

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



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

SCAN HERE



PPMP-2024-0916-222966

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: Department of Forest Science

Project Code: CITIZEN-SDSS 20201050-10.86.5 2024

Purpose: For project operation

Total Budget : 3,000,000.00

Funding : TF

PPMP #: PPMP-2024-081224-0347

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
Construction and Electrical Supplies																
Extension wire with 4 gang Universal Convenience Outlet, at least 10m long	2	pc	500.00	1,000.00										2		
Sub-Total				1,000.00												
IT Supplies and Equipment																
Ink, Epson, genuine (C) T664, 70 ml	2	pieces	350.00	700.00										2		
Ink, Epson, genuine, (BK) T664, 70 ml	2	pieces	350.00	700.00										2		
Ink, Epson, genuine, (Y) T664, 70 ml	2	pieces	350.00	700.00										2		
Ink, Epson, genuine (M) T664, 70 ml	2	pieces	350.00	700.00										2		
Sub-Total				2,800.00												
Office Supplies																
Folder, File, Long, 14pts, White	10	piece	10.00	100.00										10		
Folder, File, Short, 14pts, White	10	piece	8.00	80.00										10		
Envelope, Expanding, with garter tie, blue, short	10	pc	18.00	180.00										10		
Envelope, Expanding, with garter tie, blue, long	10	pc	20.00	200.00										10		
Paper, Bond, Short, S-24, 80 gsm	2	reams	277.00	554.00										2		
Paper, Bond, Long, S-24, 80 gsm	5	reams	328.00	1,640.00										5		
Paper, Bond, A4, S-24, 80 gsm	30	reams	289.00	8,670.00										20	10	
PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	2	box of 50's	25.00	50.00										2		
Paper Clips Small Vinyl (50mm)	2	Box of 100's	40.00	80.00										2		

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
Stapler, Heavy Duty, E0358, Effortless Plier StaplerOffice Supplies 30 Sheets 24/6 & 26/6	1	pc	350.00	350.00										1		
4 Layer File Tray (Office Organizer)	1	unit	550.00	550.00										1		
Envelope, Expanding, with garter tie, brown, long	10	pc	20.00	200.00										10		
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	1	boxes	25.00	25.00										1		
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	1	boxes	30.00	30.00										1		
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	1	boxes	75.00	75.00										1		
Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	2	pack	40.00	80.00										2		
STICKY NOTE 3 X 3 ASSORTED COLORS	1	pad	79.00	79.00										1		
Alcohol, Ethyl, 70% solution, 500mL	2	btls	125.00	250.00										2		
Alcohol, Isopropyl, 70% solution, 500mL	1	btls	140.00	140.00										1		
Soap, Dishwashing, Liquid, 250mL	1	btls	150.00	150.00										1		
Sub-Total				13,483.00												
Grand Total				17,283.00												

Prepared by: _____

JAYSON B. ESPREGANTE

Submitted by: _____

RENEZITA S. COME

Unit Head/Project Leader

Date: **09/16/2024**

*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