

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



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PMP)

CY 2023

Unit/Office/Dept/Div: **OFFICE OF THE UNIVERSITY REGISTRAR**

Project Code: **STF - Transcript of Records**

Purpose: **For office use**

Total Budget : 1,000,000.00

Funding : **STF**

PMP #: **101-1-222-2023-5-0-0**

SCAN HERE



PMP-2022-0616-39267

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																
Genuine Hp laserjet toner 85A (CE285A) black	30	boxes	2,200.00	66,000.00		30										
Ink, Carriage, LC535XL-Yellow, DCP-J100	4	box of 50's	400.00	1,600.00			4									
Ink, Carriage, LC535XL - Magenta, DCP-J100	4	box of 50's	400.00	1,600.00			4									
Ink, Carriage, LC535XL - Cyan, DCP-J100	4	box of 50's	400.00	1,600.00			4									
Ink, Brother LC-539XL, Black	6	pc	470.00	2,820.00			6									
Epson 003 Ink Bottle for Epson L3150, YELLOW	10	bts	400.00	4,000.00		10										
Epson 003 Ink Bottle for Epson L3150, CYAN	10	bts	400.00	4,000.00		10										
Epson 003 Ink Bottle for Epson L3150, MAGENTA	10	bts	400.00	4,000.00		10										
Epson 003 Ink Bottle for Epson L3150, Black	10	bts	400.00	4,000.00		10										
Ink, Brother BT5000Y Yellow	20	bts	500.00	10,000.00		20										
Ink, Brother BT5000C Cyan	20	bts	500.00	10,000.00		20										
Flatbed document scanner w/ ADF, Ethernet and WiFi Capable	3	unit	50,000.00	150,000.00			3									
Ink, Brother BT5000M Magenta	20	bts	500.00	10,000.00		20										
Desktop Computer, Assembled, 12th Gen Core i5, SSD and HDD	6	sets	45,000.00	270,000.00		6										
Ink, Continuous, refill, black BTD60 (BT DCP T310)	20	bts	400.00	8,000.00		20										
UPS (6 sockets), 1200W-2000VA Single Phase Line - Interactive with stabilizer	10	unit	12,000.00	120,000.00		10										

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
Sub-Total				667,620.00												
Office Equipment																
Comb Binding ring Machine,	1	pc	22,000.00	22,000.00		1										
Sub-Total				22,000.00												
Office Furniture & Fixture																
Chair, computer, ergonomic with mesh backrest	5	pcs	7,000.00	35,000.00		5										
Sub-Total				35,000.00												
Office Supplies																
Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	2	pcs	445.00	890.00		2										
Paper, Bond, A4, S-24, 80 gsm	100	reams	289.00	28,900.00		100										
Paper, Bond, Long, S-24, 80 gsm	30	reams	328.00	9,840.00		30										
Folder, Pressboard, A4, US Green, Double Fold	100	pcs	40.00	4,000.00		100										
Sub-Total				43,630.00												
Printing Services																
Printing of Transcript of Record Form	50	reams	1,300.00	65,000.00		50										
Printing of Envelope with Approved Letterhead of the Office of the University Registrar	100	pcs	25.00	2,500.00		100										
Sub-Total				67,500.00												
Grand Total				835,750.00												

Prepared by: Therese Lois R. Napoles

Noted by:

MARWEN A. CASTAÑEDA
Unit Head/Project Leader

Noted By:

ALICIA M. FLORES
Head, Budget Office

Date: 09/01/2022

<> *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