

- ☒ 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 2024**

Unit/Office/Dept/Div: **Learning & Development and Human Resource Accreditation Office**  
 Project Code: **LDHRAO-EPA-2024**  
 Purpose: **LDHRAO Early Procurement for 2024**

Total Budget : **34,310.00**  
 Funding : **GF-MOOE**  
 PMP #: **175-5-2395-2024-7-0-0**



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																
Ink, Epson 003,Genuine Black 65mL	10	btl	350.00	3,500.00	10											
Ink, EPSON 003,Genuine Cyan 65mL	5	btl	350.00	1,750.00	5											
Ink, EPSON 003,Genuine Magenta 65mL	5	btl	350.00	1,750.00	5											
Ink, EPSON 003,Genuine Yellow 65mL	5	btl	350.00	1,750.00	5											
Sub-Total				8,750.00												
Office Supplies																
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	10	boxes	20.00	200.00	10											
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	10	boxes	70.00	700.00	10											
Cutter, Big, Plastic (Ordinary), w/ lock	1	pcs	30.00	30.00	1											
Envelope, Document, Brown, 150 lbs, Long	50	pc	7.00	350.00	50											
Envelope, Document, Brown, 150 lbs, Short	50	pc	5.00	250.00	50											
Envelope, Expanding, with garter tie, golden yellow, short	60	pc	15.00	900.00	60											
Folder, File, Long, 14pts, White	308	piece	10.00	3,080.00	308											
Hand Towel, cloth, cotton	5	piece	35.00	175.00	5											
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	15	pcs	195.00	2,925.00	15											
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	15	pcs	200.00	3,000.00	15											
Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	5	pack	40.00	200.00	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
Fastener, Paper, plastic, 50 sets/box	50	boxes	38.00	1,900.00	50											
Paper, Photo, matte finish, 146GSM, 10 sheets/pack	5	pack	75.00	375.00	5											
Paper, Manila	50	pcs	6.00	300.00	50											
Sticker Paper, high gloss A4 size, 50 sheets/pack	5	pack	155.00	775.00	5											
Paper, Construction, Assorted Colors, 20 sheets/pack	5	packs	46.00	230.00	5											
Paper, Laid 8 x 13 90gsm Ivory	1	boxes	1,415.00	1,415.00	1											
Paper, Laid 8 x 13 90gms Conqueror Peach	1	box of 50's	1,415.00	1,415.00	1											
Paper, Bond, A4, S-24, 80 gsm	15	reams	289.00	4,335.00	15											
Paper, Bond, Long, S-24, 80 gsm	5	reams	328.00	1,640.00	5											
Pen, Highlighter, yellow	2	pieces	45.00	90.00	2											
Pen, Sign, 0.4mm, Gel-type, Blue	1	boxes	300.00	300.00	1											
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											
Record Book, 200 Pages	2	piece	90.00	180.00	2											
Rubberband, #18, 350 gms/box	1	boxes	270.00	270.00	1											
<b>Sub-Total</b>				<b>25,560.00</b>												
<b>Grand Total</b>				<b>34,310.00</b>												

Prepared by: 

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Noted by: 

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Noted By: 

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Head, Budget Office

Date: **08/14/2023**

<> \*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 Appliances & Equipment, Office Furniture, Laboratory Supplies, IT Equipment, Construction & Electrical Supplies, Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies