

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



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

SCAN HERE



PPMP-2023-0810-137220

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2024

Unit/Office/Dept/Div: **Accounting Office**
 Project Code: **ACCTG-2024**
 Purpose: **Office supplies and maintenance**

Total Budget : **150,000.00**
 Funding : **GF-MOOE**
 PPMP #: **72-5-785-2024-7-0-0**

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, Epson, genuine, (BK) T664, 70 ml	3	pieces	350.00	1,050.00				3								
• UPS, 1000 VA	2	unit	3,000.00	6,000.00		2										
External Hard Drive, 1 TB	2	unit	3,000.00	6,000.00		2										
Toner, TN118 (Genuine), for Ineo 206/226	2	tubes	3,750.00	7,500.00				2								
Desktop Computer (w/o Monitor), Core i3 11th Gen	1	unit	24,000.00	24,000.00		1										
Desktop Computer, with Monitor, Core i5 12th Gen, 8GB RAM	1	sets	49,000.00	49,000.00		1										
Sub-Total				93,550.00												
Office Supplies																
Cable Tie, 8", 100 pcs/pack	2	packs	110.00	220.00		2										
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	5	boxes	70.00	350.00		5										
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	5	boxes	14.00	70.00		5										
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	5	box of 50's	30.00	150.00		5										
Computer/Paint Brush, 1.5"	8	piece	25.00	200.00		8										
Envelope, Document, Brown, 150 lbs, Long	30	pc	7.00	210.00							30					
Envelope, Expanding, with garter tie, brown, long	30	pc	15.00	450.00				30								
Eraser, Rubber, high quality	5	pc	45.00	225.00		5										
Fastener, Paper, non-rust metal, 50 sets/box	5	boxes	50.00	250.00							5					
Fastener, Paper, plastic, 50 sets/box	10	boxes	38.00	380.00							10					

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
Folder, File, Long, 14pts, White	40	piece	10.00	400.00							40					
Paper, Bond, A4, S-24, 80 gsm	45	reams	289.00	13,005.00		45										
Paper, Bond, Long, S-24, 80 gsm	15	reams	328.00	4,920.00		15										
Paper, Bond, Short, S-20, 70 gsm	5	reams	245.00	1,225.00		5										
Pen, Permanent Marker, black, broad tip	10	pieces	60.00	600.00				10								
Pen, Sign, .5mm, Gel-type, Blue	12	piece	35.00	420.00		12										
Plastic Straw Rope, Heavy Duty, at least 200m, Flat Film Packing Rope for Cardboard Boxes	1	pc	180.00	180.00							1					
Record Book, Big, 500 pages	2	pcs	115.00	230.00		2										
Rubberband, #18, 350 gms/box	1	boxes	270.00	270.00							1					
Sub-Total				23,755.00												
Grand Total				117,305.00												

Prepared by:

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Noted by:

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Noted By:

ALICIA M. FLORES
Head, Budget Office

Date: **08/12/2023**

<> *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