

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



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: **Department of Horticulture**
 Project Code: **VSU-IP-2022-12**
 Purpose: **Office Supplies**

Total Budget : **5,680,360.00**
 Funding : **GF-MOOE**
 PPMP #: **14-5-697-2022-8-0-7**



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
IT Supplies and Equipment																
Ink, Epson, genuine (C) T664, 70 ml	10	pieces	350.00	3,500.00										10		
Ink, Epson, genuine (M) T664, 70 ml	10	pieces	350.00	3,500.00										10		
Ink, Epson, genuine, (BK) T664, 70 ml	10	pieces	350.00	3,500.00										10		
Ink, Epson, genuine, (Y) T664, 70 ml	10	pieces	350.00	3,500.00										10		
Laser Presentation Remote / Wireless Presenter, Black	2	piece	700.00	1,400.00										2		
Sub-Total				15,400.00												
Office Supplies																
Paper, Bond, A4, S-24, 80 gsm	15	reams	289.00	4,335.00										15		
Pen, Ball, blue	50	pieces	10.00	500.00										50		
Pencil, Lead, #2, w/ eraser	50	pieces	10.00	500.00										50		
Tape, Masking, 1" x 25 yards	20	rolls	48.00	960.00										20		
Transparent Tape (1")	20	rolls	25.00	500.00										20		
Envelope, Document, Brown, 150 lbs, Long	50	pc	7.00	350.00										50		
Pen, Permanent Marker, black, fine tip	20	pieces	60.00	1,200.00										20		
Clip Board, Plastic, with PVC Cover, A4, any color	15	pcs	198.00	2,970.00										15		
Alcohol, Ethyl, 70% solution, 500ml	12	btl	125.00	1,500.00										12		
Stapler, HD No.35	3	pc	350.00	1,050.00										3		
Staple Wire, #35	10	boxes	30.00	300.00										10		
Scissors, 8" heavy duty, good quality	3	pieces	75.00	225.00										3		
Envelope, Expanding, Plastic, Long, with Handle	12	pcs	100.00	1,200.00										12		

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				
Clear Book (Display Book), Refillable, Legal, 20 shts. any color	10	pcs	78.00	780.00																
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	20	boxes	14.00	280.00																
Pen, Permanent Marker, black, broad tip	15	pieces	60.00	900.00																
Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	10	pcs	140.00	1,400.00																
Puncher, 2 holes, heavy duty	3	pieces	155.00	465.00																
Tape, Double Sided, 1" x 10m	10	rolls	35.00	350.00																
Sub-Total				19,765.00																
Grand Total				35,165.00																

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Noted By: 
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 Head, Budget Office

Date: 09/30/2022

<> *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