

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



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

SCAN HERE



PPMP-2024-1220-242183

INDICATIVE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2026

END-
 USER/UNIT: **Procurement Office**

CHARGED TO **GF-MODE**

Project, Programs and Activities(PPAs):
 for 2026 Office Supplies and Equipment's

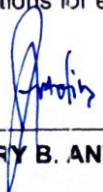
FPMP #: **PPMP-2026-122024-0128**
 Project Code: **Procurement 2026 Budget Proposal**

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
	Communication/Courier Services:															
	Load Cards, Smart, PhP500	12 pcs	6,300.00	Public Bidding												12
	Sub-Total		6,300.00													
	Construction and Electrical Supplies															
	Freon gas R22 (for air-con)	3 kgs	2,250.00	Public Bidding			3									
	Sub-Total		2,250.00													
	Food & Food Ingredients															
	Packed Meals	200 sets	40,000.00	Public Bidding												200
	Snacks for Varicus University Events/Activities	4500 packs	360,000.00	Public Bidding			1500									3000
	Sub-Total		400,000.00													
	Fuel & Lubricants															
	Gasoline - Unleaded	150 L	10,950.00	Public Bidding			150									
	Sub-Total		10,950.00													
	IT Supplies and Equipment															
	A3 Ink Tank System Printer (4-in-1) with ADF	1 unit	35,000.00	Public Bidding												1
	Sub-Total		35,000.00													
	Office Equipment															

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
	Computer Printer, All-in-One/Multifunction Colored-Ink Tank	1 unit	14,000.00	Public Bidding												1
	Document Camera	1 unit	34,500.00	Public Bidding			1									
	Epson 001 ink, Black, 127ml, Genuine	12 btls	7,200.00	Public Bidding			12									
	Ink, Epson 003, Genuine Black 65mL	36 btl	12,600.00	Public Bidding												36
	Ink, EPSON 003, Genuine Cyan 65mL	20 btl	7,000.00	Public Bidding												20
	Ink, EPSON 003, Genuine Magenta 65mL	20 btl	7,000.00	Public Bidding												20
	Ink, EPSON 003, Genuine Yellow 65mL	20 btl	7,000.00	Public Bidding												20
	Toner Cartridge Fuji Xerox DocuCentre S2011	4 pcs	17,200.00	Public Bidding												4
	Sub-Total		106,500.00													
	Office Furniture & Fixture															
	Steel Cabinet Open Type (Standard Boltless Racks (20"D))	5 unit	47,500.00	Public Bidding			5									
	Sub-Total		47,500.00													
	Office Supplies															
	Alcohol, Ethyl, 70% solution, 1 gallon	3 gallons	1,300.00	Public Bidding	3											
	Binder Clip, 2-Inch, 12 pcs/box	10 boxes	1,500.00	Public Bidding			10									
	CONTINGENCY FUND (for unforeseen expenses)	1 lot	15,000.00	Shopping - A	1											
	Correction Pen, rolling ball-metal tip	5 pc	1,100.00	Public Bidding			5									
	Correction Tape, 10 meters	5 pcs	160.00	Public Bidding	5											
	Envelope, Document, Brown, 150 lbs, Long	200 pc	1,400.00	Public Bidding			200									
	FOLDER PRESSBOARD LONG ECO FRIENDLY WILD BLUE	200 pc	8,000.00	Public Bidding			200									
	Folder, File, Long, 14pts, White	100 piece	1,000.00	Public Bidding			100									
	Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3', Long (Black)	200 pcs	28,000.00	Public Bidding												200
	Note Pad, 3" x 3", post-it, assorted colors	12 pads	420.00	Public Bidding												12
	Paper Clips Small Vinyl (33MM)	5 Bcx of 100's	175.00	Public Bidding			5									
	Paper Fastener Long Size 8 1/2"	20 box of 50's	3,000.00	Public Bidding			20									
	Paper, Bond, A4, S-20, 70 gsm	100 reams	25,300.00	Public Bidding												100
	Paper, Bond, A4, S-24, 80 gsm	250 reams	72,250.00	Public Bidding												250
	Paper, Bond, Long, S-20, 70 gsm	20 reams	5,720.00	Public Bidding			20									
	Raincoat with Pants, Heavy Duty	2 unit	4,000.00	Public Bidding												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
	Ribbon, Satin Cloth, Blue with design at least 0.6cm	4 roll	220.00	Public Bidding			4									
	Soap, Dishwashing Paste 400g	12 tubes	1,080.00	Public Bidding												12
	Soap, hand, liquid, 250 ml	12 btls	1,360.00	Public Bidding												12
	Staple Wire, #10	10 boxes	200.00	Public Bidding			5									5
	Staple Wire, #35	10 boxes	350.00	Public Bidding			5									5
	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	12 pack	480.00	Public Bidding												12
	Sticky Note, 2 x 3, Yellow	5 pads	395.00	Public Bidding												5
	Transparent Tape (1")	6 rolls	150.00	Public Bidding												6
	Wall Clock 12 inches diameter	1 pcs	800.00	Public Bidding			1									
	Sub-Total		174,360.00													
	Vehicle Supplies															
	Diesel fuel	500 liters	42,000.00	Public Bidding			500									
	Sub-Total		42,000.00													
	TOTAL BUDGET:		824,860.00													

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

Prepared by: 
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Date: **01/13/2025**