

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



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

SCAN HERE



PPMP-2024-0926-225609

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2025

END-USER/UNIT: **Department of Mechanical Engineering**

PPMP #: **PPMP-2025-092524-0593**

CHARGED TO GF-MOOE

Project, Programs and Activities (PPAs):

1. Development of instructional materials integrating 4IR technologies and Education 5.0, where gender and development issues and university core values are mainstreamed.

1.1 Preparation of department correspondence, monthly reports, minutes of meetings, Class Assessments, projects, accreditation documents etc.

2. Conduct of effective monthly 5S Implementation within the workplace and the laboratory areas.

3. Provision of items/materials needed inside the tool room.

Handwritten signature and date: 29/26/24

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
	Agricultural/Farm Supplies/Livestock															
	Chisel, Flat, 20mm	1 pcs	800.00	Shopping - A	1											
	Sub-Total		800.00													
	Construction and Electrical Supplies															
	Electrical Tape (Rubber)	5 pcs	900.00	Shopping - A	5											
	LED Tube, 18 watts	10 sets	6,000.00	Shopping - A	10											
	Extension cord, 3 universal outlets, 5 meters. Power capacity, at least 2200W	5 pcs	1,750.00	Shopping - A	5											
	Bulb, LED, 15W	10 pieces	3,000.00	Shopping - A	10											
	Electrical Switch, 2-gang, Flush type	3 pcs	600.00	Shopping - A	3											
	8-inch combination pliers	1 pc	370.00	Shopping - A	1											
	Mini claw hammer	2 pc	800.00	Shopping - A	2											
	Paint, Quick Dry Enamel, White	2 gal	1,780.00	Shopping - A	2											
	Digital Multimeter for laboratory	1 pc	1,900.00	Shopping - A	1											
	Sub-Total		17,100.00													
	Farm Tools and Equipment															

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	garden rake	1 pc	650.00	Shopping - A	1											
	Sub-Total		650.00													
	Fuel & Lubricants															
	Fuel, Diesel	50 L	3,700.00	Shopping - A	25			25								
	Fuel, Gasoline	50 L	3,700.00	Shopping - A	25			25								
	Sub-Total		7,400.00													
	Hardware															
	Paint Brush, 2"	4 pcs	320.00	Shopping - A	4											
	Double Sided Tape, Industrial, Outdoor Use, Heavy Duty, 25mmx 2m	1 roll	200.00	Shopping - A	1											
	Paint Brush, Roller with handle and PVC Tray, 9"	2 piece	700.00	Shopping - A	2											
	Steel Wire Brush, Wood Handle	4 piece	100.00	Shopping - A	4											
	Angle Grinder 4"Ø, Grinding Wheel	5 piece	500.00	Shopping - A	5											
	Grinding Stone 4"	5 pc	1,500.00	Shopping - A	5											
	Cutting Disc for Steel/Stainless, 4"	5 piece	1,350.00	Shopping - A	5											
	Pliers, 8", Long nose	2 piece	541.60	Shopping - A	2											
	Screwdriver, Precision Set, 11 pieces with case	1 set	250.00	Shopping - A	1											
	Screwdriver, Philips(Cross Head), 6" Magnetic	1 piece	200.00	Shopping - A	1											
	Screwdriver, Philips(Cross Head), 8"	1 piece	200.00	Shopping - A	1											
	Plywood, Marine, 3/4"(thickness) x 4' x 8'	5 piece	8,250.00	Shopping - A	5											
	Angle grinder 600 W,DWT WSO6-125 ER	1 pc	5,000.00	Shopping - A	1											
	Knife, 6", Stainless Steel	1 piece	280.00	Shopping - A	1											
	Knife, Butcher's, Stainles Steel	1 piece	400.00	Shopping - A	1											
	Paint Brush, 3"	2 pc	190.00	Shopping - A	2											
	Paint, Latex Flat, White	2 gallon	1,800.00	Shopping - A	2											
	Paint Thinner, at least 35cc per bottle	5 btl	325.00	Shopping - A	5											
	Cement, Rubber, Contact adhesive	2 btl	220.00	Shopping - A	2											
	Nails, Common Wire, 1"	1 kl	90.00	Shopping - A	1											
	Nails, Common Wire, 2"	1 kl	90.00	Shopping - A	1											
	Nails, Common Wire, 3"	1 kl	90.00	Shopping - A	1											
	Nails, Common Wire, 4"	1 kl	90.00	Shopping - A	1											
	Cut off Blade, 14" x 1/8" x 1", good quality	1 piece	460.00	Shopping - A	1											
	Sub-Total		23,146.60													
	IT Supplies and Equipment															
	Ink Tank Printer Print, Scan, Copy, Fax with ADF	1 pc	23,500.00	Shopping - A	1											

