

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



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

SCAN HERE



PPMP-2023-0130-91078

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2023

Unit/Office/Dept/Div: **BOR & University Secretary**

Project Code: **OUS-2023**

Purpose: **For office use**

Total Budget : **225,000.00**

Funding : **GF-MOOE**

PPMP #: **180-5-605-2023-0-0-0**

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																
Toner, NPG 67, Yellow for Canon C3320 Image Runner Advance (photocopier, printer/scanner) machine	1	pcs	10,500.00	10,500.00	1											
Toner, NPG 67, Magenta for Canon C3320 Image Runner advance (photocopier, printer/scanner)machine	2	pieces	10,500.00	21,000.00		2										
Toner, NPG 67, Cyan for Canon C3320 Image Runner Advance (photocopier, printer/scanner) machine	2	pieces	10,500.00	21,000.00		2										
Toner, NPG 67, Black for Canon C3320 Image Runner Advance (photocopier, printer/scanner) machine	2	pieces	8,400.00	16,800.00		2										
Flash Drive, 128GB, USB 3.0	4	pcs	1,500.00	6,000.00	4											
Laptop Stand Lifting Riser Holder Aluminum Height/Angle	2	pc	1,500.00	3,000.00	2											
Canon cartridge 318 Black	2	pc	6,000.00	12,000.00		2										
Canon cartridge 318 Cyan	2	pcs	6,000.00	12,000.00		2										
External Hard Disk Drive (Portable, 1TB), USB 3.1	3	unit	3,500.00	10,500.00		3										
Sub-Total				112,800.00												
Office Supplies and General Merchandise Products																
Alcohol, Ethyl, 70% solution, 500mL	10	btl	125.00	1,250.00		5		5								
Cartolina, Vellum, White, at least 180gsm	50	pcs	35.00	1,750.00		50										
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00		50		50								
Folder, Pressboard, US, Green, Long	100	pcs	30.00	3,000.00		100										
Sign Here Sticky Notes	2	pack	59.00	118.00		2										
STICKY NOTES 2 X 3 ASSORTED COLORS	5	pad	79.00	395.00		5										

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, Bond, Long, S-24, 80 gsm	25	reams	328.00	8,200.00		25										
Pen, Ball, blue	20	pieces	10.00	200.00		10		10								
Pen, Ball, red	4	pieces	10.00	40.00		4										
Pen, Sign, .5mm, Gel-type, Blue	20	piece	35.00	700.00		10		10								
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	3	pack	250.00	750.00				3								
Pen, Highlighter, orange	4	pieces	46.00	184.00		4										
Stapler, HD No.35	2	pc	350.00	700.00		2										
Stapler, HD-# 10	2	pieces	120.00	240.00		2										
Staple wire remover, Plier type, Metal	4	piece	100.00	400.00		4										
Pen, Permanent Marker, black, broad tip	4	pieces	60.00	240.00		4										
Correction Tape, 8m x 5mm wide	10	pc	40.00	400.00		5		5								
Tape, Double Sided, 1" x 10m	20	rolls	35.00	700.00		10		10								
Ring Binder, plastic, 38mm , 1-1/2" black	20	pieces	46.00	920.00		20										
Ring Binder, plastic, 51mm 2" black	20	pieces	55.00	1,100.00		20										
Epson L6290 001 Ecotank Ink Black	1	btls	600.00	600.00				1								
Epson L6290 001 Ecotank Ink Yellow	1	btls	400.00	400.00				1								
Epson L6290 001 Ecotank Ink Cyan	1	btls	400.00	400.00				1								
Epson L6290 001 Ecotank Ink Magenta	1	btls	400.00	400.00				1								
Multi-Purpose Glue, 130 g	10	btl	60.00	600.00		5		5								
Tape, Packaging, 2" x 100 yards, Clear	10	rolls	75.00	750.00		5		5								
Tape, Transparent, 12mm x 50m	10	rolls	68.00	680.00		5		5								
Tape, Transparent, 24mm x 50m	10	rolls	120.00	1,200.00		5		5								
Tissue, Bathroom, 2 Ply, 12rolls/pack	2	pack	204.00	408.00		1		1								
Scissors, 8" heavy duty, good quality	2	pieces	75.00	150.00		2										
Folder, Pressboard, Long, Double Fold	100	pcs	50.00	5,000.00		100										
Sub-Total				47,325.00												
Grand Total				160,125.00												

Prepared by:

ANTONIETA D. ISRAEL

Noted by:

GUIRALDO C. FERNANDEZ JR.

Unit Head/Project Leader

Noted By:

ALICIA M. FLORES

Head, Budget Office

Date: **02/08/2023**

<> *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