

☒ 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: **Philippine Root Crops & Research Training Center**

Project Code: **GF-MOOE**

Purpose: **Office Supplies and Materials**

Total Budget : **50,000.00**

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>																
Ink, Epson, genuine, (BK) T664, 70 ml	12	pieces	350.00	4,200.00	6	3	3									
Ink, Epson 003,Genuine Black 65mL	12	btl	350.00	4,200.00	6	3	3									
Toner, TN118 (Genuine), for Ineo 206/226	3	tubes	3,750.00	11,250.00	3											
Toner, Kyocera KM 1820	2	tube	3,500.00	7,000.00	2											
External Hard Disk Drive (Portable, 2TB), USB 3.1	1	unit	4,200.00	4,200.00	1											
<b>Sub-Total</b>				<b>30,850.00</b>												
<b>Office Supplies</b>																
Alcohol, Ethyl, 70% solution, 500mL	10	btls	125.00	1,250.00	5	5										
Cleaner, Glass, 500mL, any scent	6	btls	198.00	1,188.00	4	2										
Soap, Dishwashing, Liquid, 250mL	5	btls	150.00	750.00	3	2										
Paper, Bond, A4, S-20, 70 gsm	30	reams	253.00	7,590.00	10	10	10									
Soap, Detergent, Powder, 1 kilo/pack, any scent	5	kl	105.00	525.00	3	2										
Multi-Purpose Glue, 130 g	6	btl	60.00	360.00	2	2	2									
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	5	boxes	14.00	70.00	3	2										
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	10	box	30.00	300.00	4	4	2									
Folder, Pressboard, US, Green, Long	21	pcs	30.00	630.00	10	6	5									
Folder, File, Long, 14pts, White	21	piece	10.00	210.00	10	6	5									
Record Book, Big, 500 pages	10	pcs	115.00	1,150.00	6	2	2									
Record Book, Big, 300 pages	8	pcs	80.00	640.00	4	2	2									
Scouring Pad, big economy size, good quality	5	pieces	50.00	250.00	3	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
Toilet Bowl Cleaner, at least 500ml	4	btl	180.00	720.00	2	2										
Tissue, Bathroom, 2 Ply, 12rolls/pack	2	pack	204.00	408.00	1	1										
Chlorine Granules, 1kg/pack	4	packs	85.00	340.00	2	2										
Tape, Double Sided, 1" x 10m	2	rolls	35.00	70.00	1	1										
Tape, Double Sided, 2" x 10m	2	rolls	70.00	140.00	1	1										
Tape, Packaging, 2" x 100 yards, Clear	2	rolls	55.00	110.00	1	1										
Tape, Transparent, 24mm x 50m	2	rolls	120.00	240.00	1	1										
Tape, Transparent, 12mm x 50m	2	rolls	68.00	136.00	1	1										
Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	4	pcs	192.00	768.00	4											
Correction Pen, rolling ball-metal tip	2	pc	220.00	440.00	2											
Columnar Pad, 10 columns (14 x 17)	8	pcs	84.00	672.00	4	2	2									
Fastener, Paper, plastic, 50 sets/box	5	boxes	38.00	190.00	3	2										
<b>Sub-Total</b>				<b>19,147.00</b>												
<b>Grand Total</b>				<b>49,997.00</b>												

Prepared by: \_\_\_\_\_

**IMELDA A. TIDOY**

Noted by: \_\_\_\_\_

**LISA I. ARCE**  
Unit Head/Project Leader

Funds Available: \_\_\_\_\_

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

Date: **09/13/2021**

\*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