

☐ Original PPMP

☐ Revised (Changed items, same budget)

☒ Supplemental



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

SCAN HERE



SUPP-2022-0329-24055

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: Department of Agronomy

Project Code: A.iii.b.i

Purpose: For Office and IT Supplies

Total Budget : 175,000.00

Funding : GF-MOOE

PPMP #: 3-5-1546-2022-8-0-0

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
IT Supplies and Equipment																
Epson 001 ink, Black, 127ml, Genuine	10	btls	600.00	6,000.00							10					
Epson 001 ink, Cyan, Genuine	10	btls	350.00	3,500.00							10					
Epson 001 ink, Magenta, Genuine	10	btls	350.00	3,500.00							10					
Epson 001 ink, Yellow, Genuine	10	btls	350.00	3,500.00							10					
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					
Sub-Total				23,500.00												
Office Supplies																
Computer/Paint Brush, 1.5"	5	piece	25.00	125.00							5					
Toilet Bowl and Urinal Cleaner, at least 500mL	1	btls	125.00	125.00							1					
Toilet Bowl Cleaner, at least 1 gallon	1	gal	395.00	395.00							1					
Plastic bag (sando bag) 100pcs/pack large	10	pack	95.00	950.00							10					
Plastic bag (sando bag), jumbo size, 100 pcs/back	5	pack	135.00	675.00							5					
Plastic bag (sando bag) 100 pc./pack medium	5	pack	65.00	325.00							5					
Hand Towel, cloth, cotton, 12 pcs/pack	10	piece	258.00	2,580.00							10					
Siring Doormat/Rug/Basahan	20	pieces	100.00	2,000.00							20					
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	5	tubes	220.00	1,100.00							5					
Alcohol, Ethyl, 70% solution, 500mL	20	btls	125.00	2,500.00							20					

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
4 Layer File Tray (Office Organizer)	6	unit	300.00	1,800.00							6					
7 in 1 set Office Supplies Organizer	2	unit	300.00	600.00							2					
Magazine Box / Data File Box / Datafile, horizontal, made of chipboards, closed ends, Legal (Double)	4	pcs	195.00	780.00							4					
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	50	boxes	20.00	1,000.00							50					
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	50	boxes	28.00	1,400.00							50					
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	50	boxes	46.00	2,300.00							50					
Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	50	boxes	70.00	3,500.00							50					
Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	10	pcs	140.00	1,400.00							10					
Ring Binder, plastic, 10mm, 3/8" black	5	pieces	10.00	50.00							5					
Ring Binder, plastic, 14mm, 9/16" black	5	pieces	15.00	75.00							5					
Binder Clip, 2-inch, 12 pcs/box	10	boxes	100.00	1,000.00							10					
Sticky Note, 2 x 3, Yellow	5	pads	79.00	395.00							5					
Sticky Note, 3 x 4, Yellow	5	pads	140.00	700.00							5					
Sticky Note, 3 x 5, Yellow	5	pads	150.00	750.00							5					
Folder, Sliding, Plastic, w/ binder, Long, transparent	50	pcs	10.00	500.00							50					
Paper Cutter, Sliding, for A3, with metal base, replaceable blades	2	unit	2,550.00	5,100.00							2					
Folder, Sliding, Plastic, w/ Binder, A4, Transparent	60	piece	10.00	600.00							60					
Apron, Plastic, for Adult	5	pc	120.00	600.00							5					
Calculator, desktop-type, 12 digits, 2-way power, plastic keys	2	unit	530.00	1,060.00							2					
A4 Matte Photo Paper	10	packs	70.00	700.00							10					
Sub-Total				35,085.00												
Grand Total				58,585.00												

Prepared by:  **MILESA C. MARSADO**

Noted by:  **JULYSSSES A. CAGASAN**
Unit Head/Project Leader

Funds Available:  **ALICIA M. FLORES**
Head, Budget Office

Date: **03/29/2022**

*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