

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



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

SCAN HERE



PPMP-2024-0214-178443

INDICATIVE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2025

Unit/Office/Dept/Div: **Quality Assurance Center**

Project Code: **QAC 2025 - Enhancement of ISO Processes Implementation and Preparation of the Philippine Quality Awards (PQA) of**

Purpose: **the University Enhancement of ISO Processes Implementation and Preparation of the Philippine Quality Awards (PQA) of the University**

Total Budget : **9,750,000.00**

Funding : **GF-MOOE-T2**

PPMP #: **206-7-3029-2025-1-0-0**

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Communication/Courier Services																
Load Cards	60	pcs	550.00	33,000.00	15			15			15			15		
Sub-Total				33,000.00												
Food & Food Ingredients																
Packed Meals for Lunch (200.00)	50	packs	200.00	10,000.00	25						25					
Packed Meals for Breakfast (200.00)	50	packs	200.00	10,000.00	25						25					
Meals (Dinner) Buffet Style	50	person	200.00	10,000.00	25						25					
Snacks AM	63	set	80.00	5,040.00	33						30					
Snacks PM	62	packs	80.00	4,960.00	32						30					
Sub-Total				40,000.00												
IT Supplies and Equipment																
Desktop Computer, with Monitor, Core i5 12th Gen, 8GB RAM	6	sets	49,000.00	294,000.00	3			3								
Laptop 14" (i5)	10	unit	49,500.00	495,000.00	5			5								
Computer HD Webcam	30	pieces	4,000.00	120,000.00	15			15								
Printer, Wireless All-In-One, Smart Ink Tank	6	unit	12,000.00	72,000.00	3			3								
Microsoft Office Home & Student 2019, 1 Perpetual License, Medialess	10	pcs	7,500.00	75,000.00	5			5								
Data Cabinets	10	unit	10,000.00	100,000.00	5			5								
Aircon window type	2	unit	50,000.00	100,000.00	2											
Computer Headset, USB Wired, Noise Cancelling Mic	30	unit	2,500.00	75,000.00	15			15								
External Hard Drive 1 TB	5	pc	4,000.00	20,000.00	5											

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Epson 001 ink, Black, 127ml, Genuine	40	btls	600.00	24,000.00	20						20					
Epson 001 ink, Cyan, Genuine	30	btls	350.00	10,500.00	15						15					
Epson 001 ink, Magenta, Genuine	30	btls	350.00	10,500.00	15						15					
Epson 001 ink, Yellow, Genuine	30	btls	350.00	10,500.00	15						15					
Ink, Epson 003,Genuine Black 65mL	40	btl	350.00	14,000.00	20						20					
Ink, EPSON 003,Genuine Cyan 65mL	30	btl	350.00	10,500.00	15						15					
Ink, EPSON 003,Genuine Magenta 65mL	30	btl	350.00	10,500.00	30											
VOIP Phone	1	unit	10,500.00	10,500.00	1											
Sub-Total				1,452,000.00												
Office Equipment																
Aircon, Window Type, 1.0HP (Inverter)	1	unit	35,000.00	35,000.00	1											
Sub-Total				35,000.00												
Office Furniture & Fixture																
Office table	10	unit	18,000.00	180,000.00	5						5					
Office Chair, High Back, with Lumbar support (Ergonomic)	10	unit	6,000.00	60,000.00	5						5					
Metal filing shelves open 5 layers	15	unit	8,000.00	120,000.00	10						5					
Sub-Total				360,000.00												
Office Supplies																
SENDGRID SUBSCRIPTION	20	lot	15,000.00	300,000.00	5			5			5			5		
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	20	tubes	220.00	4,400.00	10						10					
Bathroom Deodorizer, with holder, at least 100g, any scent	30	pcs	80.00	2,400.00	15						15					
Stapler, HD No.35	15	pc	400.00	6,000.00	15											
Staple Wire, #35	100	boxes	35.00	3,500.00	50						50					
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	10	boxes	25.00	250.00	10											
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	10	boxes	30.00	300.00	10											
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	10	boxes	60.00	600.00	10											
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	10	boxes	75.00	750.00	10											
Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	10	boxes	25.00	250.00	10											

