

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



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



34-4-478-2022-7-0-0

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**CY 2022**

Unit/Office/Dept/Div: **College of Agricultural & Food Science**  
 Project Code: **DOST-ASTHRDP-NSC (101T-416-10.6.7)**  
 Purpose: **Office supplies for the project**

Total Budget : **41,000.00**

Funding : **TF**

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>																
EPSON L220 Ink Cartridge Cyan	6	btls	350.00	2,100.00		3			3							
EPSON L220 Ink Cartridge Magenta	6	btls	350.00	2,100.00		3			3							
EPSON L220 Ink Cartridge Yellow	6	btls	350.00	2,100.00		3			3							
EPSON L220 Ink Cartridge Black	6	btls	350.00	2,100.00		3			3							
<b>Sub-Total</b>				<b>8,400.00</b>												
<b>Office Supplies</b>																
Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	5	pcs	192.00	960.00		5										
Alcohol, Ethyl, 70% solution, 500mL	6	btls	125.00	750.00		3			3							
Bathroom Deodorizer, with holder, at least 100g, any scent	12	pcs	60.00	720.00		6			6							
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	3	box	30.00	90.00		3										
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	2	boxes	14.00	28.00		2										
Envelope, Document, Brown, 150 lbs, Long	50	pc	7.00	350.00		30			20							
Envelope, Document, Brown, 150 lbs, Short	50	pc	5.00	250.00		30			20							
Envelope, Expanding, with garter tie, blue, long	20	pc	15.00	300.00		20										
Envelope, Expanding, with garter tie, blue, short	13	pc	11.00	143.00		13										
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	2	pack	250.00	500.00		2										
Tape, Double Sided, 1" x 10m	6	rolls	35.00	210.00		3			3							
Tape, Masking, 1" x 25 yards	6	rolls	48.00	288.00		3			3							



General Description	Quantity	Unit	UnitCost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Tape, Packaging, 2" x 100 yards, Clear	6	rolls	55.00	330.00		3			3							
Tape, Transparent, 12mm x 50m	5	rolls	68.00	340.00		5										
Tissue, Bathroom, 2 Ply, 12rolls/pack	1	pack	204.00	204.00		1										
Sign pen, Fine Tech, 0.3mm. blue	5	pieces	30.00	150.00		5										
Correction Tape, 10 meters	5	pcs	32.00	160.00		5										
Note Pad, 3" x 3", post-it, assorted colors	5	pads	35.00	175.00		5										
Folder, Expanded, Long (Light Blue)	30	pcs	20.00	600.00		15			15							
Glue, Multi-Purpose, White, at least 130g (118mL)	25	btls	78.00	1,950.00		25										
Paper, Bond, A4, S-24, 80 gsm	30	reams	289.00	8,670.00		30										
Record Book, Big, 300 pages	5	pcs	80.00	400.00		3			2							
Pen, Whiteboard Marker, red	5	pieces	50.00	250.00		3			2							
Pen, Whiteboard Marker, blue,	5	pieces	50.00	250.00		3			2							
Pen, Whiteboard Marker, black	5	pieces	50.00	250.00		2			3							
Datafiler	12	pc	250.00	3,000.00		6			6							
<b>Sub-Total</b>				<b>21,318.00</b>												
<b>Grand Total</b>				<b>29,718.00</b>												

Prepared by:

REMENTA J. SOLIS

Noted by:

VICTOR B. ASIO  
Unit Head/Project Leader

Funds Available:

NICK FREDDY R. BELLO  
(OIC) Head, Accounting Office

Date: 09/01/2021

\*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