

☒ Original PPM  
☐ Revised (Changed Items, same budget)  
☐ Supplemental



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



**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**CY 2023**

Unit/Office/Dept/Div: **Grant Development Office**  
 Project Code: **GDO-2023**  
 Purpose: **office supplies/IT equipment supplies**

Total Budget : **100,000.00**  
 Funding : **GF-MOOE**  
 PPMF #: **141-5-2058-2023-4-0-0**

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	20	btl	350.00	7,000.00	20											
Ink, EPSON 003,Genuine Cyan 65ml	10	btl	350.00	3,500.00	10											
Ink, EPSON 003,Genuine Magenta 65ml	10	btl	350.00	3,500.00	10											
Ink, EPSON 003,Genuine Yellow 65ml	10	btl	350.00	3,500.00	10											
				17,500.00												
Office Supplies																
Folder, Pressboard, US, Blue, Long	5	pieces	30.00	150.00	5											
Folder, Pressboard, US, Blue, Short	10	piece	29.00	290.00	10											
Folder, Pressboard, US, Green, Long	5	pcs	30.00	150.00	5											
Folder, Pressboard, US, Green, Short	10	pcs	29.00	290.00	10											
Folder, Pressboard, US, Yellow, Short	10	piece	29.00	290.00	10											
Folder, Pressboard, A4, US Green, Double Fold	10	pcs	40.00	400.00	10											
Folder, Pressboard, Long, Brown with Plastic cover	5	pcs	20.00	100.00	5											
Puncher, 2 holes, heavy duty	1	pieces	155.00	155.00	1											
Paper, Bond, A4, S-20, 70 gsm	6	reams	253.00	1,518.00	6											
Paper, Bond, Long, S-20, 70 gsm	3	reams	286.00	858.00	3											
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	8	pcs	100.00	800.00	8											
Pen, Sign, .5mm, Gel-type, Black	5	piece	35.00	175.00	5											
Pen, Sign, .5mm, Gel-type, Blue	5	piece	35.00	175.00	5											
Sticky Note, 3 x 3, Yellow	3	pads	84.00	252.00	3											

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General Description	Quantity	Unit	UnitCost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Sub-Total				5,603.00												
Grand Total				23,103.00												

Prepared by: *Benjie*  
**BENJIELYN D. CARPIO**

Noted by: *Allen*  
**ALLEN GLENNIE P. LAMBERT**  
 Unit Head/Project Leader

Noted By: *Alicia*  
**ALICIA M. FLORES**  
 Head, Budget Office

Date: 05/05/2022

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