

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

SCAN HERE



PPMP-2024-1003-227623

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2025

END-
USER/UNIT: **University Learning Commons (Library)**

PPMP #: **PPMP-2025-092724-0687**
ULC-2025-STF-
Project Code: **Office Supplies and Equipment**

CHARGED TO **STF**

Project, Programs and Activities(PPAs):

- Transforming Library to Learning Commons (facilities and improvement)
- Purchase of library furniture/ fixtures for patrons' use: Tables, Chairs and sofa
- Purchase of Office Supplies and Equipment

Student access to educational resources (e.g. print resources, ebooks, databases like ScienceDirect) and tools (e.g. Licensed Softwares such as MS Office and Adobe; hardware and equipment, for student research/publications.

provision of IT and electronic equipment/devices for research use (server, desktop computer, cctv)

ICT Supplies (Barcodes, RFID Tags)

Programs and activities to promote the use of the library and its resources: National Book Week

Programs and activities to promote the use of the library and its resources: National Book Week

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
	Books & Library Materials															
	Cotton thread for theses binding, 6ply, 450g, (Natural color)	4 roll	1,200.00	NP - Small Value Procurement		4										
	Sub-Total		1,200.00													
	Construction and Electrical Supplies															
	Toilet Suction Pump 7"	3 pcs	1,500.00	NP - Agency to Agency		3										
	Garden Hose, 1/2"Ø, at least 50 meters per roll	2 roll	4,100.00	NP - Agency to Agency		2										
	30 degree Cutter blade (9 mm) (NT Cutter or equivalent) (5 pcs/pack)	2 packs	240.00	NP - Agency to Agency		2										

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Electrical Wire, THHN / THWN, AWG 10 (5.5mm2), Stranded, 150 meters/box	5 boxes	42,500.00	NP - Agencyto Agency			5									
	Electrical Aircon Outlet, 1 gang (flush type)	5 set	1,250.00	NP - Agency to Agency			5									
	KSB Safety Breaker 30 amperes single phase	3 pcs	2,550.00	NP - Agency to Agency			3									
	Sub-Total		52,140.00													
	Food & Food Ingredients															
	Snacks AM	80 set	6,400.00	NP - Small Value Procurement											80	
	Assorted Coffee/Milk & Chocolate powder	1 packs	2,200.00	NP - Small Value Procurement											1	
	Chocolate Bars	10 boxes	1,500.00	NP - Small Value Procurement											10	
	Sub-Total		10,100.00													
	Hardware															
	Paint Brush, 2"	10 pcs	800.00	NP - Agency to Agency		10										
	Cementitious waterproofing, (acrylic polymer), 4 lit/gal	4 gallon	3,880.00	NP - Agency to Agency	4											
	Sub-Total		4,680.00													
	Office Equipment															
	Desktop Computer (i5, 11th Gen)	6 unit	360,000.00	Public Bidding			6									
	Desktop Computer, All-In-One (AIO), 21.5" IPS	10 unit	450,000.00	Public Bidding			10									
	Computer Printer 3-in-1	1 unit	12,500.00	Public Bidding			1									
	UPS 800W (for Computer)	2 unit	10,000.00	NP - Small Value Procurement			2									
	CCTV Camera	5 unit	20,000.00	NP - Small Value Procurement			5									
	Plastic Barcode Protectors	4200 pcs	6,300.00	Direct Contracting				4200								
	Computer/Network Server	1 unit	400,000.00	Public Bidding			1									

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	Pre-printed Barcode Labels. Ranges: Start 028501 - End 033500	4200 pcs	16,800.00	Direct Contracting				4200								
	RFID System tags	4200 pcs	126,000.00	Direct Contracting				4200								
	Ink, Epson 003,Genuine Black 65mL	10 btl	3,500.00	NP - Small Value Procurement	10											
	Ink, EPSON 003,Genuine Cyan 65mL	10 btl	3,500.00	NP - Small Value Procurement	10											
	Ink, EPSON 003,Genuine Magenta 65mL	10 btl	3,500.00	NP - Small Value Procurement	10											
	Ink, EPSON 003,Genuine Yellow 65mL	10 btl	3,500.00	NP - Small Value Procurement	10											
	Ink, Epson, genuine (C) T664, 70 ml	6 pieces	2,100.00	NP - Small Value Procurement	6											
	Ink, Epson, genuine (M) T664, 70 ml	6 pieces	2,100.00	NP - Small Value Procurement	6											
	Ink, Epson, genuine, (BK) T664, 70 ml	6 pieces	2,100.00	NP - Small Value Procurement	6											
	Ink, Epson, genuine, (Y) T664, 70 ml	6 pieces	2,100.00	NP - Small Value Procurement	6											
	3 Ton Floor-Mounted Split Type Inverter Aircon	3 piece	450,000.00	Public Bidding			3									
	Sub-Total		1,874,000.00													
	Office Equipment and Appliances															
	Stainless Steel Ceiling Fan	6 pieces	27,000.00	Public Bidding			6									
	18" STAND FAN	6 pcs	15,000.00	Public Bidding			6									
	Sub-Total		42,000.00													
	Office Furniture & Fixture															
	Student Tables for Smart Classroom	10 unit	75,000.00	Public Bidding						10						
	L-shape sofa corner with armrest plus center table (8-10 seaters)	2 unit	60,000.00	Public Bidding						2						

