

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



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

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PPMP-2022-0923-65567

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**  
**CY 2023**

Unit/Office/Dept/Div: **Department of Horticulture**  
 Project Code: **DOH-2023**  
 Purpose: **Purchase of Office Supplies**

Total Budget : **250,000.00**  
 Funding : **GF-MOOE**  
 PPMP #: **14-5-457-2023-8-0-0**

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
<b>Hardware</b>																
Bulb, LED, 9W	30	piece	150.00	4,500.00	30											
<b>Sub-Total</b>				<b>4,500.00</b>												
<b>IT Supplies and Equipment</b>																
Printer, computer, continuous ink system, 4-in-1 (Print, Scan, Xerox copy, Fax with ADF)	1	unit	22,000.00	22,000.00	1											
LCD Projector SVGA (800x600)	1	unit	25,000.00	25,000.00		1										
External Hard Disk Drive (Portable, 2TB), USB 3.1	1	unit	4,200.00	4,200.00	1											
Epson 003 Ink Bottle for Epson L3150, YELLOW	10	btls	400.00	4,000.00	10											
Epson 003 Ink Bottle for Epson L3150, MAGENTA	10	btls	400.00	4,000.00	10											
Epson 003 Ink Bottle for Epson L3150, CYAN	10	btls	400.00	4,000.00	10											
Epson 003 Ink Bottle for Epson L3150, Black	10	btls	400.00	4,000.00	10											
<b>Sub-Total</b>				<b>67,200.00</b>												
<b>Office Furniture &amp; Fixture</b>																
Back Ergonomic Comfort conference chair	14	pcs	1,500.00	21,000.00	14											
<b>Sub-Total</b>				<b>21,000.00</b>												
<b>Office Supplies</b>																
Paper, Bond, A4, S-24, 80 gsm	100	reams	289.00	28,900.00		100										
Paper, Bond, Long, S-24, 80 gsm	20	reams	328.00	6,560.00		20										
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	10	pcs	195.00	1,950.00	10											
Index Tab, PVC self adhesive 6" x 1", 25pcs/box	10	set	78.00	780.00	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
Stapler Flat clinch Standard Half strip	1	piece	700.00	700.00	1											
Folder, Expanded, Long (Red)	100	piece	30.00	3,000.00	100											
Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	2	pcs	240.00	480.00	2											
Tape, Double Sided, 1" x 10m	5	rolls	35.00	175.00	5											
Soap, Detergent, Powder, 1 kilo/pack, any scent	5	kl	105.00	525.00	5											
Soap, Dishwashing Liquid Refill, 375ml	5	packs	200.00	1,000.00	5											
Envelope, Expanding, with garter tie, green, long	50	pc	15.00	750.00	50											
<b>Sub-Total</b>				<b>44,820.00</b>												
<b>Grand Total</b>				<b>137,520.00</b>												

Prepared by: \_\_\_\_\_

**ROSARIO A. SALAS**

Noted by: \_\_\_\_\_

**ROSARIO A. SALAS**  
Unit Head/Project Leader

Noted By: \_\_\_\_\_

**ALICIA M. FLORES**  
Head, Budget Office

Date: **10/10/2022**

<> \*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