

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

SCAN HERE



PPMP-2023-0817-138984

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

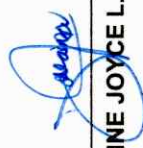
CY 2024

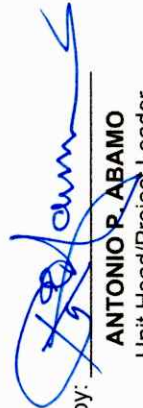
Unit/Office/Dept/Div: **Office of the Director for Extension**
Project Code: **ODEx Admin (Supplies & Materials)**
Purpose: **for office used**

Total Budget : **125,858.56**
Funding : **GF-MOOE**
PPMP #: **162-5-625-2024-6-0-0**

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																
Canon Pixma Ink Bottle, GI-790(Black)	6	btls	400.00	2,400.00		6										
Canon Pixma Ink Bottle, GI-790(Cyan)	5	btls	400.00	2,000.00		5										
Canon Pixma Ink Bottle, GI-790(Magenta)	5	btls	400.00	2,000.00		5										
Canon Pixma Ink Bottle, GI-790(Yellow)	5	btls	400.00	2,000.00		5										
Sub-Total				8,400.00												
Office Supplies																
Envelope, Expanding, with garter tie, brown, long	100	pc	15.00	1,500.00			100									
Envelope, Document, Brown, 150 lbs, Long	100	pc	7.00	700.00			100									
Folder, File, Long, 14pts, White	60	piece	10.00	600.00			60									
Folder, Pressboard, US, Blue, Long	60	pieces	30.00	1,800.00			60									
Folder, Pressboard, US, Green, Long	60	pcs	30.00	1,800.00			60									
Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)	25	pcs	140.00	3,500.00			25									
Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	15	pcs	140.00	2,100.00			15									
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	5	boxes	30.00	150.00		5										
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	5	boxes	70.00	350.00		5										
Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	5	boxes	20.00	100.00		5										
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	5	boxes	20.00	100.00		5										

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
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	5	boxes	50.00	250.00		5										
Ring Binder, plastic, 8mm, 5/16" black	35	pieces	8.00	280.00		35										
Ring Binder, plastic, 25mm, 1" black	35	pieces	30.00	1,050.00		35										
Ring Binder, plastic, 12mm, 1/2" black	35	pieces	12.00	420.00		35										
Ring Binder, plastic, 51mm 2" black	35	pieces	55.00	1,925.00		35										
Epson L6290 001 Ecotank Ink Black	6	btls	600.00	3,600.00		6										
Ink, Refill, for Permanent Marker, Black, 30mL	2	btls	115.00	230.00		2										
Ink, Refill, for Permanent Marker, Blue, 30mL	2	btls	115.00	230.00		2										
Roll up banner stand, compatible with tarpaulin (2 ft x 5 ft), material: Aluminum with carrying bag	2	pcs	800.00	1,600.00		2										
Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear	5	boxes	850.00	4,250.00		5										
Paper, Bond, A4, S-24, 80 gsm	50	reams	289.00	14,450.00		25	25									
Paper, Bond, Long, S-24, 80 gsm	10	reams	328.00	3,280.00			10									
Pencil, Lead, #2, w/ eraser	30	pieces	10.00	300.00			30									
Roller Correction Tape	10	pcs	300.00	3,000.00		10										
Envelope, Document, White	100	pcs	10.00	1,000.00		100										
Camera Battery	1	pcs	3,500.00	3,500.00		1										
Sticky Note, 2x0.47inch, Assorted colors	10	pack	70.00	700.00		10										
Sticky Note, 2x0.6inch, Assorted colors	10	pack	70.00	700.00		10										
Sub-Total				53,465.00												
Grand Total				61,865.00												

Prepared by:  **MARIANNE JOYCE L. DE CAIMAN**

Noted by:  **ANTONIO R. ABAMO**
Unit Head/Project Leader

Noted By:  **ALICIA M. FLORES** ^{MD} 2024
Head, Budget Office

Date: 08/18/2023

<> *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