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	L shape sofa set, 4 seater with 1 seat extension plus 2 seater	1 set	38,000.00	Public Bidding						1						
	L-Shaped Executive Table with drawer, side table, and cabinet	1 unit	27,000.00	Public Bidding						1						
	Polypropylene Chairs with Steel Legs	100 piece	90,000.00	Public Bidding						100						
	Window Blinds, 100x180 cm, Polyester + Aluminum, dark grey	4 piece	10,000.00	Public Bidding			4									
	Window Blinds, 120x180 cm, Polyester + Aluminum, dark grey	3 piece	9,585.00	Public Bidding			3									
	Window Blinds, 160x180 cm, Polyester + Aluminum, dark grey	2 piece	8,260.00	Public Bidding			2									
	Window blinds, Blackout Roller Shades 100x200 cm	6 piece	8,040.00	Public Bidding			6									
	Window blinds, Blackout Roller Shades 120x190 cm	2 piece	3,000.00	Public Bidding			2									
	Clerical table; With center & 3-side drawers, with lock Size: 120cm W x 60cm D x 75 cm H	1 pcs	5,000.00	Public Bidding						1						
	Steel Book Shelves	50 unit	640,000.00	Public Bidding				50								
	Sub-Total		973,885.00													
	Office Supplies															
	Acetate, transparent, guage #6, approx. 50m/roll	2 rolls	4,000.00	NP - Agency to Agency		2										
	Acetate, transparent, gauge #4, approx. 50m/roll	5 rolls	7,000.00	NP - Agency to Agency		5										
	Ballpen 50 Pieces, Blue	2 box of 50's	1,000.00	NP - Agency to Agency		2										
	Pen, Permanent Marker, black, broad tip	10 pieces	600.00	NP - Agency to Agency		10										
	Gel Ink Sign Pen 0.5, blue	100 pcs	3,000.00	NP - Agency to Agency		100										
	Date stamp, 10 years advance or more	3 pcs	585.00	NP - Agency to Agency		3										
	Tape, Double Sided, 1" x 10m	15 rolls	675.00	NP - Agency to Agency		15										
	Tape, Foam, Double Sided, 1/2" x 5m	5 rolls	260.00	NP - Agency to Agency		5										
	Masking Tape, 1"	50 rolls	3,000.00	NP - Agency to Agency		50										

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	Masking Tape, Brown, 2"	10 rolls	700.00	NP - Agency to Agency		10										
	Tape Dispenser, 1" tape, big core, any color	4 pcs	460.00	NP - Agency to Agency		4										
	Double Sided Glossy Photo Paper A4 (50sheets per pack)	5 pack	1,250.00	NP - Agency to Agency		5										
	Laminating Film, 9 inch x 50 m, 250 microns	1 rolls	1,050.00	NP - Agency to Agency		1										
	Scissors, 8" heavy duty, good quality	7 pieces	525.00	NP - Agency to Agency		7										
	Heavy Duty Scissors	2 pc	1,200.00	NP - Agency to Agency		2										
	Staple Wire No. 35-5M Leg Length 6mm (1/4")	10 boxes	800.00	NP - Agency to Agency		10										
	Paper, Parchment, A4, cream, 100 sheets/pack	2 pack	1,000.00	NP - Agency to Agency		2										
	Pencil, #2, Medium, Yellow, 12pcs/box	2 Box of 12's	240.00	NP - Agency to Agency		2										
	Sharpener, Pencil Heavy Duty good qlty	5 pieces	1,750.00	NP - Agency to Agency		5										
	Mop Rug, Heavy Duty, 100% cotton	12 pieces	1,080.00	NP - Agency to Agency		12										
	Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent	5 pack	1,750.00	NP - Agency to Agency		5										
	Alcohol, Ethyl, 70% solution, 500mL	4 btls	500.00	NP - Agency to Agency		4										
	Soap, Detergent, Powder, 1 kilo/pack, any scent	5 kl	750.00	NP - Agency to Agency		5										
	Tissue, Bathroom, 2 Ply, 12rolls/pack	4 pack	816.00	NP - Agency to Agency		4										
	Toilet Bowl Cleaner, at least 1 gallon	2 gal	790.00	NP - Agency to Agency		2										
	Liquid Hand Soap	3 gallon	1,800.00	NP - Agency to Agency		3										
	Stick Broom (tingting) 6" from the top, approx 370 pcs	5 piece	300.00	NP - Small Value Procurement		5										

