500.00	2,000.00	4											
Ink Cartridge, HP704, black	6	pcs	595.00	3,570.00	6											
Ink Cartridge, HP704, tri color	6	pcs	595.00	3,570.00	6											
External Hard Drive, 1 TB	2	unit	3,000.00	6,000.00	2											
Epson 001 ink, Black, 127ml, Genuine	3	btls	600.00	1,800.00	3											
Epson 001 ink, Cyan, Genuine	3	btls	350.00	1,050.00	3											
Epson 001 ink, Magenta, Genuine	3	btls	350.00	1,050.00	3											
Epson 001 ink, Yellow, Genuine	3	btls	350.00	1,050.00	3											
Sub-Total				27,090.00												
Office Supplies																
Paper, Bond, A4, S-24, 80 gsm	20	reams	289.00	5,780.00		20										
Paper, Bond, Long, S-24, 80 gsm	10	reams	328.00	3,280.00		10										
Ring Binder, plastic, 25mm ,1" black	24	pieces	30.00	720.00			24									
Ring Binder, plastic, 38mm , 1-1/2" black	24	pieces	46.00	1,104.00		24										
Ring Binder, plastic, 20mm, 3/4" black	12	pieces	22.00	264.00		12										
Ring Binder, plastic, 14mm, 9/16" black	12	pieces	15.00	180.00		12										
Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear	2	boxes	850.00	1,700.00		2										

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
Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes	3	pack	146.00	438.00			3									
Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	6	pieces	90.00	540.00	6											
Gel Ink Sign Pen 0.5, blue	24	pcs	25.00	600.00	24											
white vellum board paper	6	pack	33.00	198.00		6										
Paper towel, interfolded, 2 ply, approx. 150 pulls per pack	2	packs	80.00	160.00			2									
Soap, Dishwashing, Liquid, 250mL	8	bottles	150.00	1,200.00	8											
Soap, Dishwashing Liquid Refill, 375ml	2	packs	200.00	400.00	2											
Multi-Insect Killer Spray, 600mL	3	tubes	600.00	1,800.00		3										
Paper, Photo, high gloss, A3, 230G, 20 shts/pack	2	pack	455.00	910.00	2											
Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	6	pack	65.00	390.00			6									
Envelope, Document, Brown, 150 lbs, Long	60	pc	7.00	420.00			60									
Envelope, Expanding, with garter tie, brown, long	24	pc	15.00	360.00			24									
Envelope, Mailing, white, long, 500pcs/box	1	boxes	525.00	525.00	1											
Folder, Pressboard, US, Green, Long	36	pcs	30.00	1,080.00			36									
Folder, Pressboard, A4, US Green, Double Fold	24	pcs	40.00	960.00			24									
Sub-Total				23,009.00												
Grand Total				50,099.00												

Prepared by: JOCELYN T. CO

Noted by: LOUELLA C. AMPAC
Unit Head/Project Leader

Noted By: ALICIA M. FLORES
Head, Budget Office

Date: 08/04/2023

<> *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