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

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

SCAN HERE
Amend-2025-0324-262605

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2025

END-USER/UNIT: **Department of Agricultural and BioSystems Engineering**
CHARGED TO **GF-MOOE**
Project, Programs and Activities(PPAs):
For Office supplies

PPMP #: **PPMP-2025-092524-0561**
Project Code: **DABE-2025**

Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Food & Food Ingredients															
	Packed Meals (Lunch) Menu#4	17 pack	3,400.00	NP - Small Value Procurement				17								
	Snacks AM (#2)	17 packs	1,700.00	NP - Small Value Procurement				17								
	Snacks PM (80.00)	17 packs	1,360.00	NP - Small Value Procurement				17								
	Sub-Total		**6,460.00**													
	Office Equipment															
	Ink, Epson 003,Genuine Black 65mL	5 btl	1,750.00	NP - Agency to Agency		5										
	Ink, EPSON 003,Genuine Cyan 65mL	5 btl	1,750.00	NP - Agency to Agency		5										
	Ink, EPSON 003,Genuine Magenta 65mL	5 btl	1,750.00	NP - Agency to Agency			5									
	Sub-Total		**5,250.00**													
	Office Supplies															
	2 ply Toilet Paper	7 rolls	175.00	NP - Agency to Agency		7										

Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Acetate, transparent, guage #6, approx. 50m/roll	1 rolls	2,000.00	NP - Agency to Agency		1										
	Alcohol, Ethyl, 70% solution, 500mL	29 btls	3,625.00	NP - Agency to Agency		29										
	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack, genuine	5 pack	800.00	NP - Agency to Agency			5									
	Binder Clip, 2-inch, 12 pcs/box	5 boxes	500.00	NP - Agency to Agency		5										
	Broom, Soft (Tambo), Large, Heavy Duty	4 pcs	1,000.00	NP - Agency to Agency		4										
	Certificate Holder (A4)	19 pcs	1,235.00	NP - Agency to Agency		19										
	Dishwashing Liquid Soap, Refill 350ml	8 pack	1,200.00	NP - Agency to Agency		8										
	Dishwashing Sponge	6 pcs	210.00	NP - Agency to Agency		6										
	Disinfectant Spray, 340g	11 can	5,115.00	NP - Agency to Agency		11										
	Dust pan, plastic, stand-up handle, large	5 pc	700.00	NP - Agency to Agency		5										
	Envelope, brown, ordinary, A4 size	120 pcs	1,200.00	NP - Agency to Agency		120										
	Envelope, Documentary, Brown, 150 lbs, Long	71 pc	497.00	NP - Agency to Agency		71										
	Envelope, Expanding, with garter tie, violet, long	36 pc	540.00	NP - Agency to Agency		36										
	Folder, File, Long, 14pts, White	120 piece	1,200.00	NP - Agency to Agency		120										
	Gel Ink Sign Pen 0.5, blue	30 pcs	900.00	NP - Agency to Agency		30										
	Ink, Refill, for Permanent Marker, Red, 30mL	8 btls	920.00	NP - Agency to Agency		8										
	Ink, Refill, for Whiteboard Marker, Black, 30mL	7 btls	1,155.00	NP - Agency to Agency		7										
	Ink, Refill, for Whiteboard Marker, Blue, 30mL	7 btls	1,155.00	NP - Agency to Agency		7										
	Liquid Hand Soap, 500 ml.	8 btls	960.00	NP - Agency to Agency		8										

Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Masking Tape, 1"	6 rolls	360.00	NP - Agency to Agency		6										
	Paper, Bond, A4, S-20, 70 gsm	60 reams	15,180.00	NP - Agency to Agency			60									
	Paper, Bond, A4, S-24, 80 gsm	73 reams	21,097.00	NP - Agency to Agency			73									
	Paper, Bond, Long, S-20, 70 gsm	50 reams	14,300.00	NP - Agency to Agency			50									
	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	4 pack	1,000.00	NP - Agency to Agency		4										
	Paper, Photo, matte finish, 146GSM, 10 shts/pack	13 pack	975.00	NP - Agency to Agency			13									
	Paper, Specialty 200gsm, A4, white	58 pack	3,480.00	NP - Agency to Agency		58										
	Soap, Detergent, Powder, 1 kilo/pack, any scent	4 kl	600.00	NP - Agency to Agency		4										
	Specialty Paper, A4, Ivory	7 pack	3,500.00	NP - Agency to Agency			7									
	Staple Wire, #35	5 boxes	175.00	NP - Agency to Agency		5										
	Stick Broom (tingting) 6" from the top, approx 370 pcs	5 piece	300.00	NP - Agency to Agency		5										
	Tape, Double Sided, 3/4" x 10m	9 rolls	234.00	NP - Agency to Agency		9										
	Transparent Tape (1")	10 rolls	250.00	NP - Agency to Agency		10										
	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	10 pack	500.00	NP - Agency to Agency		10										
	Sub-Total		**87,038.00**													
	Printing Services															
	4x8 tarpaulin	3 pc	3,000.00	NP - Agency to Agency		3										
	Sub-Total		**3,000.00**													
	Trainings															
	CONTINGENCY FUND (DABE)	1 lot	125,000.00	NP - Small Value Procurement				1								

Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Token	1 bag	1,000.00	NP - Small Value Procurement				1								
	Sub-Total		**126,000.00**													
	TOTAL BUDGET:		**227,748.00**													

Note: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared by: ______________________
LORBERT G. MAZO

Submitted by: ______________________
JUCEL MARIE T. GUATLO
Unit Head/Project Leader

RECEIVED
24 MAR 2025
RECEIVED
ALICIA M. FLORES

Date: **03/24/2025**