

- ☒ 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 2024

Unit/Office/Dept/Div: **National Coconut Research Center-Visayas**
 Project Code: **NCRC A.III.C 2024**
 Purpose: **Office use**

Total Budget: **28,000.00**
 Funding: **GF-MOOE**
 PPMP #: **23-5-517-2024-7-0-3**

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PPMP-2023-0814-137972

General Description		Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
IT Supplies and Equipment						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Ink, Epson, genuine (C) T664, 70 ml		2	pieces	350.00	700.00	2											
Ink, Epson, genuine (M) T664, 70 ml		2	pieces	350.00	700.00	2											
Ink, Epson, genuine, (BK) T664, 70ml		2	pieces	350.00	700.00	2											
Ink, Epson, genuine, (Y) T664, 70 ml		2	pieces	350.00	700.00	2											
Sub-Total					2,800.00												
Medical & Dental Supplies & Equipment																	
Gauze Pad 4x8x8 Ply (sterile)		1	box of 10 packs	600.00	600.00	1											
Plaster Micropore 3mm		1	box of 50's	1,000.00	1,000.00	1											
Sub-Total					1,600.00												
Office Supplies																	
Cotton, 400g		1	packs	300.00	300.00	1											
Paper, Photo, matte finish, 146GSM, 10 shts/pack		5	pack	75.00	375.00	5											
Tape, Double Sided, 1" x 10m		5	rolls	45.00	225.00	5											
Tape, Transparent, 12mm x 50m		2	rolls	68.00	136.00	2											
Soap, Dishwashing, Liquid, 250ml		5	btl's	150.00	750.00	5											
Soap, Detergent, Powder, 1 kilo/pack, any scent		5	kl	105.00	525.00	5											
Alcohol, Ethyl, 70% solution, 500ml		5	btl's	125.00	625.00	5											
Pen, Whiteboard Marker, black		8	pieces	50.00	400.00	8											

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
Glue, Multi-Purpose, White, at least 130g (118ml)	5	btl	78.00	390.00	5											
Ring Binder, plastic, 51mm 2" black	3	pieces	55.00	165.00	3											
Ring Binder, plastic, 25mm, 1" black	3	pieces	30.00	90.00	3											
Muriatic Acid concentrated scented	2	gal	350.00	700.00	2											
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	4	box of 50's	30.00	120.00	4											
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	6	boxes	14.00	84.00	6											
Envelope, Mailing, white, long, 500pcs/box	1	boxes	525.00	525.00	1											
Scouring Pad, big/economy size, good quality	6	pieces	50.00	300.00	6											
Soft Broom (Tambo) 200g minimum, heavy duty	3	pcs	220.00	660.00	3											
Paper, Bond, A4, S-20, 70 gsm	20	reams	253.00	5,060.00	10					10						
Paper, Bond, A4, S-24, 80 gsm	2	reams	289.00	578.00	2											
Envelope, Brown, long, good quality	25	pcs	5.00	125.00	10					15						
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00	50					50						
Envelope, Expanding, with garter tie, blue, long	25	pc	15.00	375.00	10					15						
Ink, Refill, for Permanent Marker, Black, 30ml	5	btl	115.00	575.00	5											
Record Book, Big, 500 pages	3	pcs	115.00	345.00	3											
Record Book, Big, 300 pages	1	pcs	110.00	110.00	1											
Cleaner, Glass, 500ml, spray type, any scent	5	btl	200.00	1,000.00	5											
Sticker Paper, high gloss A4 size, 50 sheets/pack	1	pack	155.00	155.00	1											
Pen, Permanent Marker, black, fine tip	5	pieces	60.00	300.00	5											
Staple Wire No. 35-5M Leg Length 6mm (1/4")	3	boxes	80.00	240.00	3											
Ring Binder, plastic, 12mm, 1/2" black	3	pieces	12.00	36.00	3											
Pen, Ball, black	15	pieces	10.00	150.00	15											
Pen, Ball, blue	15	pieces	10.00	150.00	15											
Pencil, Lead, #2, w/ eraser	20	pieces	10.00	200.00	20											
Sub-Total				16,769.00												
Grand Total				21,169.00												

Prepared by:

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Head, Budget Office

Date: 08/14/2023