

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



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

SCAN HERE



PPMP-2024-0304-183167

INDICATIVE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2025

Unit/Office/Dept/Div: **Admissions Office**
 Project Code: **AdO-2025**
 Purpose: **For office use.**

Total Budget : **120,000.00**
 Funding : **GF-MOOE**
 PPMP #: **86-5-2830-2025-2-0-1**

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 003,Genuine Black 65mL	12	btl	350.00	4,200.00	12											
Ink, EPSON 003,Genuine Cyan 65mL	12	btl	350.00	4,200.00	12											
Ink, EPSON 003,Genuine Magenta 65mL	12	btl	350.00	4,200.00	12											
Ink, EPSON 003,Genuine Yellow 65mL	12	btl	350.00	4,200.00	12											
Sub-Total				16,800.00												
Office Supplies																
Paper, Bond, A4, S-24, 80 gsm	50	reams	289.00	14,450.00	20		20						10			
Paper, Bond, Long, S-20, 70 gsm	20	reams	286.00	5,720.00	20											
Alcohol, Ethyl, 70% solution, 500mL	10	btl	125.00	1,250.00	10											
Folder, File, Long, 14pts, White	30	piece	10.00	300.00	30											
Folder, File, Short, 14pts, White	30	piece	8.00	240.00	30											
Ballpen 50 Pieces, Blue	3	box of 50's	500.00	1,500.00	3											
Broom, Soft (Tambo), Large, Heavy Duty	2	pcs	250.00	500.00	2											
Tissue, Bathroom, 2 Ply, 12rolls/pack	3	pack	204.00	612.00	3											
Scissors, 6" heavy duty, good quality	2	piece	68.00	136.00	2											
Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	2	pcs	1,500.00	3,000.00	2											
Photo Paper Glossy A4	4	sheets	150.00	600.00	4											
Disinfectant spray, 400gms, lavender moist	3	tubes	500.00	1,500.00	3											
Paper, Specialty 200gsm 8-1/2x11, 10s, White	3	packs	45.00	135.00	3											
Tape Dispenser, 1" tape, big core, any color	1	pcs	115.00	115.00	1											

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
Soap, Detergent, Liquid, 1 gal, any scent	1	gal	400.00	400.00	1											
Soap, Dishwashing, Liquid, 250mL	3	btls	150.00	450.00	3											
Liquid Hand Soap	2	gallon	600.00	1,200.00	2											
Pen, Pentel Pen, Fine blue & black	3	pcs	50.00	150.00	3											
Pen, Permanent Marker, blue, fine tip	3	pieces	60.00	180.00	3											
Pen, Whiteboard Marker, blue,	3	pieces	50.00	150.00	3											
Pen, Permanent Marker, black, fine tip	3	pieces	60.00	180.00	3											
Empty Water Bottle (5 gallon), round, blue	3	pc	190.00	570.00	3											
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	5	tubes	220.00	1,100.00	5											
Eraser, whiteboard, magnetic flannel	2	pc	75.00	150.00	2											
Sub-Total				34,588.00												
Grand Total				51,388.00												

Prepared by: _____

RUBELYN P. FERNANDEZ

Submitted by: _____

RAYMUND M. IGCASAMA
Unit Head/Project Leader

{{-- Date: **03/04/2024**

*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