



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2023



Unit/Office/Dept/Div: **Grant Development Office**
Project Code: **GDO_2023**
Purpose: **office use**

Total Budget : 100,000.00
Funding : **GF-MOOE**
PPMP #: **141-5-2056-2023-8-0-1**

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
IT Supplies and Equipment																
Desktop Computer (i5) 11th Gen, Assembled, with IPS Monitor	1	unit	30,000.00	30,000.00	1											
Web Camera for PC	1	unit	2,500.00	2,500.00	1											
AVR, 500W (IC Controlled)	1	unit	500.00	500.00	1											
Ink, Epson 003, Genuine Black 65ml	10	ttl	350.00	3,500.00	10											
Ink, EPSON 003, Genuine Cyan 65ml	5	ttl	350.00	1,750.00	5											
Ink, EPSON 003, Genuine Magenta 65ml	5	ttl	350.00	1,750.00	5											
Ink, EPSON 003, Genuine Yellow 65ml	5	ttl	350.00	1,750.00	5											
UPS, at least 800 watts	1	unit	5,000.00	5,000.00	1											
Sub-Total				46,750.00												
Office Furniture & Fixture																
Office Table with 3 drawers, 150cm (W)x 70cm (D) x 75cm (H)	1	unit	14,999.00	14,999.00	1											
Office chair, with arm rest	1	pc	5,000.00	5,000.00	1											
Sub-Total				19,999.00												
Office Supplies																
Paper, Bond, A4, S-20, 70 gsm	5	reams	253.00	1,265.00		5										
Pen, Sign, .5mm, Gel-type, Black	5	piece	35.00	175.00		5										
Pen, Sign, .5mm, Gel-type, Blue	10	piece	35.00	350.00		10										
Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	1	pcs	880.00	880.00		1										
Eraser, whiteboard, magnetic flannel	1	pc	60.00	60.00		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
STICKY NOTE 3 X 3 ASSORTED COLORS	3	pad	79.00	237.00		3										
Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes	2	pack	146.00	292.00		2										
Sub-Total				3,259.00												
Grand Total				70,008.00												

Prepared by: BENJUELYN D. CARPIO

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Unit Head/Project Leader

Noted By: ALICIA M. FLORES
Head, Budget Office

Date: 09/06/2022

<> *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, Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies