

*Draft* ✓

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



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

SCAN HERE



PPMP-2024-0926-225415

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)  
 CY 2025

(FOM)

(FMBT) ✓

END-USER/UNIT: **Instruction and Evaluation Office**  
 CHARGED TO **GF-MOOE**

PPMP #: **PPMP-2025-092624-0618**

Project, Programs and Activities (PPAs):

Supplies and equipment for office use of Faculty of Medicine.

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
	<b>IT Supplies and Equipment</b>															
	Computer Printer, All-in-One/Multifunction Colored-Ink Tank	2 unit	28,000.00	Public Bidding	2											
	UPS	2 unit	14,000.00	Public Bidding	2											
	Desktop Computer, with Monitor, Core i5 12th Gen, 8GB RAM (Assembled) or higher	2 sets	98,000.00	Public Bidding	2											
	<b>Sub-Total</b>		<b>140,000.00</b>													
	<b>Office Equipment</b>															
	Heavy Duty Extension Wire 5m	1 pcs	349.75	Public Bidding	1											
	<b>Sub-Total</b>		<b>349.75</b>													
	<b>Office Furniture &amp; Fixture</b>															
	Wooden L-Type Executive Table	1 pc	30,000.00	Public Bidding	1											
	Office Executive Chair	1 pc	11,000.00	Public Bidding	1											
	Office Table with 3 drawers, 150cm (W)x 70cm (D) x 75cm (H)	1 unit	14,999.00	Public Bidding	1											
	Office Chair, High Back, with Lumbar support (Ergonomic)	1 unit	6,000.00	Public Bidding	1											
	Office Visitor's Chair	2 pcs	7,000.00	Public Bidding	2											
	Wall Clock 12 inches diameter	1 pcs	800.00	Public Bidding	1											
	Computer Table, tower type	2 unit	6,000.00	Public Bidding	2											
	<b>Sub-Total</b>		<b>75,799.00</b>													




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
	<b>Office Supplies</b>															
	✓ Pen, Highlighter, yellow	3 pieces	135.00	Public Bidding	2				1							
	✓ My-Gel Gel Ink Pen refill 0.5mm, Blue	15 piece	375.00	Public Bidding	10					5						
	✓ A4 Bond Paper, 70 GSM (5 reams/box)	3 boxes	3,750.00	Public Bidding	2				1							
	✓ Envelope, Document, Brown, 150 lbs, Long	6 pc	42.00	Public Bidding	6											
	✓ Envelope, Document, Brown, 150 lbs, Short	6 pc	30.00	Public Bidding	6											
	✓ Envelope, Expanding, with garter tie, green, long	5 pc	150.00	Public Bidding	5											
	✓ Jumbo Paper Clips	5 Box of 100's	150.00	Public Bidding	2				2					1		
	✓ Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	5 boxes	100.00	Public Bidding	2							2			1	
	✓ Binder Clip, 1-inch, 12 pcs/box	2 Box of 12's	200.00	Public Bidding	2											
	✓ Binder Clip, 2-inch, 12 pcs/box	2 boxes	300.00	Public Bidding	2											
	✓ Paper Fastener Long Size 8 1/2"	1 box of 50's	150.00	Public Bidding	1											
	✓ Fastener, Paper, plastic, 50 sets/box	1 boxes	40.00	Public Bidding	1											
	✓ Folder, File, Long, 14pts, White	10 piece	100.00	Public Bidding	5			5								
	✓ Folder, Pressboard, US, Green, Long	10 pcs	350.00	Public Bidding	10											
	✓ Alcohol, Rubbing, 70% Isoprophyl, 1ltr.	6 btls	1,200.00	Public Bidding	3					3						
	✓ Correction Tape, 8m x 5mm wide	5 pc	200.00	Public Bidding	5											
	✓ STICKY NOTE 3 X 3 ASSORTED COLORS	2 pad	158.00	Public Bidding	2											
	✓ Staple Wire No. 35-5M Leg Length 6mm (1/4")	8 boxes	640.00	Public Bidding	5						3					
	✓ Record Book, Big, 500 pages	2 pcs	370.00	Public Bidding	2											
	✓ Puncher, 2 holes, heavy duty	1 pieces	900.00	Public Bidding	1											
	✓ Scotch Tape	3 pcs	90.00	Public Bidding	3											
	✓ Tape, Double Sided, 1" x 10m	3 rolls	135.00	Public Bidding	3											
	✓ Duct Tape, 50mm x 20m, Black	2 pcs	330.00	Public Bidding	2											
	✓ Paper Cutter, wood, A4 size	1 piece	625.00	Public Bidding	1											
	✓ Disinfectant Spray, 340g	1 can	465.00	Public Bidding	1											
	✓ Green Data Filer, Legal, Double	3 pc	600.00	Public Bidding	3											
	✓ Tape Dispenser, 2" big, any color	1 piece	350.00	Public Bidding	1											
	✓ Stapler, HD No. 35, flat-clinch	1 pcs	1,100.00	Public Bidding	1											
	✓ A4 Expanded Folder, Green color	10 pcs	200.00	Public Bidding	5								5			
	✓ Ink, for stamp pad, violet, 30mL, w/ applicator	2 btls	70.00	Public Bidding	1			1								
	✓ Stamp Pad, 4 x 2.75" (Purple)	1 pc	60.00	Public Bidding	1											



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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	✓ Staple wire remover, Plier type, Metal	1 piece	100.00	Public Bidding	1											
	✓ Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	1 pcs	250.00	Public Bidding	1											
	✓ Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	2 pack	320.00	Public Bidding	1			1								
	✓ Broom and Dustpan Set	1 set	600.00	Public Bidding	1											
	✓ Date stamp, 10 years advance or more	1 pcs	195.00	Public Bidding	1											
	✓ Pen, Ball, blue	10 pieces	100.00	Public Bidding	10											
	✓ Pen, Ball, red	4 pieces	40.00	Public Bidding	4											
	<b>Sub-Total</b>		<b>14,970.00</b>													
<b>TOTAL BUDGET:</b>			<b>231,118.75</b>													

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

Prepared by:   
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 Date: 09/26/2024  
  
LUCIA M. FLORES