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	Soft Broom (Tambo) 200g minimum, heavy duty	10 pcs	2,200.00	NP - Small Value Procurement		10										
	Dust pan, plastic, stand-up handle, large	3 pc	420.00	NP - Agency to Agency		3										
	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	5 pcs	1,500.00	NP - Agency to Agency		5										
	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	50 pack	3,250.00	NP - Agency to Agency		50										
	Index tab stick up (sign here) 50x2 sheets, 44x25mm	15 pcs	885.00	NP - Agency to Agency		15										
	Adhesive tape, 1"	50 pcs	3,400.00	NP - Agency to Agency		50										
	Magic tape, 12mm x 50m, roll	3 btl	588.00	NP - Agency to Agency		3										
	Staple wire No. 35-1m, leg length 5mm	10 boxes	350.00	NP - Agency to Agency		10										
	Official Record Book (8.5" x 11" 500 pages)	5 pcs	925.00	NP - Agency to Agency		5										
	Ream Cutter A3 Size Heavy Duty Paper Cutter, Paper Trimmer, Ream Paper Cutting Machine, Steel	1 unit	6,000.00	NP - Agency to Agency		1										
	PVC Electrical Wire Moulding, rectangular 1", 8 ft	50 ft	7,500.00	NP - Agency to Agency		50										
	Feather duster, 19"-23"	10 pcs	560.00	NP - Agency to Agency		10										
	Alpha gina Cloth, green, meter	138 meter	4,140.00	NP - Small Value Procurement		138										
	Alpha gina Cloth, yellow, meter	138 meter	5,520.00	NP - Small Value Procurement		138										
	Microfiber cleaning cloths wiping rags double layer	10 pcs	250.00	NP - Agency to Agency		10										
	Paper, Bond, A4, S-20, 70 gsm	55 reams	13,915.00	NP - Agency to Agency		55										
	Paper, Bond, Long, S-20, 70 gsm	30 reams	8,580.00	NP - Agency to Agency		30										

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Paper, Bond, Short, S-20, 70 gsm	5 reams	1,225.00	NP - Agency to Agency		5										
	Cable Tie, 8", 100 pcs/pack	5 packs	550.00	NP - Agency to Agency		5										
	Stapler, HD No.35	2 pc	800.00	NP - Agency to Agency		2										
	Paper Cutter, wood, A4 size	2 piece	1,250.00	NP - Agency to Agency		2										
	Cartolina Vellum	1200 sheets	48,000.00	NP - Small Value Procurement				1200								
	Glue (Polyvinyl acetate)	35 gallons	22,750.00	NP - Small Value Procurement				35								
	Chip Board or Paste Board #25	1000 sheets	70,000.00	NP - Small Value Procurement				1000								
	Chip Board or Paste Board #40	1000 sheets	60,000.00	NP - Small Value Procurement				1000								
	PVC Coated paper for bookbinding (Haspi), Dark Blue	25 rolls	5,000.00	NP - Small Value Procurement				25								
	PVC Coated paper for bookbinding (Haspi), Light Blue	25 rolls	5,000.00	NP - Small Value Procurement				25								
	PVC Coated paper for bookbinding (Haspi), Maroon	25 rolls	5,000.00	NP - Small Value Procurement				25								
	PVC Coated paper for bookbinding (Haspi), Yellow	25 rolls	5,000.00	NP - Small Value Procurement				25								
	PVC Coated paper for bookbinding (Haspi), Brown	25 rolls	5,000.00	NP - Small Value Procurement				25								
	Binding cloth, Red	10 rolls	5,000.00	NP - Small Value Procurement				10								


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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Binding cloth, Brown	10 rolls	5,000.00	NP - Small Value Procurement				10								
	Binding cloth, Dark Blue	10 rolls	5,000.00	NP - Small Value Procurement				10								
	Binding cloth, Yellow	10 rolls	5,000.00	NP - Small Value Procurement				10								
	Binding cloth, Light Gray	10 rolls	5,000.00	NP - Small Value Procurement				10								
	Thermal Paper	50 rolls	3,000.00	NP - Small Value Procurement		50										
	Sub-Total		354,439.00													
	Trainings															
	Token	3 bag	3,000.00	NP - Small Value Procurement											3	
	Sub-Total		3,000.00													
	Vehicle Supplies															
	Diesel fuel	100 liters	8,400.00	NP - Agency to Agency				100								
	Sub-Total		8,400.00													
	TOTAL BUDGET:		3,323,844.00													

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

Prepared by:


MAEGAN LOU A. ARUTA

Submitted by:


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Unit Head/Project Leader

Date: 10/03/2024