

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



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



4-5-1502-2022-7-0-3

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2022

Unit/Office/Dept/Div: **Department of Business and Management**
 Project Code: **DBM -2022**
 Purpose: **Office Supplies**

Total Budget : **103,768.63**
 Funding : **GF-MOOE**

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, genuine (C) T664, 70 ml	30	pieces	350.00	10,500.00	5	5	5	5	5	5						
Ink, Epson, genuine (M) T664, 70 ml	30	pieces	350.00	10,500.00	5	5	5	5	5	5						
Ink, Epson, genuine, (BK) T664, 70 ml	30	pieces	350.00	10,500.00	5	5	5	5	5	5						
Ink, Brother BT5000Y Yellow	20	btls	350.00	7,000.00	5	5	5	5								
Ink, Brother BT600BK, Black	20	btls	400.00	8,000.00	4	4	4	4	4							
Ink, Brother BT5000C Cyan	30	btls	350.00	10,500.00	5	5	5	5	5	5						
Ink, Brother BT5000M Magenta	20	btls	350.00	7,000.00	5	5	5	5								
Sub-Total				64,000.00												
Office Supplies																
Soap, Detergent, Liquid, 1 gal, any scent	2	gal	350.00	700.00	1		1									
Soap, Dishwashing, Liquid, 250mL	5	btls	150.00	750.00	1	1	1	1	1							
Index Tab, transparent, self-adhesive, transparent, 5sets/box	10	boxes	65.00	650.00	1	2	3	2	2							
Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear	5	box	850.00	4,250.00	1	1	1	1	1							
Ink, Refill, for Permanent Marker, Black, 30mL	5	btls	115.00	575.00	1	1	1	1	1							
Pen, Ball, blue	50	pieces	10.00	500.00	15	15	5	5	5	5						
Pen, Highlighter, yellow	5	pieces	45.00	225.00	1		2	2								
Pen, Highlighter, violet	5	pieces	47.00	235.00	1	1	1	1	1							
Pen, Permanent Marker, JUMBO black	5	pieces	120.00	600.00	1	1	1	1	1							
Sticky Note, 2 x 3, Yellow	3	pads	79.00	237.00	1	1	1									

General Description	Quantity	Unit	UnitCost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Sticky Note, 3 x 4, Yellow	3	pads	140.00	420.00	1		1	1								
Paper, Mimeo, GW, A4, S-18	50	reams	150.00	7,500.00	10	5	10	10	5	10						
Paper, Mimeo, WW, A4, S-18	50	reams	210.00	10,500.00	10	10	5	5	5	5	10					
Pen, Ball, red	30	pieces	10.00	300.00	5	5	5	5	5	5						
Pen, Whiteboard Marker, blue,	30	pieces	50.00	1,500.00	2	2	2	5	5	5	9					
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	10	box	30.00	300.00	5	5										
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	10	boxes	14.00	140.00	2	2	2	2	2							
Soap, Detergent, Powder, 1 kilo/pack, any scent	2	kl	105.00	210.00	1	1										
Folder, Pressboard, US, Green, Long	50	pcs	30.00	1,500.00	5	5	5	10	5	10	10					
Ink, Refill, for Whiteboard Marker, Black, 30mL	10	btls	165.00	1,650.00	1	3	2	2	2							
Ink, Refill, for Whiteboard Marker, Blue, 30mL	10	btls	165.00	1,650.00	1	1	1	1	1	1				1	1	2
Sub-Total				34,392.00												
Grand Total				98,392.00												

Prepared by: _____

SHEILLO G. CATORCE

Noted by: _____

ANGELITA L. PARADERO
Unit Head/Project Leader

Funds Available: _____

MYRNA S. PANCITO
Head, Budget Office

Date: **08/25/2021**

*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