

☐ Original PPMP  
☐ 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: **Advanced Research and Innovation Center**  
 Project Code: **VSU-IP-2021-13 (EO)**  
 Purpose: **For essential oil analysis**



Total Budget : **150,000.00**  
 Funding : **GF-MOOE**  
 PPMP #: **161-5-2641-2023-6-0-7**

| 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 003,Genuine Black 65mL                                   | 5        | btl     | 350.00    | 1,750.00         |  |     |     |     |     |     |     |     |     | 5   |     |     |
| 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   |     |     |
| <b>Sub-Total</b>  |          |         |           | <b>7,000.00</b>  |  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Laboratory Equipment</b>   |          |         |           |                  |  |     |     |     |     |     |     |     |     |     |     |     |
| Top Loading Balance   | 1        | pc      | 30,000.00 | 30,000.00        |  |     |     |     |     |     |     |     |     | 1   |     |     |
| <b>Sub-Total</b>  |          |         |           | <b>30,000.00</b> |  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Laboratory Supplies</b>  |          |         |           |                  |  |     |     |     |     |     |     |     |     |     |     |     |
| Tweezer, serrated blunt tapered end                                 | 5        | pc      | 1,200.00  | 6,000.00         |  |     |     |     |     |     |     |     |     | 5   |     |     |
| Petri dish  | 10       | pc      | 200.00    | 2,000.00         |  |     |     |     |     |     |     |     |     | 10  |     |     |
| Labware Detergent or Laboratory Dishwashing Liquid                  | 1        | btl     | 2,500.00  | 2,500.00         |  |     |     |     |     |     |     |     |     | 1   |     |     |
| Microscope Slides and cover slips                                   | 1        | boxes   | 370.00    | 370.00           |  |     |     |     |     |     |     |     |     | 1   |     |     |
| <b>Sub-Total</b>  |          |         |           | <b>10,870.00</b> |  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Office Supplies</b>  |          |         |           |                  |  |     |     |     |     |     |     |     |     |     |     |     |
| Alcohol, Ethyl, 70% solution, 1 gallon                              | 3        | gallons | 600.00    | 1,800.00         |  |     |     |     |     |     |     |     |     | 3   |     |     |
| Tissue, Bathroom, 2 Ply, 12rolls/pack                               | 5        | pack    | 204.00    | 1,020.00         |  |     |     |     |     |     |     |     |     | 5   |     |     |
| Paper towel, interfolded, 2 ply, approx. 150 pulls/pack             | 5        | packs   | 100.00    | 500.00           |  |     |     |     |     |     |     |     |     | 5   |     |     |
| Hand Towel, cloth, cotton, 12 pcs/pack                              | 1        | pack    | 258.00    | 258.00           |  |     |     |     |     |     |     |     |     | 1   |     |     |
| Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL | 1        | gallon  | 220.00    | 220.00           |  |     |     |     |     |     |     |     |     | 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 |
| Folder, File, Long, 14pts, White    | 20       | piece | 10.00     | 200.00           |  |     |     |     |     |     |     |     |     | 20  |     |     |
| Paper, Bond, A4, S-24, 80 gsm       | 10       | reams | 289.00    | 2,890.00         |  |     |     |     |     |     |     |     |     | 10  |     |     |
| Paper, Manila                       | 50       | pcs   | 6.00      | 300.00           |  |     |     |     |     |     |     |     |     | 50  |     |     |
| Folder, Expanded, Long (Light Blue) | 10       | pcs   | 30.00     | 300.00           |  |     |     |     |     |     |     |     |     | 10  |     |     |
| <b>Sub-Total</b>                    |          |       |           | <b>7,488.00</b>  |  |     |     |     |     |     |     |     |     |     |     |     |
|                                     |          |       |           |                  |  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Grand Total</b>                  |          |       |           | <b>55,358.00</b> |  |     |     |     |     |     |     |     |     |     |     |     |

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Date: **09/07/2023**

<> \*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