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Ink Tank Printer, Prints up to A3	1 unit	37,000.00	Shopping - A							1					
	Ink, Epson 003,Genuine Black 65mL	15 btl	5,250.00	Shopping - A	15											
	Ink, EPSON 003,Genuine Cyan 65mL	5 btl	1,750.00	Shopping - A	5											
	Ink, EPSON 003,Genuine Magenta 65mL	5 btl	1,750.00	Shopping - A	5											
	Ink, EPSON 003,Genuine Yellow 65mL	5 btl	1,750.00	Shopping - A	5											
	Ink, Epson, genuine (C) T664, 70 ml	5 pieces	1,750.00	Shopping - A	5											
	Ink, Epson, genuine (M) T664, 70 ml	5 pieces	1,750.00	Shopping - A	5											
	Ink, Epson, genuine, (BK) T664, 70 ml	10 pieces	3,500.00	Shopping - A	10											
	Ink, Epson, genuine, (Y) T664, 70 ml	5 pieces	1,750.00	Shopping - A	5											
	Sub-Total		79,750.00													
	Office Equipment															
	Laminator Machine, A3	1 unit	5,000.00	Shopping - A	1											
	Sub-Total		5,000.00													
	Office Furniture & Fixture															
	Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,	1 pc	12,000.00	Shopping - A	1											
	Sub-Total		12,000.00													
	Office Supplies															
	A4 copy paper, 80 gsm	40 ream	14,400.00	Shopping - A	20			20								
	Folder, File, Long, 14pts, White	100 piece	1,000.00	Shopping - A	100											
	Glue Pen, Clear, 50mL	4 tubes	100.00	Shopping - A	4											
	Pen, Permanent Marker, black, fine tip	4 pieces	240.00	Shopping - A	4											
	Pen, Permanent Marker, blue, fine tip	4 pieces	240.00	Shopping - A	4											
	Pen, Permanent Marker, red, fine tip	4 pieces	240.00	Shopping - A	4											
	Pen, Ball, blue	50 pieces	500.00	Shopping - A	50											
	Pen, Ball, red	20 pieces	200.00	Shopping - A	20											
	Pen, Sign, .5mm, Gel-type, Blue	50 piece	1,750.00	Shopping - A	50											
	Pen, Whiteboard Marker, black	50 pieces	2,500.00	Shopping - A							50					
	Pen, Whiteboard Marker, red	20 pieces	1,000.00	Shopping - A							20					
	Pen, Whiteboard Marker, blue,	50 pieces	2,500.00	Shopping - A							50					
	Pencil, #2, Medium, Yellow, 12pcs/box	1 Box of 12's	120.00	Shopping - A							1					
	Alcohol, Ethyl, 70% solution, 1 gallon	5 gallons	3,000.00	Shopping - A							5					
	Soap, Dishwashing, Liquid, 250mL	24 btl	3,600.00	Shopping - A							24					
	Disinfectant Spray, 340g	4 can	1,860.00	Shopping - A							4					

