

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



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

SCAN HERE



PPMP-2024-0927-225967

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2025

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

PPMP #: **PPMP-2025-092524-0578**

CHARGED TO TF

Project
 Code: **101T 20201050-6
 Administrative Cost
 - PPMP 2025**

Project, Programs and Activities (PPAs):

For operation use. Financial administration of externally funded projects.

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															
	Courier services for Accounting documents	1 unit	85,000.00	NP - Small Value Procurement				1								
	Sub-Total		85,000.00													
	Office Equipment															
	Computer Repair/ Purchase of Computer Parts	1 piece	20,000.00	NP - Small Value Procurement				1								
	Desktop Computer, with Monitor, Core i5 12th Gen, 8GB RAM (Assembled) or higher	2 sets	98,000.00	NP - Small Value Procurement				2								
	Ink, Epson 003,Genuine Black 65mL	100 btl	35,000.00	NP - Small Value Procurement				50						50		
	Ink, Epson, genuine, (BK) T664, 70 ml	10 pieces	3,500.00	NP - Small Value Procurement				10								

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
	Laptop, 14" Core i5 11th Gen	1 unit	55,000.00	NP - Small Value Procurement				1								
	Sub-Total		211,500.00													
	Office Equipment and Appliances															
	Heavy Duty Combo Binding Machine	1 unit	18,000.00	NP - Small Value Procurement				1								
	Sub-Total		18,000.00													
	Office Furniture & Fixture															
	5 layers Boltless warehouse office steel rack shelves	3 pcs	21,000.00	NP - Small Value Procurement				3								
	Block-out Roll-Up Roller Shade, 71" (W) x 76" (H)	8 pieces	64,000.00	NP - Small Value Procurement				8								
	Office chair with arm rest, durable leather seat	10 pcs	50,000.00	NP - Small Value Procurement				10								
	Sub-Total		135,000.00													
	Office Supplies															
	4 Layer File Tray (Office Organizer)	4 unit	2,200.00	NP - Agency to Agency				4								
	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	15 tubes	3,300.00	NP - Agency to Agency				15								
	Alcohol, Ethyl, 70% solution, 500mL	30 btls	3,750.00	NP - Agency to Agency				15						15		
	Calculator, heavy duty, 12 digit display solar and battery	5 pc	2,650.00	NP - Agency to Agency				5								
	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	15 boxes	375.00	NP - Agency to Agency				8						7		
	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	15 boxes	1,125.00	NP - Agency to Agency				8						7		
	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	20 boxes	500.00	NP - Agency to Agency				10						10		
	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	10 box of 50's	300.00	NP - Agency to Agency				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
	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	10 boxes	200.00	NP - Agency to Agency				5						5		
	CONTINGENCY FUND (for unforeseen expenses)	1 lot	15,000.00	NP - Emergency Cases				1								
	Correction Tape, 8m x 5mm wide	30 pc	1,200.00	NP - Agency to Agency				15						15		
	Desk Tray, Metal, Double, Black, Dimension: approx. 18 x 25 x 38cm	2 pcs	1,000.00	NP - Agency to Agency				2								
	Fastener, Paper, non-rust metal, 50 sets/box	15 boxes	750.00	NP - Agency to Agency				5						10		
	Fastener, Paper, plastic, 50 sets/box	15 boxes	600.00	NP - Agency to Agency				5						10		
	Folder, File, Long, 14pts, White	600 piece	6,000.00	NP - Agency to Agency				400						200		
	Folder, Pressboard, US, Green, Long	600 pcs	21,000.00	NP - Agency to Agency				400						200		
	Folding, push cart large, metal, heavy duty, 500 kg capacity	1 pieces	3,300.00	NP - Agency to Agency				1								
	Glass cleaner 500ml lemon w/spray	30 btls	6,000.00	NP - Agency to Agency										30		
	Ink, for stamp pad, violet, 30mL, w/ applicator	2 btls	70.00	NP - Agency to Agency										2		
	Paper, Bond, A4, S-24, 80 gsm	300 reams	86,700.00	NP - Agency to Agency				150						150		
	Paper, Bond, Long, S-24, 80 gsm	100 reams	32,800.00	NP - Agency to Agency				50						50		
	Paper, Bond, Short, S-24, 80 gsm	40 reams	11,080.00	NP - Agency to Agency				20						20		
	Pen, Highlighter, yellow	10 pieces	450.00	NP - Agency to Agency				10								
	Pen, Sign, .5mm, Gel-type, Black	100 piece	3,500.00	NP - Agency to Agency				50						50		
	Pen, Sign, .5mm, Gel-type, Blue	200 piece	7,000.00	NP - Agency to Agency				100						100		
	Pen, Sign, .5mm, Gel-type, Violet	300 pc	10,500.00	NP - Agency to Agency				150						150		

