

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



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

SCAN HERE



PPMP-2024-1213-241014

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2026

END-USER/UNIT: **Office of the RDE Network Secretariat**
CHARGED TO GF-MOOE
 Project, Programs and Activities(PPAs):
 For office supplies

PPMP #: **PPMP-2026-121024-0046**
 Project Code: **RDE.Network.A.III.C**

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															
	Assorted Coffee/Milk & Chocolate powder	2 packs	4,400.00	NP - Small Value Procurement				2								
	Sub-Total		4,400.00													
	Office Equipment															
	1 Line VOIP Phone	1 unit	5,500.00	NP - Small Value Procurement		1										
	Epson Eco Tank L3210 A4 All-in one Ink Tank Printer	2 unit	18,000.00	NP - Small Value Procurement		1		1								
	Scanner, Document, A4 Duplex Sheet-fed	1 unit	49,999.00	NP - Small Value Procurement			1									
	Sub-Total		73,499.00													
	Office Equipment and Appliances															
	Heavy Duty Office Printer,Scanner and Photocopier	1 pcs	25,000.00	NP - Small Value Procurement			1									
	Sub-Total		25,000.00													
	Office Furniture & Fixture															

Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (In quantiles)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Ergonomic Office Chair	2 unit	29,000.00	NP - Small Value Procurement			2									
	Sub-Total		29,000.00													
	Office Supplies															
	A4 Matte Photo Paper	20 packs	1,400.00	NP - Small Value Procurement			10		10							
	A4 Photo Paper	20 packs	3,000.00	NP - Small Value Procurement			10		10							
	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	6 tubes	1,320.00	NP - Small Value Procurement				3			3					
	Alcohol, Ethyl, 70% solution, 500mL	10 btls	1,250.00	NP - Small Value Procurement			10									
	Alcohol, Isopropyl, 70% solution, 500mL	10 btls	1,400.00	NP - Small Value Procurement			10									
	Cleaner, Glass, 500mL, spray type, any scent	5 btls	1,100.00	NP - Small Value Procurement			5									
	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	10 box of 50's	300.00	NP - Small Value Procurement		5		5								
	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	10 boxes	200.00	NP - Small Value Procurement		5		5								
	Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	5 pcs	3,000.00	NP - Small Value Procurement				5								
	Fastener, Paper, plastic, 50 sets/box	5 boxes	200.00	NP - Small Value Procurement					5							
	Folder, File, Long, 14pts, White	50 piece	500.00	NP - Small Value Procurement				30				20				

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
	Glue Gun, Small (approx. 4x12x 18cm)	2 pcs	370.00	NP - Small Value Procurement		1	1									
	Glue Stick, Small, for Glue Gun	20 pcs	140.00	NP - Small Value Procurement			20									
	Glue, Multi-Purpose, White, at least 130g (118mL)	12 btls	1,080.00	NP - Small Value Procurement			12									
	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	3 btls	480.00	NP - Small Value Procurement		3										
	Laminating Film, A4, 100 shts/box, 250 microns	1 boxes	1,430.00	NP - Small Value Procurement				1								
	Memo Notebooks, 80 leaves	6 pieces	240.00	NP - Small Value Procurement			6									
	Morocco board, A4, 100pcs/ream, 230 gsm, for cover,blue	1 ream	450.00	NP - Small Value Procurement			1									
	Morocco board, A4, 100pcs/ream, 230 gsm, for cover,cream	1 ream	450.00	NP - Small Value Procurement			1									
	Morocco board, A4, 100pcs/ream, 230 gsm, for cover,gold	1 ream	450.00	NP - Small Value Procurement			1									
	Morocco board, A4, 100pcs/ream, 230 gsm, for cover,light blue	1 ream	450.00	NP - Small Value Procurement			1									
	Paper, Bond, A4, S-20, 70 gsm	10 reams	2,530.00	NP - Small Value Procurement			5						5			
	Paper, Bond, Long, S-20, 70 gsm	10 reams	2,860.00	NP - Small Value Procurement			5		5							
	Pen, Permanent Marker, black, broad tip	10 pieces	600.00	NP - Small Value Procurement					10							

Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (in quantitles)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Pen, Permanent Marker, blue, broad tip	10 pieces	600.00	NP - Small Value Procurement					10							
	Pen, Highlighter, orange	5 pieces	230.00	NP - Small Value Procurement				5								
	Pen, Sign, .5mm, Gel-type, Black	10 piece	350.00	NP - Small Value Procurement			5						5			
	Pen, Sign, .5mm, Gel-type, Blue	10 piece	350.00	NP - Small Value Procurement				10								
	Pen, Whiteboard Marker, black	10 pieces	500.00	NP - Small Value Procurement					10							
	Pin, Map, round head, asstd. Color	10 boxes	350.00	NP - Small Value Procurement				10								
	Plastic bag (sando bag)100 pc./pack medium	2 pack	180.00	NP - Small Value Procurement							2					
	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	1 packs	750.00	NP - Small Value Procurement				1								
	Rag, (for cleaning & wiping)	20 pieces	100.00	NP - Small Value Procurement				10			10					
	Ring Binder, plastic, 10mm, 3/8" black	10 pieces	100.00	NP - Small Value Procurement				5			5					
	Ring Binder, plastic, 14mm, 9/16" black	10 pieces	150.00	NP - Small Value Procurement					10							
	Ring Binder, plastic, 22mm, 7/8" black	10 pieces	270.00	NP - Small Value Procurement				5			5					
	Ring Binder, plastic, 38mm , 1-1/2" black	10 pieces	550.00	NP - Small Value Procurement							5			5		

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
	Ring Binder, plastic, 8mm, 5/16" black	10 pieces	80.00	NP - Small Value Procurement							5			5		
	Ring Binder, plastic, 14mm, 5/8" black	10 pieces	180.00	NP - Small Value Procurement		5			5							
	Rubber sponge, round	10 pieces	130.00	NP - Small Value Procurement				5			5					
	Ruler, Plastic, 12"	2 pieces	70.00	NP - Small Value Procurement			2									
	Scissors, 6" heavy duty, good quality	2 piece	136.00	NP - Small Value Procurement			2									
	Sticky Note, 2 x 3, Yellow	5 pads	395.00	NP - Small Value Procurement			5									
	Thumb Tacks, Small Box	4 boxes	80.00	NP - Small Value Procurement			4									
	Tissue, Bathroom, 2 Ply, 12rolls/pack	4 pack	1,000.00	NP - Small Value Procurement			2			2						
	Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black	10 pack	850.00	NP - Small Value Procurement				5			5					
	Sub-Total		32,601.00													
TOTAL BUDGET:			164,500.00													

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

Prepared by:


PATRICE ANN S. PO

Submitted by:


IVY C. EMNACE
Unit Head/Project Leader

Date: **12/20/2024**