

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



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



135-5-711-2022-8-0-1


**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**  
**CY 2022**


Unit/Office/Dept/Div: **Procurement Office**  
 Project Code: **BAC 2022**  
 Purpose: **For use in processing of procurement documents**



Total Budget : **100,000.00**  
 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
<b>Fuel &amp; Lubricants</b>																
Gasoline, Premium	50	liter	55.00	2,750.00				10	10	10	10	10				
<b>Sub-Total</b>				<b>2,750.00</b>												
<b>IT Supplies and Equipment</b>																
Ink, Epson, genuine, (BK) T664, 70 ml	20	pieces	350.00	7,000.00			20									
Ink, Epson, genuine (C) T664, 70 ml	10	pieces	350.00	3,500.00			10									
Ink, Epson, genuine (M) T664, 70 ml	10	pieces	350.00	3,500.00			10									
Ink, Epson, genuine, (Y) T664, 70 ml	10	pieces	350.00	3,500.00			10									
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									
Fuji Xerox DocuCentre S2110 drum cartridge CT351075	1	pc	15,000.00	15,000.00			1									
Toner for Develop iNeo 164 Copier	1	piece	3,125.00	3,125.00			1									
<b>Sub-Total</b>				<b>44,375.00</b>												
<b>Office Supplies</b>																
Paper, Bond, A4, S-24, 80 gsm	20	reams	289.00	5,780.00			20									
Paper, Bond, Long, S-20, 70 gsm	10	reams	286.00	2,860.00			10									
Paper, Bond, A4, S-20, 70 gsm	50	reams	253.00	12,650.00			50									
Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	80	pcs	140.00	11,200.00			80									
<b>Sub-Total</b>				<b>32,490.00</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>Vehicle Supplies</b>																
Diesel fuel	150	liters	50.00	7,500.00							50	50	50			
<b>Sub-Total</b>				<b>7,500.00</b>												
<b>Grand Total</b>				<b>87,115.00</b>												

Prepared by:   
**JESSAMINE C. ECLEO**

Noted by:   
**JESSAMINE C. ECLEO**  
Unit Head/Project Leader

Funds Available:   
**ALICIA M. FLORES**   
Head, Budget Office

Date: 09/24/2021

\*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