

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



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



83-5-366-2021-4-0-3

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**  
**CY 2021**

Unit/Office/Dept/Div: **Office of the Graduate School**  
 Project Code: **VSU-1P-2021-8e (Component 5)**  
 Purpose: **Office Supplies**

Total Budget : **40,000.00**  
 Funding : **GF-MOOE**

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
<b>IT Supplies and Equipment</b>																
Ink, Epson, genuine, (BK) T664, 70 ml	10	pieces	350.00	3,500.00						10						
Ink, Epson, genuine, (Y) T664, 70 ml	5	pieces	350.00	1,750.00						5						
Ink, Epson, genuine (M) T664, 70 ml	5	pieces	350.00	1,750.00						5						
Ink, Epson, genuine (C) T664, 70 ml	5	pieces	350.00	1,750.00						5						
<b>Sub-Total</b>				<b>8,750.00</b>												
<b>Office Supplies</b>																
Paper, Bond, A4, S-24, 80 gsm	10	reams	289.00	2,890.00						10						
Pen, Ball, blue	20	pieces	10.00	200.00						20						
Pencil, Lead, #2, w/ eraser	50	pieces	10.00	500.00						50						
Transparent Tape (1")	5	rolls	25.00	125.00						5						
Paper, Manila	50	pcs	6.00	300.00						50						
Pen, Permanent Marker, black, broad tip	20	pieces	60.00	1,200.00						20						
Clip Board, Plastic, with PVC Cover, A4, any color	5	pcs	198.00	990.00						5						
Alcohol, Ethyl, 70% solution, 500mL	15	btls	125.00	1,875.00						15						
Stapler, HD No.35	3	pc	350.00	1,050.00						3						
Staple Wire, #35	10	boxes	30.00	300.00						10						
Puncher, #10	1	pieces	155.00	155.00						1						
Paper Cutter Knife, 6" steel blade, plastic handle, good quality	5	pcs	150.00	750.00						5						
Scissors, 6" heavy duty, good quality	2	piece	68.00	136.00						2						
Scissors, 8" heavy duty, good quality	1	pieces	75.00	75.00						1						



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
Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	5	pcs	140.00	700.00						5						
Envelope, Expanding, Plastic, Long, with Handle	10	pcs	100.00	1,000.00						10						
Clear Book (Display Book), Refillable, Legal, 20 shts, any color	10	pcs	78.00	780.00						10						
Record Book, Big, 300 pages	5	pcs	80.00	400.00						5						
Multi-Purpose Glue, 130 g	5	btl	60.00	300.00						5						
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	2	boxes	14.00	28.00						2						
Cartolina, US, Red, at least 160gsm	20	pcs	14.00	280.00						20						
Cartolina, US, White, at least 160gsm	20	pcs	14.00	280.00						20						
Tissue, Bathroom, 2 Ply, 12rolls/pack	5	pack	204.00	1,020.00						5						
Meter Stick, wood, 100 cm, yellow background w/ black markings	3	pieces	150.00	450.00						3						
Foil, Aluminum, 7m x 30cm (approx. 130g)	5	boxes	150.00	750.00						5						
* Plastic bag (sando bag) 100 pc./pack medium	5	pack	65.00	325.00						5						
Plastic bag (sando bag) 100pcs/pack large	5	pack	95.00	475.00						5						
Marking Tape, 1-1/2" Thick	10	pcs	70.00	700.00						10						
<b>Sub-Total</b>				<b>18,034.00</b>												
<b>Grand Total</b>				<b>26,784.00</b>												

Prepared by: WENIFREDA T. OCLINARIA

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Unit Head/Project Leader

Funds Available: MYRNA S. PANCITO  
Head, Budget Office

Date: 05/14/2021

\*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