



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

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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2021

Unit/Office/Dept/Div: Office of the Vice President for Academic Affairs
 Project Code: OVPA-2021
 Purpose: Office supplies for 2021

Total Budget : 250,000.00
 Funding : GF- MOOE

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantites)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
IT Supplies and Equipment																
Ink, Epson, genuine (C) T664, 70 ml	10	pieces	350.00	3,500.00	5							5				
Ink, Epson, genuine (M) T664, 70 ml	10	pieces	350.00	3,500.00	5							5				
Ink, Epson, genuine, (BK) T664, 70 ml	10	pieces	350.00	3,500.00	5							5				
Ink, Epson, genuine, (Y) T664, 70 ml	10	pieces	350.00	3,500.00	5							5				
PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	20	packs	500.00	10,000.00	5				5			5			5	
Toner kit, TASKALFA 180, TK-439	1	tube	7,300.00	7,300.00	1											
Ribbon Cartridge EPSON S015639	20	pieces	165.00	3,300.00	10							10				
HP Ink Cartridge 678 Black	10	piece	450.00	4,500.00	5							5				
HP Ink Cartridge 678 Tricolor	20	piece	450.00	9,000.00	10							10				
Computer ribbon, EPSON SO15531/15086, Genuine	20	pieces	765.00	15,300.00	10							10				
Computer Printer, All-in-One/Multifunction Colored-Ink Tank	1	unit	11,000.00	11,000.00	1											
UPS, at least 800 watts	1	unit	5,000.00	5,000.00	1											
Sub-Total				79,400.00												
Office Supplies																
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	10	pack	115.00	1,150.00					5						5	
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	10	pack	125.00	1,250.00					5						5	
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	50	boxes	70.00	3,500.00	25							25				

[illegible]

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantites)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Grand Total				212,556.00												

Prepared by: 
ERLINDA S. VALENZONA

Noted by: 
BEATRIZ S. BELONIAS
Unit Head/Project Leader

Funds Available: 
MYRNA S. PANCITO
Head, Budget Office *10/26/20*

Date: 10/27/2020

*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