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
	Pencil, #2, Medium, Yellow, 12pcs/box	5 Box of12's	600.00	NP - Agency to Agency										5		
	Plastic Straw Rope, Heavy Duty, at least 200m, Flat Film Packing Rope for Cardboard Boxes	10 pc	1,800.00	NP - Agency to Agency				5						5		
	Puncher, Heavy Duty	2 pieces	900.00	NP - Agency to Agency										2		
	Record Book, Big, 500 pages	5 pcs	925.00	NP - Agency to Agency										5		
	Repair and Maintenance - office supplies and equipment	1 unit	50,000.00	NP - Small Value Procurement				1								
	Ring Binder, plastic, 20mm, 3/4" black	10 pieces	220.00	NP - Agency to Agency				10								
	Ring Binder, plastic, 22mm, 7/8" black	5 pieces	135.00	NP - Agency to Agency				5								
	Ring Binder, plastic, 38mm , 1-1/2" black	10 pieces	550.00	NP - Agency to Agency				10								
	Ring Binder, plastic, 51mm 2" black	20 pieces	1,100.00	NP - Agency to Agency				20								
	Rubberband, #18, 350 gms/box	20 boxes	5,400.00	NP - Agency to Agency				10						10		
	Sharpener, Pencil Heavy Duty good qlty	2 pieces	700.00	NP - Agency to Agency				2								
	Sign Here Sticky Notes	50 pack	2,950.00	NP - Agency to Agency				25						25		
	Soap, Dishwashing, Liquid, 250mL	20 btls	3,000.00	NP - Agency to Agency				10						10		
	Stamp Pad, 4 x 2.75" (Purple)	2 pc	120.00	NP - Agency to Agency										2		
	Staple Wire, #35	10 boxes	350.00	NP - Agency to Agency				5						5		
	Stapler, HD No.35	10 pc	4,000.00	NP - Agency to Agency				5						5		
	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	1 pcs	1,500.00	NP - Agency to Agency				1								
	STICKY NOTES 2 X 3 ASSORTED COLORS	15 pad	1,185.00	NP - Agency to Agency				8						7		

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
	Tape, Double Sided, 1" x 10m	10 rolls	450.00	NP - Agency to Agency				5						5		
	Tape, Duct, 2" x 25m, Black/Grey	3 rolls	540.00	NP - Agency to Agency				3								
	Tape, Foam, Double Sided, 1" x 5m	5 rolls	500.00	NP - Agency to Agency				5								
	Tape, Masking, 1" x 25 yards	10 rolls	480.00	NP - Agency to Agency				5						5		
	Tape, Packaging, 2" x 100 yards, Clear	2 rolls	150.00	NP - Agency to Agency				2								
	Tape, Transparent, 12mm x 50m	20 rolls	1,360.00	NP - Agency to Agency				10						10		
	Tape, Transparent, 24mm x 50m	5 rolls	600.00	NP - Agency to Agency				5								
	Time Card for COMIX Time Recorder machine	5 pack of 100's	1,500.00	NP - Agency to Agency				2						3		
	Sub-Total		302,365.00													
	Transportation															
	Airplane ticket - various travel	1 unit	90,000.00	NP - Small Value Procurement			1									
	Sub-Total		90,000.00													
	TOTAL BUDGET:		841,865.00													

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

Date: **03/07/2025**

*Certified Availability
of funds:*
