

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



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



199-1-1914-2022-0-0-1

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: **Visca Educational Foundation Incorporated**

Project Code: **VFES**

Purpose: **For procurement of office supply**

Total Budget : **35,000.00**

Funding : **STF**

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
Construction and Electrical Supplies																
Bulb, LED, 7W	5	pcs	120.00	600.00				5								
Sub-Total				600.00												
IT Supplies and Equipment																
Ink, Epson, genuine (C) T664, 70 ml	5	pieces	350.00	1,750.00				5								
Ink, Epson, genuine (M) T664, 70 ml	5	pieces	350.00	1,750.00				5								
Ink, Epson, genuine, (BK) T664, 70 ml	10	pieces	350.00	3,500.00				10								
Ink, Epson, genuine, (Y) T664, 70 ml	5	pieces	350.00	1,750.00				5								
Sub-Total				8,750.00												
Laboratory Supplies																
Bleach, liquid, 99.9% antibac, 1 gallon	1	gallon	150.00	150.00				1								
Sub-Total				150.00												
Office Supplies																
Paper, Mimeo, GW, Long, S-18	20	reams	190.00	3,800.00				20								
Paper, Bond, A4, S-24, 80 gsm	35	reams	289.00	10,115.00				35								
Paper, Bond, Long, S-24, 80 gsm	14	reams	328.00	4,592.00				14								
Paper, Bond, Short, S-24, 80 gsm	10	reams	277.00	2,770.00				10								
Cartolina, Vellum, White, at least 180gsm	12	pcs	35.00	420.00				12								
Class Record (School Register), Long, DepEd (K-12)	5	pcs	60.00	300.00				5								
Pen, Ball, black	25	pieces	10.00	250.00				25								
Pen, Ball, red	20	pieces	10.00	200.00				20								
Envelope, Mailing, white, long, 500pcs/box	1	box	395.00	395.00				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
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	12	boxes	14.00	168.00				12								
Fastener, Paper, plastic, 50 sets/box	2	boxes	38.00	76.00				2								
Soap, Detergent, Powder, 1 kilo/pack, any scent	2	kl	105.00	210.00				2								
Glue, White, All-purpose, 1 gallon	1	gallons	510.00	510.00				1								
Envelope, brown, 6 x 9, for report card	120	pcs	1.50	180.00				120								
Paper, Laid 8 x 13 90gsm Ivory	1	boxes	1,415.00	1,415.00				1								
Sub-Total				25,401.00												
Grand Total				34,901.00												

Prepared by: CYNTHIA Y. MANZANO

Noted by: MA. RACHEL KIM L. AURE
Unit Head/Project Leader

Funds Available: ALICIA M. FLORES
Head, Budget Office

Date: 01/19/2022

*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