

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



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

SCAN HERE



PPMP-2022-0830-58494

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2023

Unit/Office/Dept/Div: **Supply & Property Management Office**

Project Code: **SPMO - 2023 (GF)**

Purpose: **For office use.**

Total Budget : **120,000.00**

Funding : **GF-MOOE**

PPMP #: **66-5-903-2023-7-0-1**

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
<b>IT Supplies and Equipment</b>																
Desktop Computer (w/o Monitor), Core i3 11th Gen	3	unit	24,000.00	72,000.00	3											
Flash Drive, at least 32GB USB 3.0	14	piece	800.00	11,200.00	14											
Epson 001 ink, Black, 127ml, Genuine	5	btls	600.00	3,000.00		5										
Epson 001 ink, Cyan, Genuine	3	btls	350.00	1,050.00		3										
Epson 001 ink, Magenta, Genuine	3	btls	350.00	1,050.00		3										
Epson 001 ink, Yellow, Genuine	3	btls	350.00	1,050.00		3										
Ink, Epson 003,Genuine Black 65mL	5	btl	350.00	1,750.00		5										
Ink, EPSON 003,Genuine Cyan 65mL	3	btl	350.00	1,050.00		3										
Ink, EPSON 003,Genuine Magenta 65mL	3	btl	350.00	1,050.00		3										
Ink, EPSON 003,Genuine Yellow 65mL	3	btl	350.00	1,050.00		3										
<b>Sub-Total</b>				<b>94,250.00</b>												
<b>Laboratory Supplies</b>																
Bleach, liquid, 99.9% antibac, 1 gallon	2	gallon	450.00	900.00				2								
<b>Sub-Total</b>				<b>900.00</b>												
<b>Office Supplies</b>																
Alcohol, Ethyl, 70% solution, 500mL	10	btls	125.00	1,250.00			5	5								
Broom, Soft (Tambo), Large, Heavy Duty	2	pcs	250.00	500.00			2									
Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	3	boxes	150.00	450.00			3									
Tape, Masking, 2" x 25 yards	5	rolls	95.00	475.00			5									
Tape, Packaging, 2" x 100 yards, Tan	5	rolls	75.00	375.00			5									
Pen, Permanent Marker, black, broad tip	3	pieces	60.00	180.00				3								

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
Pen, Permanent Marker, black, fine tip	3	pieces	60.00	180.00				3								
Pen, Permanent Marker, red, fine tip	3	pieces	60.00	180.00				3								
Folder, Pressboard, US, Blue, Long	50	pieces	30.00	1,500.00				25			25					
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (JUMBO)	10	pc	150.00	1,500.00			10									
Paper, Bond, A3, S-24, 80 gsm	2	reams	580.00	1,160.00			2									
Paper, Bond, A4, S-20, 70 gsm	30	reams	253.00	7,590.00				15			15					
Paper, Bond, Long, S-20, 70 gsm	5	reams	286.00	1,430.00				5								
Pen, Sign, .5mm, Gel-type, Blue	10	piece	35.00	350.00	10											
Toilet Bowl and Urinal Cleaner, at least 500mL	2	btls	125.00	250.00	1			1								
Tissue, Bathroom, 2 Ply, 12rolls/pack	5	pack	204.00	1,020.00	5											
Pen, Ball, blue	50	pieces	10.00	500.00	25			25								
Pen, Whiteboard Marker, blue,	3	pieces	50.00	150.00	3											
Note Pad, 3" x 3", post-it, assorted colors	10	pads	35.00	350.00	10											
<b>Sub-Total</b>				<b>19,390.00</b>												
<b>Grand Total</b>				<b>114,540.00</b>												

Prepared by: \_\_\_\_\_

**DOREEN B. ALBA**

Noted by: \_\_\_\_\_

**ALICIA M. FLORES**  
Unit Head/Project Leader

Noted By: \_\_\_\_\_

**ALICIA M. FLORES**  
Head, Budget Office *SPMO-17*

Date: **08/30/2022**

<> \*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