

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



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

SCAN HERE



PPMP-2024-0429-193505

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **Data Protection Office**

Project Code: **DPO-2025**

Purpose: **for office use**

Total Budget : **50,000.00**

Funding : **GF-MOOE**

PPMP #: **193-5-1710-2024-2-0-1**

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																
UPS, 1000 VA	1	unit	3,000.00	3,000.00	1											
Epson 001 ink, Black, 127ml, Genuine	3	btls	600.00	1,800.00	3											
Epson 001 ink, Cyan, Genuine	2	btls	350.00	700.00	2											
Epson 001 ink, Magenta, Genuine	2	btls	350.00	700.00	2											
Epson 001 ink, Yellow, Genuine	1	btls	350.00	350.00	1											
Sub-Total				6,550.00												
Office Furniture & Fixture																
Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,	2	pc	12,000.00	24,000.00	2											
Sub-Total				24,000.00												
Office Supplies																
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	5	boxes	20.00	100.00	5											
Correction Tape, 8m x 5mm wide	3	pc	40.00	120.00	3											
Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm	1	pcs	820.00	820.00	1											
Dust pan, plastic, stand-up handle, small	1	pc	75.00	75.00	1											
Folder, Pressboard, US, Yellow, Long	20	pieces	30.00	600.00	20											
Ink, Refill, for Permanent Marker, Black, 30mL	1	btls	115.00	115.00	1											
Ink, Refill, for Whiteboard Marker, Black, 30mL	1	btls	165.00	165.00	1											
Paper, Bond, A4, S-24, 80 gsm	20	reams	289.00	5,780.00	20											
Pen, Ball, blue	10	pieces	10.00	100.00	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
Pen, Sign, .5mm, Gel-type, Blue	10	piece	35.00	350.00	10											
Pen, Sign, .5mm, Gel-type, Black	2	piece	35.00	70.00	2											
Whiteboard, Wall Mount, 3' x 4', w/ aluminum frame	1	pcs	1,680.00	1,680.00	1											
Computer/Paint Brush, 1.5"	1	piece	25.00	25.00	1											
Sign pen, Fine Tech, 0.3mm. blue	5	pieces	35.00	175.00	5											
Alcohol, Ethyl, 70% solution, 1 gallon	1	gallons	600.00	600.00	1											
Yellow Data Filer, Legal, Double	15	pc	200.00	3,000.00	15											
Note Pad, 3" x 3", post-it, assorted colors	5	pads	35.00	175.00	5											
Sign Here Sticky Notes	2	pack	59.00	118.00	2											
Alcohol, Ethyl, 75% solution, 1 gallon	1	gallon	650.00	650.00	1											
Sub-Total				14,718.00												
Grand Total				45,268.00												

Prepared by: 
AIZA B. BESAVILLA

Submitted by: 
RYSAN C. GUINOCOR
Unit Head/Project Leader

{{-- Date: **04/29/2024**

*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