

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



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

SCAN HERE



PPMP-2023-0814-137840

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **Physical Plant Office**

Project Code: **Physical Plant Office (office supplies for 2024)**

Purpose: **Office Supplies PPO**

Total Budget : **100,000.00**

Funding : **GF-MOOE**

PPMP #: **223-5-89-2024-7-0-0**

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																
Ink, Epson 003,Genuine Black 65mL	20	btl	350.00	7,000.00	20											
Ink, EPSON 003,Genuine Cyan 65mL	10	btl	350.00	3,500.00	10											
Ink, EPSON 003,Genuine Yellow 65mL	10	btl	350.00	3,500.00	10											
Ink, EPSON 003,Genuine Magenta 65mL	10	btl	350.00	3,500.00	10											
Epson 001 ink, Black, 127ml, Genuine	5	btls	600.00	3,000.00	5											
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	2	btls	350.00	700.00	2											
Ink, Epson, genuine, (Y) T664, 70 ml	5	pieces	350.00	1,750.00	5											
Ink, Epson, genuine, (BK) T664, 70 ml	10	pieces	350.00	3,500.00	10											
Ink, Epson, genuine (M) T664, 70 ml	5	pieces	350.00	1,750.00	5											
Ink, Epson, genuine (C) T664, 70 ml	5	pieces	350.00	1,750.00	5											
Sub-Total				31,350.00												
Office Supplies																
Paper, Bond, A4, S-24, 80 gsm	50	reams	289.00	14,450.00	50											
Paper, Bond, Short, S-20, 70 gsm	15	reams	245.00	3,675.00	15											
Paper, Bond, Long, S-20, 70 gsm	15	reams	286.00	4,290.00	15											
Correction Tape, 8m x 5mm wide	30	pc	40.00	1,200.00	30											
Floor mop with bucket, microfiber spin rotating 360	1	pc	1,500.00	1,500.00	1											
Duster, Microfiber (Cotton)	3	pcs	102.00	306.00	3											

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
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	8	tubes	220.00	1,760.00	8											
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00	100											
Staple Wire No. 35-5M Leg Length 6mm (1/4")	20	boxes	80.00	1,600.00	20											
Pen, Sign, 0.4mm, Gel-type, Blue	2	boxes	300.00	600.00	2											
Alcohol, Ethyl, 70% solution, 500mL	25	btls	125.00	3,125.00	25											
Tape, Masking, 2" x 25 yards	2	rolls	95.00	190.00	2											
Folder, Ordinary, A4	200	pcs	7.00	1,400.00	200											
Sub-Total				35,096.00												
Grand Total				66,446.00												

Prepared by:

MARIO C. BANTUGAN

Noted by:

MARIO LILIO P. VALENZONA

Unit Head/Project Leader

Noted By:

ALICIA M. FLORES

Head, Budget Office

Date: **08/14/2023**

<> *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, Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies