



84-5-602-2021-1-0-6



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

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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2021

Unit/Office/Dept/Div: **VSU College Library**
Project Code: **Library - 2021**
Purpose: **Office Supplies**

Total Budget : **39,800.00**
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 | | | | | | | | | | | | | | | | |
| Epson L6160 Black 001 | 4 | btl | 400.00 | 1,600.00 | | | 4 | | | | | | | | | |
| Epson L6160 Cyan 001 | 3 | btl | 350.00 | 1,050.00 | | | 3 | | | | | | | | | |
| Epson L6160 Magenta 001 | 3 | btl | 350.00 | 1,050.00 | | | 3 | | | | | | | | | |
| Epson L6160 Yellow 001 | 3 | btl | 350.00 | 1,050.00 | | | 3 | | | | | | | | | |
| Ink, Epson, genuine (C) T664, 70 ml | 6 | pieces | 350.00 | 2,100.00 | | | 3 | | | | 3 | | | | | |
| Ink, Epson, genuine (M) T664, 70 ml | 6 | pieces | 350.00 | 2,100.00 | | | 3 | | | | 3 | | | | | |
| Ink, Epson, genuine, (BK) T664, 70 ml | 15 | pieces | 350.00 | 5,250.00 | | | 8 | | | | 7 | | | | | |
| Ink, Epson, genuine, (Y) T664, 70 ml | 6 | pieces | 350.00 | 2,100.00 | | | 6 | | | | | | | | | |
| Sub-Total | | | | 16,300.00 | | | | | | | | | | | | |
| Office Supplies | | | | | | | | | | | | | | | | |
| Paper, Bond, A4, S-20, 70 gsm | 92 | reams | 253.00 | 23,276.00 | | | 46 | | | | 46 | | | | | |
| Sub-Total | | | | 23,276.00 | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Grand Total | | | | 39,576.00 | | | | | | | | | | | | |

Prepared by:

MARIA AGNES P. HERMANO

Noted by:

VICENTE A. GILOS

Unit Head/Project Leader

Funds Available:

MYRNA S. PANCITO

Head, Budget Office

Date: **02/08/2021**

*Funding Sources: General Fund(GF), Trust Fund(TF, Special Trust Fund(STF), IGP, Supplemental or Augmentation

Note: Please make a separate PPM for each funding source.

Categorize the entries such as Office Supplies, Office Appliance & Equipment, Office Furniture, Laboratory Supplies, IT Equipment, Construction & Electrical Supplies,