



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

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**CY 2023**



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

Unit/Office/Dept/Div: **Office of the Head of the International Affairs Office**  
 Project Code: **OHIA-2023 office Supplies**  
 Purpose: **Office Supplies**

Total Budget : **70,000.00**  
 Funding : **GF-MOOE**  
 PPMP #: **65-5-421-2022-7-0-11**

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	10	btl	350.00	3,500.00	10											
Ink, EPSON 003, Genuine Yellow 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 Cyan 65ml	5	btl	350.00	1,750.00	5											
Epson 003 Ink Bottle for Epson L3150, YELLOW	5	btl	400.00	2,000.00	5											
Epson 003 Ink Bottle for Epson L3150, MAGENTA	5	btl	400.00	2,000.00	5											
Epson 003 Ink Bottle for Epson L3150, CYAN	5	btl	400.00	2,000.00	5											
Epson 003 Ink Bottle for Epson L3150, Black	10	btl	400.00	4,000.00	10											
Computer Keyboard USB	1	pcs	400.00	400.00	1											
External Hard Disk Drive (Portable, 2TB), USB 3.1	1	unit	4,200.00	4,200.00	1											
<b>Sub-Total</b>				<b>23,350.00</b>												
<b>Office Supplies</b>																
Air Freshener, Spray, at least 280ml, Lemon/Orange Scent	4	tubes	220.00	880.00	4											
Alcohol, Ethyl, 70% solution, 500ml	10	btl	125.00	1,250.00	10											
Paper, Bond, A4, S-24, 80 gsm	20	reams	289.00	5,780.00	20											
Tissue, Bathroom, 2 Ply, 12rolls/pack	5	pack	204.00	1,020.00	5											
Folder, File, Long, 14pts, White	40	piece	10.00	400.00	40											
Folder, Morocco, Long, w/ plastic binder, Gold	10	pieces	18.00	180.00	10											
Paper, Bond, Long, S-24, 80 gsm	10	reams	328.00	3,280.00	10											
Record Book, 200 Pages	2	piece	90.00	180.00	2											

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			
Correction Tape, 8m x 5mm wide	10	pc	40.00	400.00	10														
Tape, Double Sided, 1" x 10m	5	rolls	35.00	175.00	5														
Transparent Tape (1")	20	rolls	25.00	500.00	20														
Envelope, Document, Brown, 150 lbs, Short	100	pc	5.00	500.00	100														
Envelope, Document, Brown, 150 lbs, Long	100	pc	7.00	700.00	100														
Data Filer, Big size, Legal	10	pieces	500.00	5,000.00	10														
Data filer box, double, 11 x 40 x 24cm	10	pcs	500.00	5,000.00	10														
<b>Sub-Total</b>				<b>25,245.00</b>															
<b>Grand Total</b>				<b>48,595.00</b>															

Prepared by:   
**ANA MARQUIZA M. QUILLICOT**

Noted by:   
**ANA MARQUIZA M. QUILLICOT**  
 Unit Head/Project Leader

Noted By:   
**ALICIA M. FLORES** 8.  
 Head, Budget Office

Date: 08/31/2022

<> \*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