

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

SCAN HERE



PPMP-2023-0815-138367

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **International Affairs Office**

Project Code: **IAO-2024 Office Supplies**

Purpose: **IAO Office Supplies**

Total Budget : **75,000.00**

Funding : **GF-MOOE**

PPMP #: **65-5-421-2023-7-0-22**

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																
Epson 001 ink, Black, 127ml, Genuine	15	btl's	600.00	9,000.00	15											
Epson 001 ink, Cyan, Genuine	3	btl's	350.00	1,050.00	3											
Epson 001 ink, Magenta, Genuine	3	btl's	350.00	1,050.00	3											
Ink, Epson 003, Genuine Black 65mL	20	btl	350.00	7,000.00	20											
Ink, EPSON 003, Genuine Magenta 65mL	5	btl	350.00	1,750.00	5											
Ink, EPSON 003, Genuine Yellow 65mL	5	btl	350.00	1,750.00	5											
Rechargeable Wireless Keyboard and Mouse Set	2	unit	950.00	1,900.00	2											
Sub-Total				23,500.00												
Office Supplies																
Paper, Bond, A4, S-24, 80 gsm	30	reams	289.00	8,670.00	30											
Paper, Bond, Long, S-24, 80 gsm	5	reams	328.00	1,640.00	5											
Folder, File, Long, 14pts, White	50	piece	10.00	500.00	50											
Pen, Sign, .5mm, Gel-type, Blue	30	piece	35.00	1,050.00	30											
Envelope, Expanding, with garter tie, brown, long	30	pc	15.00	450.00	30											
Tape, Transparent, 12mm x 50m	20	rolls	68.00	1,360.00	20											
Tape, Double Sided, 1" x 10m	15	rolls	45.00	675.00	15											
Fastener, Paper, plastic, 50 sets/box	5	boxes	38.00	190.00	5											
Double Sided Glossy Photo Paper A4 (50sheets per pack)	3	pack	250.00	750.00	3											
Alcohol, Isoprophyl, 70% solution, 500ml pump type	24	btl's	250.00	6,000.00	24											
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	10	tubes	220.00	2,200.00	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, Highlighting, asstd color	6	pcs	25.00	150.00	6											
Pen, Ball, blue	48	pieces	10.00	480.00	48											
Pencil, #2, Medium, Yellow, 12pcs/box	2	Box of 12's	120.00	240.00	2											
Soap, Dishwashing, Liquid, 250mL	6	btls	150.00	900.00	6											
Soap, hand, liquid, 250 ml	6	btls	135.00	810.00	6											
Disinfectant Spray, 340g	4	can	465.00	1,860.00	4											
Data Filer, Big size, Legal	10	pieces	500.00	5,000.00	10											
Record Book, 200 Pages	3	piece	90.00	270.00	3											
Tissue, Bathroom, 2 Ply, 12rolls/pack	5	pack	204.00	1,020.00	5											
Laminating Film, A4, 100 shts/box, 250 microns	1	boxes	1,430.00	1,430.00	1											
Pen, Permanent Marker, JUMBO black	5	pieces	120.00	600.00	5											
Stapler, HD No.35	2	pc	350.00	700.00	2											
Concentrate Antibac Dishwashing Liquid with Power Of Safeguard refill, 375ml	5	pack	150.00	750.00	5											
Headset with Noise Cancelling Mic, High-End	1	pc	5,000.00	5,000.00	1											
Paper, Specialty 200gsm 8-1/2x11, 10s, White	1	packs	38.00	38.00	1											
Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	10	packs	38.00	380.00	10											
Specialty board, short 8-1/2 x 11, 120 gsm, green (10pcs/pack)	10	pack	65.00	650.00	10											
Specialty board, short 8-1/2 x 11, 120 gsm, blue (10pcs/pack)	10	packs	65.00	650.00	10											
Envelope, Document, Brown, 150 lbs, Long	100	pc	7.00	700.00	100											
Envelope, Document, Brown, 150 lbs, Short	100	pc	5.00	500.00	100											
Sub-Total				45,613.00												
Grand Total				69,113.00												

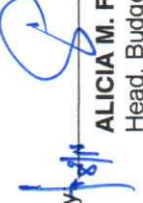
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Noted by:


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Noted By:


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 Head, Budget Office

Date: **08/15/2023**

<> *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,

