

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



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

SCAN HERE



PPMP-2022-0825-57797

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2023

Unit/Office/Dept/Div: **Philippine Root Crops & Research Training Center**

Project Code: **PRCRTC A.III.C 2023**

Purpose: **Office Supplies and Materials**

Total Budget : **50,000.00**

Funding : **GF-MOOE**

PPMP #: **24-5-1141-2023-7-0-0**

| 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 |
| IT Supplies and Equipment | | | | | | | | | | | | | | | | |
| Ink, Epson, genuine, (Y) T664, 70 ml | 4 | pieces | 350.00 | 1,400.00 | | | 4 | | | | | | | | | |
| Ink, Epson, genuine, (BK) T664, 70 ml | 8 | pieces | 350.00 | 2,800.00 | | | 8 | | | | | | | | | |
| Ink, Epson, genuine (M) T664, 70 ml | 4 | pieces | 350.00 | 1,400.00 | | | 4 | | | | | | | | | |
| Ink, Epson, genuine (C) T664, 70 ml | 4 | pieces | 350.00 | 1,400.00 | | | 4 | | | | | | | | | |
| 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 | | | | | | | | | |
| Master roll for DX-2430 copy printer, 100 cuts | 2 | pieces | 1,960.00 | 3,920.00 | | | 1 | | | | | | 1 | | | |
| Ink, Gestetner DX-2430 Reisograph Copy Printer, 500ml | 2 | pieces | 1,080.24 | 2,160.48 | | | 1 | | | | | | 1 | | | |
| Sub-Total | | | | 21,830.48 | | | | | | | | | | | | |
| Office Supplies | | | | | | | | | | | | | | | | |
| Paper, Bond, A4, S-24, 80 gsm | 30 | reams | 289.00 | 8,670.00 | | | 15 | | | | | | 15 | | | |
| Paper, Bond, Long, S-24, 80 gsm | 10 | reams | 328.00 | 3,280.00 | | | 5 | | | | | | 5 | | | |
| Pen, Permanent Marker, black, fine tip | 5 | pieces | 60.00 | 300.00 | | | 3 | | | | | | 2 | | | |
| Pen, Ball, blue | 30 | pieces | 10.00 | 300.00 | | | 15 | | | | | | 15 | | | |
| Gel Ink Sign Pen 0.5, blue | 15 | pcs | 25.00 | 375.00 | | | 15 | | | | | | | | | |
| Pencil, #2, Medium, Yellow, 12pcs/box | 2 | Box of 12's | 120.00 | 240.00 | | | 1 | | | | | | 1 | | | |
| Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box | 3 | boxes | 20.00 | 60.00 | | | 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 |
| Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box | 4 | boxes | 28.00 | 112.00 | | | 2 | | | | | | 2 | | | |
| Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box | 2 | boxes | 70.00 | 140.00 | | | 1 | | | | | | 1 | | | |
| Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm) | 4 | boxes | 14.00 | 56.00 | | | 2 | | | | | | 2 | | | |
| Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms | 4 | box of 50's | 30.00 | 120.00 | | | 2 | | | | | | 2 | | | |
| Folder, Pressboard, US, Green, Long | 25 | pcs | 30.00 | 750.00 | | | 25 | | | | | | | | | |
| Folder, File, Long, 14pts, White | 25 | piece | 10.00 | 250.00 | | | 15 | | | | | | 10 | | | |
| Folder, Brown, Long Size 8.5x13" | 20 | pcs | 7.00 | 140.00 | | | 10 | | | | | | 10 | | | |
| Pin, Push, hammerhead type, asstd colors 50s/pack | 2 | boxes | 35.00 | 70.00 | | | 1 | | | | | | 1 | | | |
| Envelope, Mailing, white, long, 500pcs/box | 1 | box of 50's | 395.00 | 395.00 | | | 1 | | | | | | | | | |
| Envelope, Brown, long, good quality | 15 | pcs | 5.00 | 75.00 | | | 10 | | | | | | 5 | | | |
| Paper, Photo, high gloss, A4, 230G, 20 shts/pack | 2 | pack | 250.00 | 500.00 | | | 1 | | | | | | 1 | | | |
| Alcohol, Ethyl, 70% solution, 500mL | 15 | btls | 125.00 | 1,875.00 | | | 8 | | | | | | 7 | | | |
| Tissue, Bathroom, 2 Ply, 12rolls/pack | 2 | pack | 204.00 | 408.00 | | | 1 | | | | | | 1 | | | |
| Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent | 4 | pcs | 192.00 | 768.00 | | | 2 | | | | | | 2 | | | |
| Calculator, desktop-type, 12 digits, 2-way power, plastic keys | 1 | unit | 530.00 | 530.00 | | | 1 | | | | | | | | | |
| Soap, Dishwashing, Liquid, 250mL | 4 | btls | 150.00 | 600.00 | | | 2 | | | | | | 2 | | | |
| Sticky Note, 2 x 3, Yellow | 5 | pads | 79.00 | 395.00 | | | 3 | | | | | | 2 | | | |
| Datafiler | 10 | pc | 250.00 | 2,500.00 | | | 5 | | | | | | 5 | | | |
| Continuous Forms, Bond 20, 13 x 9-1/2, 3 Ply | 2 | boxes | 2,031.00 | 4,062.00 | | | 1 | | | | | | 1 | | | |
| Specialty, board, long 8-1/2 x 13, 220 gsm, white, vellum, 10pcs/pack | 3 | pack | 85.00 | 255.00 | | | 3 | | | | | | | | | |
| Specialty Paper Dynamics 8-1/2x13 220gsm Skytone | 3 | packs | 85.00 | 255.00 | | | 3 | | | | | | | | | |
| Fastener, Paper, non-rust metal, 50 sets/box | 2 | boxes | 50.00 | 100.00 | | | 1 | | | | | | 1 | | | |
| Fastener, Paper, plastic, 50 sets/box | 3 | boxes | 38.00 | 114.00 | | | 2 | | | | | | 1 | | | |
| Record Book, Big, 500 pages | 4 | pcs | 115.00 | 460.00 | | | 2 | | | | | | 2 | | | |
| Sub-Total | | | | 28,155.00 | | | | | | | | | | | | |

| 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 |
| Grand Total | | | | 49,985.48 | | | | | | | | | | | | |

Prepared by: _____

JANET O. PASA

Noted by: _____

MARLON M. TAMBIS
Unit Head/Project Leader

Noted By: _____

ALICIA M. FLORES
Head, Budget Office

Date: **08/25/2022**

<> *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