

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



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

SCAN HERE



PPMP-2023-0810-136930

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

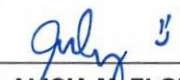
Unit/Office/Dept/Div: **Budget Office**
 Project Code: **BUDGET-2024**
 Purpose: **Office use**

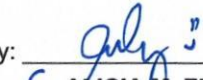
Total Budget : **75,000.00**
 Funding : **GF-MOOE**
 PPMP #: **71-5-1466-2024-7-0-0**

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																
Epson 001 ink, Black, 127ml, Genuine	3	btls	600.00	1,800.00	3											
Epson 001 ink, Magenta, Genuine	2	btls	350.00	700.00	2											
Epson 001 ink, Yellow, Genuine	2	btls	350.00	700.00	2											
Epson 001 ink, Cyan, Genuine	2	btls	350.00	700.00	2											
All-in-One Ink Tank Printer with ADF	2	piece	15,500.00	31,000.00	2											
Sub-Total				34,900.00												
Office Equipment																
Labelling Printer	1	unit	8,500.00	8,500.00	1											
Sub-Total				8,500.00												
Office Supplies																
Paper, Bond, Long, S-24, 80 gsm	10	reams	328.00	3,280.00	10											
Paper, Bond, A4, S-24, 80 gsm	20	reams	289.00	5,780.00	20											
Stamping Pad size 2	2	pieces	155.00	310.00	2											
Folder, Sliding, Plastic, w/ binder, Long, transparent	25	pcs	10.00	250.00	25											
Envelope, Expanding, with garter tie, brown, long	24	pc	15.00	360.00	24											
White Mailing Envelope, Long, 9 1/2 x 4 1/8	200	pcs	1.00	200.00	200											
Paper, Photo, Waterproof Glossy Inkjet , A4, 230 GSM No Backprint, 20 shts/pack	1	pack	95.00	95.00	1											
Correction Tape, 8m x 5mm wide	24	pc	40.00	960.00	24											
Fastener, Paper, non-rust metal, 50 sets/box	12	boxes	50.00	600.00	12											
Tape, Double Sided, 1" x 10m	3	rolls	45.00	135.00	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
Alcohol, Ethyl, 70% solution, 500mL	20	btls	125.00	2,500.00	20											
Staple Wire, #10	3	boxes	15.00	45.00	3											
Staple Wire, #35	10	boxes	35.00	350.00	10											
Stapler, HD No.35	2	pc	350.00	700.00	2											
Pen, Permanent Marker, blue, fine tip	2	pieces	60.00	120.00	2											
Pen, Permanent Marker, black, broad tip	2	pieces	60.00	120.00	2											
Pen, Highlighting, asstd color	6	pcs	25.00	150.00	6											
Pencil, #2, Medium, Yellow, 12pcs/box	1	Box of 12's	120.00	120.00	1											
My-Gel Gel Ink Pen refill 0.5mm, Blue	100	piece	25.00	2,500.00	100											
Gel Ink Sign Pen 0.5, black	6	pcs	25.00	150.00	6											
Gel Ink Sign Pen 0.5, red	6	pcs	25.00	150.00	6											
Folder, File, Long, 14pts, White	25	piece	10.00	250.00	25											
Tape, Transparent, 12mm x 50m	5	rolls	68.00	340.00	5											
Puncher, Heavy Duty	1	pieces	450.00	450.00	1											
Soap, Dishwashing, Liquid, 250mL	10	btls	150.00	1,500.00	10											
Bleach Lemon 250mL/btl	2	btls	25.00	50.00	2											
Sponge (plato)	10	pcs	10.00	100.00	10											
Cleaner, Glass, 500mL, spray type, any scent	3	btls	200.00	600.00	3											
Disinfectant Spray, 340g	2	can	465.00	930.00	2											
Multi- Insect killer spray, 300ml	1	pc	219.00	219.00	1											
Calculator, desktop-type, 12 digits, 2-way power, plastic keys	2	unit	530.00	1,060.00	2											
Sign Here Sticky Notes	2	pack	59.00	118.00	2											
Sticky Note, 3 x 3, Yellow	5	pads	84.00	420.00	5											
Desk Tray, Plastic, Triple, Dimension: approx. 13 x 28 x 38cm, any color	1	pcs	550.00	550.00	1											
Broom, Soft (Tambo), Large, Heavy Duty	1	pcs	250.00	250.00	1											
Ruler, Plastic, 12"	3	pieces	15.00	45.00	3											
Sub-Total				25,757.00												
Grand Total				69,157.00												

Prepared by: 
MONA NENA B. GERALDO

Noted by: 
ALICIA M. FLORES
Unit Head/Project Leader

Noted By: 
ALICIA M. FLORES
Head, Budget Office

Date: **08/10/2023**

<> *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