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Toilet Brush with Holder	3	set	180.00	540.00	3											
Toilet Bowl Cleaner, at least 1 gallon	5	gal	395.00	1,975.00	3						2					
Soap, Dishwashing, Liquid, 250mL	15	btls	150.00	2,250.00	5			5			5					
Data Filer, Big size, Legal	10	pieces	500.00	5,000.00	10											
Soap, hand, liquid, 250 ml	10	btls	135.00	1,350.00	5						5					
Disinfectant Cleaner, multi-surface, scented	10	gal	420.00	4,200.00	5						5					
Broom, Stick Broom, Tukog	5	pc	50.00	250.00	2			1			1			1		
Broom, Soft (Tambo), Large, Heavy Duty	5	pcs	250.00	1,250.00	2			1			1			1		
Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	1	pcs	420.00	420.00	1											
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	10	pack	250.00	2,500.00	5						5					
Folder, Brown, Long Size 8.5x13"	50	pcs	7.00	350.00	25						25					
Folder, Expanded, Long (Light Blue)	50	pcs	30.00	1,500.00	25						25					
Folder, Expanded, Long (Red)	50	piece	30.00	1,500.00	25						25					
Certificate Holder (A4)	30	pcs	65.00	1,950.00	30											
Tissue, Bathroom, 2 Ply, 12rolls/pack	15	pack	204.00	3,060.00	15											
Alcohol, Ethyl, 70% solution, 1 gallon	10	gallons	600.00	6,000.00	5						5					
Rags, large, good quality, size 24"x15", water absorbent	10	pcs	40.00	400.00	5						5					
Ballpen 50 Pieces, Blue	5	box of 50's	500.00	2,500.00	5											
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	1,500.00	1											
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	6	pack	115.00	690.00	6											
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	5	pack	125.00	625.00	5											
Dust pan, plastic, stand-up handle, large	3	pc	140.00	420.00	1			1			1					
PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	5	packs	750.00	3,750.00	5											
PVC Plastic Cover, A4, 300micron	5	pack	850.00	4,250.00	5											
Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes	10	pack	146.00	1,460.00	10											
Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	5	pcs	250.00	1,250.00	2			1			1			1		

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	10	pack	65.00	650.00	10											
Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	10	pack	50.00	500.00	10											
Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black	10	pack	35.00	350.00	10											
Correction Tape, 8m x 5mm wide	20	pc	40.00	800.00	10						10					
Scissors, 6" heavy duty, good quality	5	piece	68.00	340.00	2			1			1			1		
Date stamp, rubber, self-inking, with dater and custom text, 1" x 1-5/8"	1	pc	2,500.00	2,500.00	1											
Cutter, Big, Plastic (Ordinary), w/ lock	3	pcs	30.00	90.00	3											
Envelope, Expanding, with garter tie, brown, long	50	pc	20.00	1,000.00	25						25					
Envelope, Mailing, white, long, 500pcs/box	1	boxes	525.00	525.00	1											
Sharpener, Pencil Heavy Duty good qlty	1	pieces	350.00	350.00	1											
Pencil, Lead, #2, w/ eraser	30	pieces	10.00	300.00	15						15					
Puncher, 2 holes, heavy duty	1	pieces	315.00	315.00	1											
Ring Binder, plastic, 38mm , 1-1/2" black	10	pieces	55.00	550.00	10											
Ring Binder, plastic, 20mm, 3/4" black	10	pieces	22.00	220.00	10											
Ring Binder, plastic, 14mm, 9/16" black	10	pieces	15.00	150.00	10											
Tape Dispenser, 1" tape, big core, any color	1	pcs	115.00	115.00	1											
Tape, Duct, 2" x 25m, Black/Grey	2	rolls	180.00	360.00	1						1					
Tape, Double Sided, 1" x 10m	20	rolls	45.00	900.00	5			5			5			5		
Tape, Masking, 2" x 25 yards	10	rolls	95.00	950.00	5						5					
Tape, Packaging, 2" x 100 yards, Clear	10	rolls	75.00	750.00	5						5					
Thumb Tacks, Small Box	1	boxes	12.00	12.00	1											
Sticky Note, 3x5 Colored	50	pads	50.00	2,500.00	25						25					
Paper Clips Small Vinyl (33MM)	50	Box of 100's	35.00	1,750.00	25						25					
Paper Clips Small Vinyl (50mm)	50	Box of 100's	40.00	2,000.00	25						25					
Paper, Bond, A4, S-24, 80 gsm	100	reams	289.00	28,900.00	25			25			25			25		
Paper, Bond, Long, S-24, 80 gsm	33	reams	328.00	10,824.00	18						15					
Paper, Bond, Short, S-24, 80 gsm	10	reams	277.00	2,770.00	5						5					
Sub-Total				429,861.00												

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Grand Total				2,349,861.00												

Prepared by: _____

DAISY E. PANTORILLA

Submitted by: _____

ROTACIO S. GRAVOSO

Unit Head/Project Leader

{{-- Date: **02/14/2024**

*Funding Sources: General Fund(GF), Trust Fund(TF, Special Trust Fund(STF), IGP, Supplemental or Augmentation

Note: Please make a separate PPMP for each funding source.

Categorize the entries such as Office Supplies, Office Appliance & Equipment, Office Furniture, Laboratory Supplies, IT Equipment, Construction & Electrical Supplies, Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies