

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



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: **Office of the Director for Innovation**
 Project Code: **ODI.A.III.C**
 Purpose: **Office Supplies**

Total Budget : 400,000.00
 Funding : **GF-MOOF**
 PPMP #: **163-5-831-2022-3-0-0**

SCAN HERE



PPMP-2022-0517-32915

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, Epson 003,Genuine Black 65ml	10	btl	350.00	3,500.00								10				
Ink, EPSON 003,Genuine Cyan 65ml	5	btl	350.00	1,750.00								5				
Ink, EPSON 003,Genuine Magenta 65ml	5	btl	350.00	1,750.00								5				
Ink, EPSON 003,Genuine Yellow 65ml	5	btl	350.00	1,750.00								5				
UPS, at least 800 watts	1	unit	5,000.00	5,000.00								1				
Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)	1	unit	11,000.00	11,000.00									1			
Microsoft Office Home & Student 2019, 1 Perpetual License, Medialess	1	pcs	7,500.00	7,500.00								1				
Speaker, for PC, 2.1 (Speaker with Subwoofer)	1	pc	1,500.00	1,500.00									1			
SSD, NVMe 1TB	1	piece	7,500.00	7,500.00								1				
				41,250.00												
Office Supplies																
Alcohol, Ethyl, 70% solution, 500mL	6	btl	125.00	750.00								6				
Paper, Bond, A4, S-24, 80 gsm	10	reams	289.00	2,890.00								10				
Paper, Bond, Long, S-24, 80 gsm	4	reams	328.00	1,312.00								4				
Tissue, Bathroom, 2 Ply, 12rolls/pack	24	pack	204.00	4,896.00								12		12		
Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	20	packs	38.00	760.00								20				
Specialty Board, short 8-1/2 x 11, 220 gsm, Cream (10pcs/pack)	20	pack	65.00	1,300.00								20				
Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	30	pieces	90.00	2,700.00								30				

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
Gel Ink Sign Pen 0.5, blue	100	pcs	25.00	2,500.00							100					
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	3	boxes	46.00	138.00							3					
Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	2	boxes	70.00	140.00							2					
Transparency Film, A4, 100pcs/pack	2	pack	372.00	744.00							2					
Sub-Total				18,130.00												
Grand Total				59,380.00												

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Noted by: ALAN B. LORETO
Unit Head/Project Leader

Noted By: AUCIA M. FLORES
Head, Budget Office

Date: 05/17/2022

*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, Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies

