

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



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

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

CY 2023

Unit/Office/Dept/Div: Office of the Director for Innovation  
 Project Code: 20201050.1.105.1  
 Purpose: For Project use

Total Budget : 863,250.00  
 Funding : TF  
 PPMP #: 163-4-831-2023-1-0-0



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
<b>IT Supplies and Equipment</b>																
External Hard Disk Drive (Portable, 1TB), USB 3.1	1	unit	3,500.00	3,500.00			1									
Ink, Epson 003, Genuine Black 65mL	4	btl	350.00	1,400.00				4								
Ink, EPSON 003, Genuine Magenta 65mL	4	btl	350.00	1,400.00				4								
Ink, EPSON 003, Genuine Cyan 65mL	4	btl	350.00	1,400.00				4								
Ink, EPSON 003, Genuine Yellow 65mL	4	btl	350.00	1,400.00				4								
<b>Sub-Total</b>				<b>9,100.00</b>												
<b>Office Furniture &amp; Fixture</b>																
3 layer magazine tray/storage/desk organizer/holder/rack	2	pcs	300.00	600.00					2							
<b>Sub-Total</b>				<b>600.00</b>												
<b>Office Supplies</b>																
Correction Tape, 8m x 5mm wide	10	pc	40.00	400.00				10								
Envelope, Expanding, with garter tie, blue, long	20	pc	15.00	300.00				20								
Sticky Note, 3 x 3, Yellow	10	pads	84.00	840.00				10								
Paper, Bond, A4, S-20, 70 gsm	15	reams	253.00	3,795.00				15								
Paper, Bond, Long, S-20, 70 gsm	10	reams	286.00	2,860.00							10					
Paper, Bond, Short, S-20, 70 gsm	10	reams	245.00	2,450.00							10					
Pencil, Lead, #2, w/ eraser	3	pieces	10.00	30.00							3					
Ruler, Plastic, 12"	1	pieces	15.00	15.00							1					
Tape, Double Sided, 3/4" x 10m	1	rolls	26.00	26.00							1					
Tape, Masking, 3" x 25 yards	1	rolls	143.00	143.00							1					
Tissue, Bathroom, 2 Ply, 12rolls/pack	1	pack	204.00	204.00							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, Photo, high gloss, A4, 230G, 20 shts/pack	5	pack	250.00	1,250.00												
Soap, Dishwashing, Liquid, 250mL	4	btl	150.00	600.00				4								
Envelope, Expanding, with garter tie, brown, long	20	pc	15.00	300.00					20							
Folder, File, Long, 14pts, White	40	piece	10.00	400.00					40							
Pen, Ball, blue	90	pieces	10.00	900.00					90							
Gel Ink Sign Pen 0.5, blue	50	pcs	25.00	1,250.00					50							
Alcohol, Rubbing, 70% Isoprophyl, 1ltr.	2	btl	200.00	400.00					2							
Liquid Hand Soap	1	gallon	500.00	500.00					1							
Tape, Double Sided, 1" x 10m	1	rolls	35.00	35.00					1							
Tape, Packaging, 2" x 100 yards, Clear	1	rolls	75.00	75.00					1							
File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	2	pieces	368.00	736.00					2							
Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pul, Size: 3", A4 (Black)	1	pcs	140.00	140.00					1							
Ring Binder, plastic, 38mm, 1-1/2" black	4	pieces	46.00	184.00					4							
Folder, Sliding, Plastic, w/ binder, Short, transparent	100	pcs	9.00	900.00				100								
Folder, Sliding, Plastic, w/ binder, Long, transparent	100	pcs	10.00	1,000.00				100								
Certificate Holder (A4)	5	pcs	65.00	325.00				5								
ID Jacket, plastic, vertical, 9cm x 5.5cm, w/ clip (50pcs/box)	1	box of 50's	1,250.00	1,250.00				1								
PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	1	packs	500.00	500.00				1								
<b>Sub-Total</b>				<b>21,808.00</b>												
<b>Trainings</b>																
Paper, Special (for Certificates)	10	pack	350.00	3,500.00				10								
<b>Sub-Total</b>				<b>3,500.00</b>												
<b>Grand Total</b>				<b>35,008.00</b>												

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Noted By:

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Head, Accounting Office

Date: 02/20/2023

<> \*Funding Sources: General Fund(GF), Trust Fund(TF), Special Trust Fund(STF), IGP, Supplemental or Augmentation  
Note: Please make a separate PMP for each funding source.

Categorize the entries such as Office Supplies, Office Appliance & Equipment, Office Furniture, Laboratory Supplies, IT Equipment, Construction & Electrical Supplies,

