

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



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

SCAN HERE



PPMP-2023-0809-136801

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **University Learning Commons (Library)**

Project Code: **ULC-GF-Office Supplies-2024**

Purpose: **Office Supplies**

Total Budget : **100,000.00**

Funding : **GF-MOOE**

PPMP #: **247-5-1078-2024-7-0-0**

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
IT Supplies and Equipment																
Ink, Epson 003,Genuine Black 65mL	7	btl	350.00	2,450.00	3	2	2									
Ink, EPSON 003,Genuine Magenta 65mL	5	btl	350.00	1,750.00	2	2	1									
Ink, EPSON 003,Genuine Cyan 65mL	5	btl	350.00	1,750.00	2	2	1									
Ink, EPSON 003,Genuine Yellow 65mL	5	btl	350.00	1,750.00	2	2	1									
Ink, Epson, genuine, (Y) T664, 70 ml	5	pieces	350.00	1,750.00	2	2	1									
Ink, Epson, genuine, (BK) T664, 70 ml	10	pieces	350.00	3,500.00	3	3	4									
Ink, Epson, genuine (M) T664, 70 ml	5	pieces	350.00	1,750.00	2	2	1									
Ink, Epson, genuine (C) T664, 70 ml	5	pieces	350.00	1,750.00	2	2	1									
SSD	3	pcs	1,500.00	4,500.00	1	1	1									
DDR3 4GB SO - DIMM 2666 Mhz	4	unit	1,500.00	6,000.00	1	2	1									
Epson 001 ink, Black, 127ml, Genuine	4	btls	600.00	2,400.00	2	1	1									
Epson 001 ink, Cyan, Genuine	4	btls	350.00	1,400.00	2	1	1									
Epson 001 ink, Magenta, Genuine	3	btls	350.00	1,050.00	1	1	1									
Epson 001 ink, Yellow, Genuine	3	btls	350.00	1,050.00	1	1	1									
Sub-Total				32,850.00												
Office Equipment																
Paper shredder machine, heavy duty	1	pieces	12,000.00	12,000.00	1											
Sub-Total				12,000.00												
Office Supplies																
Paper, Bond, A4, S-24, 80 gsm	100	reams	289.00	28,900.00	35	35	30									
Paper, Bond, Long, S-24, 80 gsm	5	reams	328.00	1,640.00	2	2	1									

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
Alcohol, Ethyl, 70% solution, 500mL	10	btls	125.00	1,250.00	3	3	4									
Pen, Sign, .5mm, Gel-type, Blue	12	piece	35.00	420.00	4	4	4									
Pencil, Lead, #2, w/ eraser	12	pieces	10.00	120.00	4	4	4									
Received Stamp with Office Name	1	unit	500.00	500.00	1											
Tissue, Bathroom, 2 Ply, 12rolls/pack	3	pack	204.00	612.00	1	1	1									
Laminating Film	1	roll	780.00	780.00	1											
A4 Photo Paper	2	packs	150.00	300.00	1	1										
Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	20	gallon	220.00	4,400.00	10	5	5									
Toilet Bowl Cleaner, at least 500ml	20	btl	180.00	3,600.00	10	5	5									
Soap, Dishwashing, Liquid, 250mL	12	btls	150.00	1,800.00	4	4	4									
Fabric Conditioner, 1L, any scent	15	btls	415.00	6,225.00	5	5	5									
Tape, Double Sided, 1" x 10m	5	rolls	45.00	225.00	2	2	1									
Scotch Tape	12	pcs	30.00	360.00	4	4	4									
Paper Clips Small Vinyl (33MM)	10	Box of 100's	35.00	350.00	3	3	4									
Staple wire remover	5	pieces	40.00	200.00	2	2	1									
Staple Wire No. 35-5M Leg Length 6mm (1/4")	10	boxes	80.00	800.00	3	3	4									
Staple Wire, #10	10	boxes	15.00	150.00	3	3	4									
Glue, Multi-Purpose, White, at least 130g (118mL)	5	btls	78.00	390.00	2	2	1									
Soap, Hand, 60g per pack	10	Sachet	25.00	250.00	3	3	4									
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	5	tubes	220.00	1,100.00	2	2	1									
Soap, Detergent, Powder, 1 kilo/pack, any scent	5	kl	105.00	525.00	2	2	1									
Sub-Total				54,897.00												
Grand Total				99,747.00												

Prepared by:

JANSEL JOI C. VILLAS

Noted by:

VICENTE A. GILOS
Unit Head/Project Leader

Noted By:

ALICIA M. FLORES
Head, Budget Office

Date: **08/10/2023**

<> *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,