

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



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

SCAN HERE



PPMP-2022-0826-58084

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**CY 2023**

Unit/Office/Dept/Div: **Office of the Chief Librarian**  
 Project Code: **OCL-GF-MOOE 2023 Supplies**  
 Purpose: **For office supplies**

Total Budget : **97,000.00**  
 Funding : **GF-MOOE**  
 PPMP #: **190-5-797-2023-7-0-0**

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>Hardwares</b>																
LED Bulb, 13 watts, 87% Energy Saving	20	pcs	250.00	5,000.00	10						10					
<b>Sub-Total</b>				<b>5,000.00</b>												
<b>IT Supplies and Equipment</b>																
Ink, Epson 664 T664 Black and Color set ( Black / Cyan / Magenta / Yellow ) for Epson L405	6	set	1,500.00	9,000.00	6											
Ink, Epson 001 Cyan, Magenta, Yellow and Black (C,Y,M,K) set for L6170	2	set	1,600.00	3,200.00	1						1					
Ink, Epson 003,Genuine Black 65mL	2	btl	350.00	700.00	1						1					
Ink, EPSON 003,Genuine Cyan 65mL	2	btl	350.00	700.00	1						1					
Ink, EPSON 003,Genuine Yellow 65mL	2	btl	350.00	700.00	1						1					
Ink, EPSON 003,Genuine Magenta 65mL	2	btl	350.00	700.00	1						1					
Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)	2	unit	11,000.00	22,000.00	2											
Printer, Ink Tank, Print Only	3	unit	8,000.00	24,000.00	3											
Ink, Epson, genuine, (BK) T664, 70 ml	4	pieces	350.00	1,400.00	4											
<b>Sub-Total</b>				<b>62,400.00</b>												
<b>Laboratory Supplies</b>																
Bleach, liquid, 99.9% antibac, 1 gallon	10	gallon	450.00	4,500.00	5						5					
<b>Sub-Total</b>				<b>4,500.00</b>												
<b>Office Equipment</b>																
Laminator Machine, A3	1	unit	5,000.00	5,000.00	1											
<b>Sub-Total</b>				<b>5,000.00</b>												



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>Office Supplies</b>																
Laminating Film, 9 inch x 50 m, 250 microns	2	rolls	1,050.00	2,100.00	1						1					
Pen, Ball, blue	20	pieces	10.00	200.00	10						10					
Pencil, Lead, #2, w/ eraser	20	pieces	10.00	200.00	10						10					
Scissors, 8" heavy duty, good quality	6	pieces	75.00	450.00	6											
Tape, Transparent, 24mm x 50m	6	rolls	120.00	720.00	6											
Pen Sign 0.7mm Gel type, blue	20	pc	49.00	980.00	10						10					
Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	10	packs	38.00	380.00	5						5					
Sticker Paper, high gloss A4 size, 50 sheets/pack	2	pack	155.00	310.00	2											
Acetate, transparent, gauge #4, approx. 50m/roll	2	rolls	1,400.00	2,800.00	1						1					
Stapler, HD-# 10	4	pieces	120.00	480.00	4											
Cutter, Big, Plastic (Ordinary), w/ lock	4	pcs	30.00	120.00	4											
Universal Ink - CYAN (1 liter)	1	btl	450.00	450.00	1											
Universal Ink - MAGENTA (1 liter)	1	btl	450.00	450.00	1											
Universal Ink - YELLOW (1 liter)	1	btl	450.00	450.00	1											
Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	5	pack	65.00	325.00	5											
Alcohol, Ethyl, 70% solution, 1 gallon	2	gallons	600.00	1,200.00	1						1					
Mop Rug, Heavy Duty, 100% cotton	10	pieces	90.00	900.00	5						5					
<b>Sub-Total</b>				<b>12,515.00</b>												
<b>Grand Total</b>				<b>89,415.00</b>												

Prepared by:

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Noted By:

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Head, Budget Office

Date: **09/05/2022**

<> \*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