



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

SCAN HERE



PPMP-2022-0902-59653

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2023

Unit/Office/Dept/Div: Office of the Vice President for Research, Extension and Innovation

Project Code: RPO.A.III.C

Purpose: For the Office of the Director for Research Use

Total Budget : 400,000.00

Funding : GF-MOOE

PPMP #: 152-5-637-2023-8-0-0

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
Construction and Electrical Supplies																
Extension wire with 4 gang Universal Convenience Outlet, at least 10m long	2	pc	500.00	1,000.00	1						1					
Sub-Total				1,000.00												
IT Supplies and Equipment																
Ink, Epson 003, Genuine Black 65mL	30	btl	350.00	10,500.00	15			5			5			5		
Ink, EPSON 003, Genuine Cyan 65mL	20	btl	350.00	7,000.00	10			5			5					
Ink, EPSON 003, Genuine Magenta 65mL	20	btl	350.00	7,000.00	10			5			5					
Ink, EPSON 003, Genuine Yellow 65mL	20	btl	350.00	7,000.00	10			5			5					
Rechargeable Wireless Keyboard and Mouse Set	5	unit	950.00	4,750.00	3						2					
HDMI to HDMI cable	2	piece	500.00	1,000.00	1						1					
UPS, 1000 VA	5	unit	3,000.00	15,000.00	3						2					
Laser Printer Color (Print, Copy, Scan), with 5" LCD, Ethernet and WiFi Capable	1	unit	25,000.00	25,000.00		1										
Computer Monitor 24", IPS	4	set	10,000.00	40,000.00	2			2								
Transport belt Gestetner DX2430	2	pcs	1,900.00	3,800.00	2											
Universal HDMI to VGA Adapter Cable, at least 1.8 meters	1	unit	300.00	300.00		1										
All-in-One Ink Tank Printer Wi-Fi Duplex with ADF	1	unit	21,000.00	21,000.00		1										
Sub-Total				142,350.00												
Office Equipment																
Laminator Machine, A3	1	unit	5,000.00	5,000.00	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
Separation Pad	1	pc	3,000.00	3,000.00	1											
Sub-Total				8,000.00												
Office Furniture & Fixture																
Ergonomic Office Chair	2	unit	14,500.00	29,000.00		1		1								
Sub-Total				29,000.00												
Office Supplies																
Tissue, Bathroom, 2 Ply, 12rolls/pack	20	pack	204.00	4,080.00	5			5			5			5		
Alcohol, Ethyl, 70% solution, 1 gallon	6	gallons	600.00	3,600.00	3						3					
Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack	4	pack	785.00	3,140.00	2						2					
Battery, Rechargeable, Nickel-Metal Hydride, Size: AAA, 2 pcs/pack	4	pack	785.00	3,140.00	2						2					
Specialty paper Dynamics 8-1/2x13 220gsm Pearl	5	packs	85.00	425.00	3		2									
Record Book, Big, 300 pages	4	pcs	110.00	440.00	2						2					
Folder, File, Long, 14pts, White	30	piece	10.00	300.00	20		10									
Folder, Sliding, Plastic, w/ binder, Long, transparent	30	pcs	10.00	300.00	15			15								
Folder, Sliding, Plastic, w/ Binder, A4, Transparent	30	piece	10.00	300.00	15			15								
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	5	box of 50's	30.00	150.00	3			2								
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	5	boxes	14.00	70.00	3			2								
Binder Clip, 1.5", black	50	pcs	7.50	375.00	30			10			10					
Binder Clip, 2", black	50	pcs	8.50	425.00	20			10			10			10		
Fastener, Paper, non-rust metal, 50 sets/box	5	boxes	50.00	250.00	3			2								
Paper, Bond, Long, S-24, 80 gsm	10	reams	328.00	3,280.00	5						5					
Paper, Bond, A4, S-24, 80 gsm	50	reams	289.00	14,450.00	20			10			10			10		
Paper, Photo, matte finish, 146GSM, 10 shts/pack	6	pack	75.00	450.00	3						3					
Pen, Sign, .5mm, Gel-type, Blue	40	piece	35.00	1,400.00	20						20					
Sign pen, Fine Tech, 0.3mm. blue	20	pieces	30.00	600.00	10						10					
Gel Ink Sign Pen 0.5, blue	15	pcs	25.00	375.00	15											
Pencil, Lead, #2, w/ eraser	36	pieces	10.00	360.00	36											
Pen, Highlighter, yellow	15	pieces	45.00	675.00	5			5			5					
Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	6	pack	85.00	510.00	6											
Tape, Double Sided, 1" x 10m	4	rolls	35.00	140.00	2						2					

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
Coffee Maker Machine, Touch-Screen 10-cups Programmable with Glass Carafe, Stainless Steel	2	pc	2,300.00	4,600.00	1			1								
Paper, Manila	10	pcs	6.00	60.00	5						5					
Sub-Total				63,834.00												
Grand Total				244,184.00												

Prepared by: 
EVANGELINE B. TAPAYAN

Noted by: 
ROSA OPHELIA D. VELARDE
Unit Head/Project Leader

Noted By: 
ALICIA M. FLORES
Head, Budget Office

Date: **09/05/2022**

<> *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