

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



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

SCAN HERE



PPMP-2024-0904-220730

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)  
 CY 2024

PPMP #: PPMP-2024-090424-0394

END-USER/UNIT: **Advanced Research and Innovation Center**

CHARGED TO **GF-MOOE**

Project, Programs and Activities (PPAs): **KU-IP-2022-12**  
 For office use

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>															
	Ink, Epson 003,Genuine Black 65mL	2 btl	700.00	NP - Small Value Procurement										2		
	Ink, EPSON 003,Genuine Cyan 65mL	2 btl	700.00	NP - Small Value Procurement										2		
	Ink, EPSON 003,Genuine Magenta 65mL	2 btl	700.00	NP - Small Value Procurement										2		
	Ink, EPSON 003,Genuine Yellow 65mL	2 btl	700.00	NP - Small Value Procurement										2		
	HP OfficeJet Pro 8020 Ink Cartridges (Set)	1 set	12,000.00	Public Bidding										1		
	<b>Sub-Total</b>		<b>14,800.00</b>													
	<b>Office Furniture &amp; Fixture</b>															
	Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,	1 pc	12,000.00	Public Bidding										1		
	Office cabinet with glass and steel doors	1 unit	12,000.00	Public Bidding										1		
	<b>Sub-Total</b>		<b>24,000.00</b>													
	<b>Office Supplies</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
	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	2 pcs	400.00	NP - Small Value Procurement										2		
	Tissue, Bathroom, 2 Ply, 12rolls/pack	1 pack	204.00	NP - Small Value Procurement										1		
	Record Book, Big, 500 pages	3 pcs	555.00	NP - Small Value Procurement										3		
	Clear Book (Display Book), Refillable, A4, 20 shts, any color	5 pcs	335.00	NP - Small Value Procurement										5		
	Clear Book (Display Book), Refillable, Legal, 20 shts, any color	5 pcs	390.00	NP - Small Value Procurement										5		
	Scissors, 8" heavy duty, good quality	2 pieces	150.00	NP - Small Value Procurement										2		
	Folder, File, Short, 14pts, White	10 piece	80.00	NP - Small Value Procurement										10		
	Folder, File, Long, 14pts, White	10 piece	100.00	NP - Small Value Procurement										10		
	Folder, Expanded, Long (Light Blue)	5 pcs	150.00	NP - Small Value Procurement										5		
	Folder, Expanded, Long (Red)	5 piece	150.00	NP - Small Value Procurement										5		
	Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box	1 boxes	143.00	NP - Small Value Procurement										1		
	Clip, Metal Bulldog, 3" (approx. 76.2mm), 12 pcs/box	1 boxes	192.00	NP - Small Value Procurement										1		
	Dong A My Gel Sign Pen Gel Ink 0.5mm Refill (12Pcs), BLUE	2 boxes	500.00	NP - Small Value Procurement										2		



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
	<i>Sub-Total</i>		3,349.00													
<b>TOTAL BUDGET:</b>			42,149.00													

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

Prepared by: *Maria Rhoda A. Salas*  
**MARIA RHODA A. SALAS**

Submitted by: *Anabella B. Tulin*  
**ANABELLA B. TULIN**  
Unit Head/Project Leader

