



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



☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2025

END-USER/UNIT: **College of Agricultural & Food Science**
CHARGED TO STF
Project, Programs and Activities(PPAs):

- Preparation of office correspondence, monthly reports, minutes of meetings, etc.
- a. Purchase of office supplies and materials
- Digitalization of office records of the CAFS Dean's Office
- a. Purchase of office equipment needed for effective housekeeping in the workspace.

PPMP #: **PPMP-2025-092524-0541**
Project Code: **CAFS STF-Lab. Share 2025**

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
	Hardware															
	Paint, Latex Flat, White	6 gallon	5,400.00	NP - Small Value Procurement			6									
	Paint, Flat Wall Enamel, White	3 gallon	2,460.00	NP - Small Value Procurement			3									
	Garden Hedge Shears, 22"	2 piece	999.60	NP - Small Value Procurement			2									
	Sub-Total		8,859.60													
	Office Equipment															
	Electric Paper Shredder	1 unit	40,000.00	Public Bidding	1											
	Laptop 14" (i5)	1 unit	49,500.00	Public Bidding	1											
	Ubiquiti Unifi HD Access Point 802.11 AC Wave 2 MU-MIMO Indoor / Outdoor High Density Access Point	1 unit	26,000.00	Public Bidding	1											

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
	Sub-Total		115,500.00													
	Office Equipment and Appliances															
	Digital Color Multifunction (3in1) Copy, Print & Scan Photocopier Machine	1 unit	200,000.00	Direct Contracting	1											
	Laminator Machine, A3	1 unit	5,000.00	Public Bidding	1											
	Sub-Total		205,000.00													
	Office Furniture & Fixture															
	Curtains	12 length	8,400.00	NP - Small Value Procurement			12									
	Sub-Total		8,400.00													
	Office Supplies															
	Tissue, Bathroom, 2 Ply, 12rolls/pack	5 pack	1,020.00	NP - Small Value Procurement			5									
	Coffee/Tea Mug with Saucer Plate	2 set	1,100.00	NP - Small Value Procurement		2										
	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	NP - Small Value Procurement		1										
	Sub-Total		3,620.00													
	TOTAL BUDGET:		341,379.60													

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

Prepared by: Remenita J. Solis

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