

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



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



83-5-366-2021-4-0-19

**PROJECT PROCUREMENT MANAGEMENT PLAN (PMP)**

**CY 2021**

Unit/Office/Dept/Div: **Office of the Graduate School**  
 Project Code: **VSU-1P-2021-13 (Office Supplies)**  
 Purpose: **Office Supplies**

Total Budget: **60,000.00**  
 Funding: **GF-MOOE**

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, genuine, (BK) T664, 70 ml	20	pieces	350.00	7,000.00								20				
Ink, Epson, genuine (C) T664, 70 ml	10	pieces	350.00	3,500.00								10				
Ink, Epson, genuine (M) T664, 70 ml	10	pieces	350.00	3,500.00								10				
Ink, Epson, genuine, (Y) T664, 70 ml	10	pieces	350.00	3,500.00								10				
Computer Printer, All-in-One/Multifunction Colored-Ink Tank	1	unit	11,000.00	11,000.00								1				
Sub-Total																
Office Equipment																
Water Dispenser, Cabinet type	1	pc	10,000.00	10,000.00								1				
Sub-Total																
Office Supplies																
Paper, Bond, A4, S-24, 80 gsm	20	reams	289.00	5,780.00								20				
Paper, Bond, A4, S-20, 70 gsm	10	reams	253.00	2,530.00								10				
Pen, Sign, .5mm, Gel-type, Blue	20	piece	35.00	700.00								20				
Pen, Highlighter, yellow	2	pieces	45.00	90.00								2				
Pen, Sign, .5mm, Gel-type, Red	5	piece	35.00	175.00								5				
Pen, Permanent Marker, black, broad tip	5	pieces	60.00	300.00								5				
Pen, Permanent Marker, blue, fine tip	2	pieces	60.00	120.00								2				
Pen, Permanent Marker, blue, broad tip	2	pieces	60.00	120.00								2				
Pen, Permanent Marker, black, fine tip	2	pieces	60.00	120.00								2				
Ink, Refill, for Permanent Marker, Black, 30ml	1	btl	115.00	115.00								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
Ink, Refill, for Permanent Marker, Blue, 30ml	1	btl	115.00	115.00							1					
Pencil, Lead, #2, w/ eraser	12	pieces	10.00	120.00							12					
Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)	2	pcs	140.00	280.00							2					
Tape, Masking, 1" x 25 yards	10	rolls	48.00	480.00							10					
Tape, Masking, 1/2" x 25 yards	10	rolls	25.00	250.00							10					
Tape, Transparent, 12mm x 50m	5	rolls	68.00	340.00							5					
Envelope, Expanding, with garter tie, blue, long	20	pc	15.00	300.00							20					
Clear Book (Display Book), Refillable, A4/Short, 20 shts, any color	5	pcs	67.00	335.00							5					
Record Book, Big, 300 pages	3	pcs	80.00	240.00							3					
Record Book, Big, 500 pages	2	pcs	115.00	230.00							2					
Stapler, HD No.35	2	pc	350.00	700.00							2					
Staple Wire No. 35-5M Leg Length 6mm (1/4")	5	boxes	80.00	400.00							5					
Clip Board, Plastic, with PVC Cover, A4, any color	5	pcs	198.00	990.00							5					
Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	5	boxes	70.00	350.00							5					
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	5	boxes	46.00	230.00							5					
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	5	boxes	28.00	140.00							5					
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	5	boxes	14.00	70.00							5					
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	5	box	30.00	150.00							5					
Paper, Manila	20	pcs	6.00	120.00							20					
Scissors, 6" heavy duty, good quality	5	piece	68.00	340.00							5					
Cutter, Big, Plastic (Ordinary), w/ lock	5	pcs	30.00	150.00							5					
Multi-Purpose Glue, 130 g	3	btl	60.00	180.00							3					
Puncher, Heavy Duty	1	pieces	450.00	450.00							1					
Folder, File, Long, 14pts, White	20	piece	10.00	200.00							20					
<b>Sub-Total</b>				17,210.00												
<b>Grand Total</b>				55,710.00												

Prepared by: *Wenifreda T. Oclinar*  
WENIFREDA T. OCLINARIA

Noted by: *Edgardo E. Tulin*  
EDGARDO E. TULIN  
Unit Head/Project Leader

Funds Available: *Myrna S. Pancito*  
MYRNA S. PANCITO  
Head, Budget Office

Date: 05/24/2021

\*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