

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



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

SCAN HERE



PPMP-2024-1008-228585

**INDICATIVE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2025**

END-USER/UNIT: Department of Teacher Education

CHARGED TO GF-MOOE

Project, Programs and Activities (PPAs):

For Office Supplies, Materials and Operating Expenses

PPMP #: PPMP-2025-100224-0752

Project Code: DECEED GF 2025

1. Purchase of Office Supplies and Materials

Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (In quantitles)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Books (Education)															
	Book, Geosystems: An Introduction to Physical Geography (10th edition) by Robert Christopherson and	1 pc	9,000.00	NP - Scientific, Scholarly	1											
	Book, Contemporary Human Geography, 4th edition by James Rubenstein (2019) Pearson Education, Inc.	1 pc	6,200.00	NP - Scientific, Scholarly	1											
	Sub-Total		15,200.00													
	Construction and Electrical Supplies															
	Extension wire with 4 gang Universal Convenience Outlet, at least 10m long	10 pc	5,000.00	NP - Small Value Procurement	10											
	LED Tube, 18 watts	10 sets	6,000.00	NP - Small Value Procurement			10									
	Sub-Total		11,000.00													
	Fuel & Lubricants															
	Diesel Fuel	150 L	10,500.00	NP - Agency to Agency	50			50			50					
	Sub-Total		10,500.00													
	Hardware															
	Bulb, LED, 20 Watts	5 pc	2,000.00	NP - Small Value Procurement			5									
	Sub-Total		2,000.00													

Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (In quantitles)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Laboratory Equipment															
	Wall-mounted Cupboard/Cabinet	4 unit	48,000.00	NP - Small Value Procurement	4											
	Sub-Total		48,000.00													
	Office Equipment															
	Ink, Epson 003,Genuine Black 65mL	25 btl	8,750.00	NP - Small Value Procurement			14			11						
	Ink, EPSON 003,Genuine Cyan 65mL	8 btl	2,800.00	NP - Small Value Procurement			4			4						
	Ink, EPSON 003,Genuine Magenta 65mL	8 btl	2,800.00	NP - Small Value Procurement			4			4						
	Ink, EPSON 003,Genuine Yellow 65mL	8 btl	2,800.00	NP - Small Value Procurement			4			4						
	Epson 001 Ink, Black, 127ml, Genuine	11 btl's	6,600.00	NP - Small Value Procurement			5			6						
	Epson 001 Ink, Cyan, Genuine	10 btl's	3,500.00	NP - Small Value Procurement			5			5						
	Epson 001 Ink, Magenta, Genuine	10 btl's	3,500.00	NP - Small Value Procurement			5			5						
	Epson 001 Ink, Yellow, Genuine	10 btl's	3,500.00	NP - Small Value Procurement			5			5						
	Computer Printer, All-in-One/Multifunction Colored-Ink Tank	1 unit	14,000.00	NP - Small Value Procurement	1											
	Sub-Total		48,250.00													
	Office Equipment and Appliances															
	Refrigerator- at least 6.0 cu.ft. (Two-door) inverter	1 pc	22,000.00	NP - Small Value Procurement	1											
	induction stove	1 set	2,500.00	NP - Small Value Procurement	1											
	Sub-Total		24,500.00													
	Office Supplies															
	Battery, Rechargeable, AA (4pcs) w/ Charger	1 set	3,680.00	NP - Small Value Procurement	1											
	Paper, Bond, Long, S-24, 80 gsm	8 reams	2,624.00	NP - Small Value Procurement						8						
	Paper, Bond, A4, S-24, 80 gsm	145 reams	41,905.00	NP - Small Value Procurement	30		20			30			30		35	

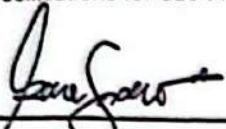
Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (In quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Envelope, Brown, long, good quality	30 pcs	150.00	NP - Small Value Procurement									30			
	Envelope, Brown, short, good quality	30 pc	150.00	NP - Small Value Procurement									30			
	Certificate Holder (A4)	10 pcs	650.00	NP - Small Value Procurement						10						
	Correction Tape, 10 meters	7 pcs	224.00	NP - Small Value Procurement			7									
	Folder, File, Long, 14pts, White	180 piece	1,800.00	NP - Small Value Procurement			180									
	Glue, Multi-Purpose, White, at least 130g (118mL)	1 btl's	90.00	NP - Small Value Procurement			1									
	Index tab stick up (sign here) 50x2 sheets, 44x25mm	19 pcs	1,121.00	NP - Small Value Procurement			19									
	1" double sided tape	1 pcs	120.00	NP - Small Value Procurement				1								
	Tape, Transparent, 12mm x 50m	5 rolls	340.00	NP - Small Value Procurement				5								
	Jumbo Paper Clips	10 Box of 100's	300.00	NP - Small Value Procurement				10								
	Paper Clips Small Vinyl (33MM)	5 Box of 100's	175.00	NP - Small Value Procurement				5								
	Sign Pen, Fine Tech, 0.3 mm, Blue (12 pcs/box)	7 boxes	2,450.00	NP - Small Value Procurement			7									
	Sign Pen, Fine Tech, 0.3 mm, Blue Refill	50 pcs	1,000.00	NP - Small Value Procurement			50									
	Pilot G-2 05, Blue, 0.5mm	10 piece	750.00	NP - Small Value Procurement			10									
	Stapler, HD-# 10	1 pieces	120.00	NP - Small Value Procurement			1									
	Stapler, HD No.35	2 pc	800.00	NP - Small Value Procurement			2									
	Staple Wire, #35	5 boxes	175.00	NP - Small Value Procurement			5									
	Staple Wire, #10	8 boxes	160.00	NP - Small Value Procurement			8									
	Sign Here Sticky Notes	5 pack	295.00	NP - Small Value Procurement			5									

