

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



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

SCAN HERE

PPMP-2024-0926-225414

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2025

END-USER/UNIT: **Instructional Materials and Development Office**
 CHARGED TO **GF-MOOE**
 Project, Programs and Activities(PPAs):
 IMDO Procurement 2025

PPMP #: **PPMP-2025-092524-0601**

| 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 |
| | Construction and Electrical Supplies | | | | | | | | | | | | | | | |
| | Extension wire with 4 gang Universal Convenience Outlet, at least 10m long | 2 pc | 1,000.00 | Public Bidding | | 2 | | | | | | | | | | |
| | Sub-Total | | 1,000.00 | | | | | | | | | | | | | |
| | IT Supplies and Equipment | | | | | | | | | | | | | | | |
| | Ink, Epson 003,Genuine Black 65mL | 40 btl | 14,000.00 | Public Bidding | 20 | | | 20 | | | | | | | | |
| | Ink, EPSON 003,Genuine Cyan 65mL | 40 btl | 14,000.00 | Public Bidding | 20 | | | 20 | | | | | | | | |
| | Ink, EPSON 003,Genuine Yellow 65mL | 35 btl | 12,250.00 | Public Bidding | 20 | | | 15 | | | | | | | | |
| | Ink, EPSON 003,Genuine Magenta 65mL | 35 btl | 12,250.00 | Public Bidding | 20 | | | 15 | | | | | | | | |
| | Computer Printer, All-in-One/Multifunction Colored-Ink Tank | 3 unit | 42,000.00 | Public Bidding | 3 | | | | | | | | | | | |
| | External Hard Drive, 1 TB | 2 unit | 7,000.00 | Public Bidding | | 2 | | | | | | | | | | |
| | Desktop Computer, Assembled, 12th Gen Core i5, SSD and HDD | 1 sets | 49,000.00 | Public Bidding | 1 | | | | | | | | | | | |
| | Mouse, Wired, Optical, USB | 3 pieces | 630.00 | Public Bidding | 3 | | | | | | | | | | | |
| | Mouse Pad | 3 pcs | 1,500.00 | Public Bidding | | | | 3 | | | | | | | | |
| | LCD Monitor | 1 pc | 5,700.00 | Public Bidding | 1 | | | | | | | | | | | |
| | Sub-Total | | 158,330.00 | | | | | | | | | | | | | |
| | Office Equipment | | | | | | | | | | | | | | | |
| | Paper shredder machine, heavy duty | 1 pieces | 12,000.00 | Public Bidding | | 1 | | | | | | | | | | |

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|------|--------------------------------------------------------------------|-----------------|------------------|---------------------|--------------------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | | | | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| | water dispenser | 1 unit | 10,000.00 | Public Bidding | | 1 | | | | | | | | | | |
| | Heavy Duty Extension Wire 5m | 2 pcs | 699.50 | Public Bidding | | 2 | | | | | | | | | | |
| | Webcam for PC 1080P | 2 pc | 1,400.00 | Public Bidding | 1 | 1 | | | | | | | | | | |
| | Trolley cart organizer | 1 pc | 1,000.00 | Public Bidding | 1 | | | | | | | | | | | |
| | Sub-Total | | 25,099.50 | | | | | | | | | | | | | |
| | Office Furniture & Fixture | | | | | | | | | | | | | | | |
| | 3 layer magazine tray/storage/desk organizer/holder/rack | 4 pcs | 1,200.00 | Public Bidding | 2 | 2 | | | | | | | | | | |
| | Basic Adjustable Black Curtain Rod | 2 piece | 1,000.00 | Public Bidding | 2 | | | | | | | | | | | |
| | Sub-Total | | 2,200.00 | | | | | | | | | | | | | |
| | Office Supplies | | | | | | | | | | | | | | | |
| | Sticker Paper, high gloss A4 size, 50 sheets/pack | 5 pack | 2,000.00 | Public Bidding | | 5 | | | | | | | | | | |
| | Vellum Board, White, Size: 8.5" x 11" (Letter), 180gsm, 10pcs/pack | 55 packs | 2,750.00 | Public Bidding | | | 55 | | | | | | | | | |
| | Certificate Holder (A4) | 16 pcs | 1,040.00 | Public Bidding | | | | 16 | | | | | | | | |
| | Record Book, Big, 300 pages | 5 pcs | 775.00 | Public Bidding | 5 | | | | | | | | | | | |
| | Record Book, Big, 500 pages | 5 pcs | 925.00 | Public Bidding | 5 | | | | | | | | | | | |
| | Stapler, HD-# 10 | 3 pieces | 360.00 | Public Bidding | | 3 | | | | | | | | | | |
| | Transparent Tape (1") | 10 rolls | 250.00 | Public Bidding | 5 | | | 5 | | | | | | | | |
| | Transparent Tape (2") | 10 rolls | 400.00 | Public Bidding | 5 | | | 5 | | | | | | | | |
| | PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box | 5 box of 50's | 125.00 | Public Bidding | 2 | | | 3 | | | | | | | | |
| | Puncher, 2 holes, heavy duty | 2 pieces | 630.00 | Public Bidding | | 1 | | | 1 | | | | | | | |
| | Pen, Permanent Marker, blue, broad tip | 10 pieces | 600.00 | Public Bidding | 5 | | | 5 | | | | | | | | |
| | Pen, Permanent Marker, red, broad tip | 10 pieces | 600.00 | Public Bidding | | | | | | | 5 | | | 5 | | |
| | Pen, Permanent Marker, black, broad tip | 10 pieces | 600.00 | Public Bidding | | 5 | | | 5 | | | | | | | |
| | Pen, Whiteboard Marker, black | 5 pieces | 250.00 | Public Bidding | | | 5 | | | | | | | | | |
| | Pen, Whiteboard Marker, red | 5 pieces | 250.00 | Public Bidding | | | 5 | | | | | | | | | |
| | Pen, Whiteboard Marker, blue, | 5 pieces | 250.00 | Public Bidding | | | 5 | | | | | | | | | |
| | Pen, Sign, .5mm, Gel-type, Black | 10 piece | 350.00 | Public Bidding | 5 | | | 5 | | | | | | | | |
| | Pen, Sign, .5mm, Gel-type, Blue | 50 piece | 1,750.00 | Public Bidding | 25 | | | 25 | | | | | | | | |
| | Pen, Sign, .5mm, Gel-type, Red | 20 piece | 700.00 | Public Bidding | 10 | | | 10 | | | | | | | | |
| | Alcohol, Ethyl, 70% solution, 500mL | 3 btls | 375.00 | Public Bidding | | 3 | | | | | | | | | | |
| | Alcohol, Ethyl, 70% solution, 1 gallon | 1 gallons | 600.00 | Public Bidding | | 1 | | | | | | | | | | |
| | Disinfectant Cleaner, multi-surface, scented | 1 gal | 420.00 | Public Bidding | | | 1 | | | | | | | | | |
| | Glass cleaner 500ml lemon w/spray | 2 btls | 400.00 | Public Bidding | 1 | | 1 | | | | | | | | | |

