



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



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **Office of the Director of NSTP/CWTS**
Project Code: **CWTS Coordinator Office Supplies**
Purpose: **for CWTS Coordinator Office Supplies**

Total Budget : 46,724.89
Funding : **GF-MOOE**
PPMP #: **41-5-1493-2024-7-0-2**

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, Brother LC-539XL, Cyan	1	pc	470.00	470.00	1											
Ink, Brother LC-539XL, Magenta	1	pc	470.00	470.00	1											
Sub-Total				940.00												
Office Furniture & Fixture																
Steel Cabinet, 4 drawers, Dark Green	2	pcs	8,500.00	17,000.00	2											
Sub-Total				17,000.00												
Office Supplies																
Cork Board, Wall Mount, w/ aluminum frame, 3' x 4'	1	pcs	1,640.00	1,640.00	1											
Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	300	packs	38.00	11,400.00	300											
Pen, Permanent Marker, black, fine tip	10	pieces	60.00	600.00	10											
Pen, Permanent Marker, blue, broad tip	10	pieces	60.00	600.00	10											
Cartolina, US, Black, at least 160gsm	5	pcs	14.00	70.00	5											
Cartolina, US, Blue, at least 160gsm	5	pcs	14.00	70.00	5											
Cartolina, US, Gold, at least 160gsm	5	pcs	14.00	70.00	5											
Cartolina, US, Green, at least 160gsm	5	pcs	14.00	70.00	5											
Cartolina, US, Yellow, at least 160gsm	5	pcs	14.00	70.00	5											
Cartolina, US, Red, at least 160gsm	5	pcs	14.00	70.00	5											
Paper, Bond, A4, S-24, 80 gsm	15	reams	289.00	4,335.00	15											
Paper, Bond, Long, S-20, 70 gsm	15	reams	286.00	4,290.00	15											
Paper, Bond, Short, S-24, 80 gsm	15	reams	277.00	4,155.00	15											
Broom, Stick Broom, Tukog	10	pc	40.00	400.00	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, Sign, .5mm, Gel-type, Blue	20	piece	35.00	700.00	20											
Sub-Total				28,540.00												
Grand Total				46,480.00												

Prepared by: _____

MARLON V. DAMPIOS

Noted by: _____

JAY C. BANSALÉ

Unit Head/Project Leader

Noted By: _____

ALICIA M. FLORES

Head, Budget Office

Date: 08/25/2023

<> *Funding Sources: General Fund(GF), Trust Fund(TF), Special Trust Fund(STF), IGP, Supplemental or Augmentation
Note: Please make a separate PMP 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