

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



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



4-5-1502-2022-1-0-1

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: **Department of Business and Management**

Project Code: **Higher Education**

Purpose: **IT SUPPLIES AND OFFICE SUPPLIES**

Total Budget : **175,000.00**

Funding : **GF- MOOE**

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantites)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
IT Supplies and Equipment																
Ink, Epson, genuine (C) T664, 70 ml	25	pieces	350.00	8,750.00			25									
Ink, Epson, genuine (M) T664, 70 ml	25	pieces	350.00	8,750.00			25									
Ink, Epson, genuine, (Y) T664, 70 ml	25	pieces	350.00	8,750.00			25									
Ink, Gestetner DX-2430 Reisograph Copy Printer, 500ml	45	pieces	1,080.24	48,610.80			45									
Master roll for DX-2430 copy printer, 100 cuts	20	pieces	1,960.00	39,200.00			20									
RISO Ink	5	box	2,300.00	11,500.00			5									
Ink continuous, refill, cyan (Brother DCp T310)	10	btls	400.00	4,000.00			10									
Ink continuous, refill, magenta (Brother DCP T310)	10	btls	400.00	4,000.00			10									
Ink continuous, refill, black (Brother DCP T310)	10	btls	400.00	4,000.00			10									
Ink continuous, refill, yellow (Brother DCP T300/MFC 220)	10	btls	400.00	4,000.00			10									
Sub-Total				141,560.80												
Office Supplies																
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	10	boxes	70.00	700.00			10									
Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	30	boxes	13.00	390.00			30									
Soap, Detergent, Powder, 1 kilo/pack, any scent	3	kl	105.00	315.00			3									
Soap, Detergent, Liquid, 1 gal, any scent	2	gal	350.00	700.00			2									
Soap, Dishwashing, Liquid, 250mL	5	btls	150.00	750.00			5									
Pin, Push, hammerhead type, asstd colors 50s/pack	10	boxes	35.00	350.00			10									
Puncher, Heavy Duty	1	pieces	450.00	450.00			1									

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantites)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Soap, Toilet , guest size	10	pieces	15.00	150.00			10									
Soap, Toilet, regular size	10	pieces	35.00	350.00			10									
Staple Wire, #10	10	boxes	11.00	110.00			10									
Staple Wire, #35	20	boxes	30.00	600.00			20									
Staple Wire No. 35-5M Leg Length 6mm (1/4")	10	boxes	80.00	800.00			10									
Pen, Highlighting, asstd color	10	pcs	25.00	250.00			10									
Sticky Note, 2 x 3, Yellow	10	pads	79.00	790.00			10									
Sticky Note, 3 x 3, Yellow	10	pads	84.00	840.00			10									
Sticky Note, 3 x 4, Yellow	10	pads	140.00	1,400.00			10									
Sticky Note, 3 x 5, Yellow	10	pads	150.00	1,500.00			10									
Alchol, Isopropyl, 70% solution, 500mL, pump type	10	btls	250.00	2,500.00			10									
Alcohol, Isopropyl, 70% solution, 500mL	10	btls	140.00	1,400.00			10									
Alcohol, Ethyl, 70% solution, 500mL	10	btls	125.00	1,250.00			10									
Toilet Bowl and Urinal Cleaner, at least 500mL	3	btls	125.00	375.00			3									
Toilet Bowl Cleaner, at least 1 gallon	3	gal	370.00	1,110.00			3									
Stapler, HD No.35	3	pc	350.00	1,050.00			3									
Sub-Total				18,130.00												
Grand Total				159,690.80												

Prepared by:

SHEILLO G. CATORCE

Noted by:

NILDA T. AMESTOSO
Unit Head/Project Leader

Funds Available:

MYRNA S. PANCITO
Head, Budget Office

Date: **02/16/2021**

*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