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| | | | | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| | Glass Wiper | 2 piece | 600.00 | Public Bidding | | 1 | | | 1 | | | | | | | |
| | Soap, Dishwashing, Liquid, 250mL | 2 btls | 300.00 | Public Bidding | | 2 | | | | | | | | | | |
| | Dishwashing Paste | 3 pc | 210.00 | Public Bidding | | 3 | | | | | | | | | | |
| | Detergent Soap Powder with Antibacterial, 500g | 2 packs | 120.00 | Public Bidding | | | 2 | | | | | | | | | |
| | Sign Here Sticky Notes | 25 pack | 1,475.00 | Public Bidding | 25 | | | | | | | | | | | |
| | STICKY NOTES 2 X 3 ASSORTED COLORS | 20 pad | 1,580.00 | Public Bidding | 10 | | 10 | | | | | | | | | |
| | Sticky Note, 3x5 Colored | 15 pads | 750.00 | Public Bidding | 10 | | | 5 | | | | | | | | |
| | Index Tab, transparent, self-adhesive, transparent, 5sets/box | 20 boxes | 1,800.00 | Public Bidding | 10 | | | 10 | | | | | | | | |
| | Ring Binder, plastic, 8mm, 5/16" black | 50 pieces | 400.00 | Public Bidding | 20 | | | 20 | | | 10 | | | | | |
| | Ring Binder, plastic, 12mm, 1/2" black | 30 pieces | 360.00 | Public Bidding | 20 | | | 10 | | | | | | | | |
| | Cork Board, Wall Mount, w/ aluminum frame, 3' x 4' | 1 pcs | 1,640.00 | Public Bidding | 1 | | | | | | | | | | | |
| | A4 Expanded Folder, Green color | 300 pcs | 6,000.00 | Public Bidding | 100 | | | 100 | | | 100 | | | | | |
| | Jumbo Paper Clips | 10 Box of 100's | 300.00 | Public Bidding | 5 | 5 | | | | | | | | | | |
| | Rug, oval shape, doormat | 2 pc | 170.00 | Public Bidding | 1 | | | 1 | | | | | | | | |
| | Staple Wire, #35 | 15 boxes | 525.00 | Public Bidding | | 10 | | 5 | | | | | | | | |
| | Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box | 15 boxes | 375.00 | Public Bidding | 10 | | | | 5 | | | | | | | |
| | Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box | 15 boxes | 1,125.00 | Public Bidding | | 10 | | | 5 | | | | | | | |
| | Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box | 10 boxes | 250.00 | Public Bidding | | 5 | | 5 | | | | | | | | |
| | Ring Binder, plastic, 14mm, 5/8" black | 50 pieces | 900.00 | Public Bidding | | 25 | | 25 | | | | | | | | |
| | Paper, Bond, Long, S-24, 80 gsm | 5 reams | 1,640.00 | Public Bidding | 3 | | | 2 | | | | | | | | |
| | 3ft short curtain, white | 4 pc | 800.00 | Public Bidding | 4 | | | | | | | | | | | |
| | 3ft short curtain, lavender | 4 pc | 800.00 | Public Bidding | 4 | | | | | | | | | | | |
| | Photo Paper Glossy A4 | 20 sheets | 3,000.00 | Public Bidding | | 10 | | 10 | | | | | | | | |
| | Envelope, Expanding, Plastic, Long, with Handle | 15 pcs | 1,500.00 | Public Bidding | 5 | | 5 | 5 | | | | | | | | |
| | Stapler, HD No.35 | 2 pc | 800.00 | Public Bidding | | 2 | | | | | | | | | | |
| | Staple Wire, #10 | 16 boxes | 320.00 | Public Bidding | 5 | | 5 | 6 | | | | | | | | |
| | Stamp Pad, 4 x 2.75" (Purple) | 3 pc | 180.00 | Public Bidding | 2 | | | 1 | | | | | | | | |
| | Ink, for stamp pad, violet, 30mL, w/ applicator | 5 btls | 175.00 | Public Bidding | 3 | | | 2 | | | | | | | | |
| | Sub-Total | | 44,495.00 | | | | | | | | | | | | | |

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| | | | | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| TOTAL BUDGET: | | 231,124.50 | | | | | | | | | | | | | | |

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

Prepared by: _____

DANICA R. BORCI

Submitted by: _____

MARK GIL A. VEGA
Unit Head/Project Leader



AUZIAM LUKES