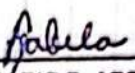
Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Pen, Whiteboard Marker, blue,	50 pieces	2,500.00	NP - Small Value Procurement				50								
	Pen, Whiteboard Marker, black	50 pieces	2,500.00	NP - Small Value Procurement				50								
	Ink, Refill, for Whiteboard Marker, Black, 30mL	2 btl's	330.00	NP - Small Value Procurement				2								
	Ink, Refill, for Whiteboard Marker, Blue, 30mL	2 btl's	330.00	NP - Small Value Procurement				2								
	Tissue, Bathroom, 2 Ply, 12rolls/pack	30 pack	6,120.00	NP - Small Value Procurement	10					10			10			
	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	24 tubes	5,280.00	NP - Small Value Procurement	2	2	2	2	2	2	2	2	2	2	2	2
	Alcohol, Ethyl, 70% solution, 500mL	24 btl's	3,000.00	NP - Small Value Procurement	2	2	2	2	2	2	2	2	2	2	2	2
	Bathroom Deodorizer, with holder, at least 100g, any scent	36 pcs	2,880.00	NP - Small Value Procurement	3	3	3	3	3	3	3	3	3	3	3	3
	Chalk, White, Dustless, 100 pcs/box	2 boxes	150.00	NP - Small Value Procurement			2									
	Cleaner, Glass, 500mL, spray type, any scent	5 btl's	1,100.00	NP - Small Value Procurement			5									
	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	20 boxes	600.00	NP - Small Value Procurement	5			5			5			5		
	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	20 boxes	1,500.00	NP - Small Value Procurement	5			5			5			5		
	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	20 boxes	500.00	NP - Small Value Procurement									10	10		
	Soap, Detergent, Liquid, 1 gal, any scent	1 gal	400.00	NP - Small Value Procurement			1									
	Soap, Detergent, Powder, 1 kilo/pack, any scent	5 kl	750.00	NP - Small Value Procurement			3			2						
	Soap, Dishwashing, Liquid, 250mL	12 btl's	1,800.00	NP - Small Value Procurement	2	2	2	2	2	2						
	Disinfectant Cleaner, multi-surface, scented	1 gal	420.00	NP - Small Value Procurement			1									
	Disinfectant Spray, 340g	1 can	465.00	NP - Small Value Procurement			1									
	Fastener, Paper, non-rust metal, 50 sets/box	3 boxes	150.00	NP - Small Value Procurement			3									

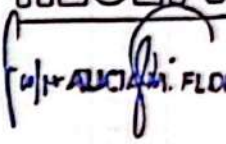
Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (In quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	STICKY NOTES 2 X 3 ASSORTED COLORS	4 pad	316.00	NP - Small Value Procurement				4								
	Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent	3 pack	1,050.00	NP - Small Value Procurement				3								
	Kitchen Cleaning Sponge approx. 100mmx75mmx30mm	10 pieces	600.00	NP - Small Value Procurement				10								
	Toilet Brush with Holder	5 set	900.00	NP - Small Value Procurement				5								
	Bleach, liquid, 99.9% antibac, 1 gallon	2 gallon	600.00	NP - Small Value Procurement				2								
	Ready-Made Curtain (RMC), Cream color	65 pc	29,250.00	NP - Small Value Procurement	65											
	Battery, Rechargeable, AAA (4pcs) w/ Charger	1 set	3,680.00	NP - Small Value Procurement	1											
	Sign Pen Black, 10 pcs/box	5 box	1,300.00	NP - Small Value Procurement	5											
	Broom, (Tingting), Large, Heavy Duty with long handle	3 pc	300.00	NP - Small Value Procurement			3									
	Curtain, Transparent with design Length:: 1.5 meter, width: 1 meter	20 pc	8,000.00	NP - Small Value Procurement	20											
	Frame, for certificates, A4 size	20 pcs	7,600.00	NP - Small Value Procurement	20											
	Received Stamp	2 pcs	400.00	NP - Small Value Procurement	2											
	Rubberband, #18, 350 gms/box	1 boxes	270.00	NP - Small Value Procurement	1											
	Sharpener, Pencil Heavy Duty good qlty	2 pieces	700.00	NP - Small Value Procurement	2											
	Eraser, Rubber, high quality	5 pc	225.00	NP - Small Value Procurement	5											
	Contingency Fund (Petty Expenses)	4 lot	40,000.00	NP - Emergency Cases	1			1			1			1		
	Sub-Total		185,045.00													
TOTAL BUDGET:			344,495.00													

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A-REG-01
2022-12-12-2023
25-0611

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

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RECEIVED
15 OCT 2024
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FULMAR M. FLORES