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Soap, Detergent, Liquid, 1 gal, any scent	1 gal	400.00	Shopping - A							1					
	Soap, Toilet , guest size	10 pieces	350.00	Shopping - A							10					
	Soap, hand, liquid, 250 ml	20 btls	3,100.00	Shopping - A							20					
	Folder, Pressboard, US, Green, Long, Doublefold	50 pcs	1,750.00	Shopping - A							50					
	Laminating Film, A4, 100 shts/box, 250 microns	1 boxes	1,430.00	Shopping - A							1					
	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	10 boxes	250.00	Shopping - A							10					
	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	4 boxes	300.00	Shopping - A							4					
	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	2 pcs	840.00	Shopping - A							2					
	Broom, Soft (Tambo), Large, Heavy Duty	5 pcs	1,250.00	Shopping - A							5					
	Stick Broom (tingting) 6" from the top, approx 370 pcs	5 piece	300.00	Shopping - A							5					
	Dust pan, plastic, stand-up handle, large	4 pc	560.00	Shopping - A							4					
	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	10 pcs	2,000.00	Shopping - A							10					
	Envelope, Expanding, Plastic, Long	6 pc	324.00	Shopping - A							6					
	Envelope, Expanding, with garter tie, brown, long	20 pc	400.00	Shopping - A							20					
	2 ply Toilet Paper	24 rolls	600.00	Shopping - A							24					
	Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear	1 boxes	850.00	Shopping - A							1					
	Staple Wire, #35	15 boxes	525.00	Shopping - A							15					
	Tape, Double Sided, 1" x 10m	5 rolls	225.00	Shopping - A							5					
	Transparent Tape (1")	5 rolls	125.00	Shopping - A							5					
	Toilet Brush with Holder	2 set	360.00	Shopping - A							2					
	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	5 pack	1,250.00	Shopping - A							5					
	Acetate, transparent, guage #3, approx. 50m/roll	1 rolls	900.00	Shopping - A							1					
	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	2 tubes	440.00	Shopping - A							2					
	Paper Board, 180gsm White LONG, 50sheets per packs	1 pack	250.00	Shopping - A							1					
	Scissors, 8" heavy duty, good quality	2 pieces	150.00	Shopping - A							2					
	Eraser, whiteboard, magnetic flannel	10 pc	750.00	Shopping - A							10					
	Eraser, Blackboard, wood design, Big (3x13x5cm)	10 pcs	560.00	Shopping - A							10					
	Toilet Bowl and Urinal Cleaner, at least 500mL	4 btls	500.00	Shopping - A							4					
	Floor Mop	2 pieces	600.00	Shopping - A							2					
	Dishwashing Sponge	24 pcs	840.00	Shopping - A							24					

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
	Chalk, White, Dustless, 100 pcs/box	10 boxes	750.00	Shopping - A							10					
	Duster, Feather	5 pcs	280.00	Shopping - A							5					
	First Aid Kit Set (Medical Bag)	1 set	1,500.00	Shopping - A							1					
	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	5 pack	325.00	Shopping - A							5					
	Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black	5 pack	175.00	Shopping - A							5					
	Whiteboard, Wall Mount, 4' x 8', magnetic	1 pc	7,500.00	Shopping - A	1											
	Magnetic Whiteboard with Aluminum Stand	1 pcs	7,500.00	Shopping - A	1											
	Whiteboard, Wall Mount, 3' x 5', w/ aluminum frame	1 pcs	2,100.00	Shopping - A	1											
	Record Book, 200 Pages	5 piece	450.00	Shopping - A							5					
	Cork Board, Wall Mount, w/ aluminum frame, 2' x 3'	1 pcs	880.00	Shopping - A							1					
	Ink, Refill, for Whiteboard Marker, Black, 30mL	10 btls	1,650.00	Shopping - A							10					
	Ink, Refill, for Whiteboard Marker, Blue, 30mL	10 btls	1,650.00	Shopping - A							10					
	Ink, Refill, for Whiteboard Marker, Red, 30mL	10 btls	1,650.00	Shopping - A							10					
	Soap, Detergent, Bar, at least 350g, any scent	2 bar	76.00	Shopping - A							2					
	Soap, Detergent, Powder, 1 kilo/pack, any scent	1 kl	150.00	Shopping - A							1					
	Paper, Bond, Long, S-24, 80 gsm	4 reams	1,312.00	Shopping - A							4					
	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	1 pcs	1,500.00	Shopping - A							1					
	Stapler, HD No.35	1 pc	400.00	Shopping - A							1					
	Sub-Total		85,277.00													
TOTAL BUDGET:			231,123.60													

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

Prepared by: 
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Submitted by: 
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Unit Head/Project Leader

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2 SEP 2024
Date: **09/26/2024**
ALICIA M. FLORES