

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



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



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

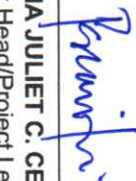
Unit/Office/Dept/Div: **Visayas Consortium for Agri. & Resources Program**
 Project Code: **ViCARP A.III.C**
 Purpose: **Office Supplies**

Total Budget: **100,000.00**
 Funding: **GF-MOOE**
 PPM #: **48-5-1504-2024-7-0-0**

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	15	btl	350.00	5,250.00	15												
Ink, EPSON 003, Genuine Cyan 65ml	15	btl	350.00	5,250.00	15												
Ink, EPSON 003, Genuine Magenta 65ml	15	btl	350.00	5,250.00	15												
Ink, EPSON 003, Genuine Yellow 65ml	15	btl	350.00	5,250.00	15												
Sub-Total					21,000.00												
Office Supplies																	
Alcohol, Ethyl, 70% solution, 500ml	10	btl	125.00	1,250.00	10												
Calculator, desktop-type, 12 digits, 2-way power, plastic keys	2	unit	530.00	1,060.00	2												
Cleaner, Glass, 500mL, spray type, any scent	1	btl	200.00	200.00	1												
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	5	boxes	70.00	350.00	5												
Disinfectant Spray, 170g	10	can	280.00	2,800.00	10												
Envelope, Document, Brown, 150 lbs, Long	100	pc	7.00	700.00	100												
Envelope, Expanding, with garter tie, brown, short	100	pc	15.00	1,500.00	100												
Envelope, Expanding, with garter tie, blue, long	50	pc	15.00	750.00	50												
Fastener, Paper, non-rust metal, 50 sets/box	10	boxes	50.00	500.00	10												
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00	100												
Glue, Multi-Purpose, White, at least 130g (118mL)	10	btl	78.00	780.00	10												
Sticky Note, 3 x 3, Yellow	10	pads	84.00	840.00	10												
Paper Cutter, wood, A4 size	1	piece	625.00	625.00	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
Paper, Bond, A4, S-24, 80 gsm	50	reams	289.00	14,450.00	50											
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	10	pack	250.00	2,500.00	10											
Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	50	packs	38.00	1,900.00	50											
Paper, Specialty 200gsm 8-1/2x11, 10s, Caryl Pink	50	packs	38.00	1,900.00	50											
Paper, Specialty 200gsm 8-1/2x11, 10s, White	50	packs	38.00	1,900.00	50											
Paper, Specialty 200gsm 8-1/2x11, 10s, LightGreen	50	packs	38.00	1,900.00	50											
Paper, Specialty 200gsm 8-1/2x11, 10s, Nashville	50	packs	38.00	1,900.00	50											
Pen, Permanent Marker, black, broad tip	5	pieces	60.00	300.00	5											
Pen, Highlighter, orange	10	pieces	46.00	460.00	10											
Pen, Sign, .5mm, Gel-type, Blue	50	piece	35.00	1,750.00	50											
PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	2	packs	750.00	1,500.00	2											
Specialty Board, short 8-1/2 x 11, 220 gsm, Cream (10pcs/pack)	10	pack	65.00	650.00	10											
Specialty board, short 8-1/2 x 11, 120 gsm, white (10pcs/pack)	10	pack	65.00	650.00	10											
Specialty paper Dynamics 8-1/2x13 220gsm Pearl	10	packs	85.00	850.00	10											
Staple Wire, #35	20	boxes	35.00	700.00	20											
Sticker Paper, high gloss A4 size, 50 sheets/pack	10	pack	155.00	1,550.00	10											
Tape, Double Sided, 1" x 10m	10	rolls	45.00	450.00	10											
Tissue, Bathroom, 2 Ply, 12rolls/pack	10	pack	204.00	2,040.00	10											
Transparency Film, A4, 100pcs/pack	1	pack	372.00	372.00	1											
PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	1	packs	500.00	500.00	1											
Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear	5	boxes	850.00	4,250.00	5											
Received Stamp	1	pcs	200.00	200.00	1											
Soap, Dishwashing, Liquid, 250ml	10	btl	150.00	1,500.00	10											
Stapler, HD No.35	4	pc	350.00	1,400.00	4											
Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	1	pcs	1,500.00	1,500.00	1											
Sub-Total				59,427.00												
Grand Total				80,427.00												

Prepared by: 
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Noted by: 
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Noted By: 
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Head, Budget Office *per - 24*

Date: 08/17/2023

<> *Funding Sources: General Fund(GF), Trust Fund(TF, Special Trust Fund(STF), IGP, Supplemental or Augmentation
Note: Please make a separate PPMF 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