

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



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

SCAN HERE

S.F. 24



PPMP-2025-0508-271064

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

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

PPMP #: **PPMP-2025-042125-1109**

CHARGED TO **TF**

Project Code: **20201050-1.122.1**

Project, Programs and Activities (PPAs):

For project supplies, materials, maintenance and other operating expenses.

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
	<b>Communication/Courier Services</b>															
	E-Load Card Prepaid 500 (Sun, Smart, Globe, Tnt, and TM)	12 pcs	6,600.00	NP - Small Value Procurement						12						
	<b>Sub-Total</b>		<b>6,600.00</b>													
	<b>Fuel &amp; Lubricants</b>															
	Diesel Fuel	245 L	17,150.00	NP - Small Value Procurement					50	50	50	50	45			
	Gasoline	100 liter	6,800.00	NP - Small Value Procurement					50	50						
	<b>Sub-Total</b>		<b>23,950.00</b>													
	<b>Office Equipment</b>															
	Ink, Epson 003, Genuine Black 65mL	5 btl	1,750.00	NP - Small Value Procurement						5						
	Ink, EPSON 003, Genuine Magenta 65mL	5 btl	1,750.00	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
	Ink, EPSON 003,Genuine Yellow 65mL	10 btl	3,500.00	NP - Small Value Procurement						10						
	<b>Sub-Total</b>		<b>7,000.00</b>													
	<b>Office Supplies</b>															
	A4 Bond Paper, 70 GSM (5 reams/box)	5 boxes	6,250.00	NP - Small Value Procurement					1	1	1	1	1			
	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	3 pcs	600.00	NP - Small Value Procurement					1	1	1					
	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	3 tubes	660.00	NP - Small Value Procurement					1	1	1					
	Alcohol, Ethyl, 70% solution, 500mL	5 btls	625.00	NP - Small Value Procurement					1	1	1	1	1			
	Certificate Jacket A4, Green	30 pc	1,350.00	NP - Small Value Procurement							30					
	Double Sided Glossy Photo Paper A4 (50sheets per pack)	4 pack	1,000.00	NP - Small Value Procurement							4					
	Laminating Film, A4, 100 shts/box, 250 microns	1 boxes	1,430.00	NP - Small Value Procurement							1					
	Long Reach Stapler - Long Arm for Booklet Binding - Black	1 pc	1,400.00	NP - Small Value Procurement							1					
	Safety pins	1 boxes	200.00	NP - Small Value Procurement							1					
	Sign Pen, Fine Tech, 0.3 mm, Blue (12 pcs/box)	3 boxes	1,050.00	NP - Small Value Procurement						3						
	Soap, Dishwashing, Liquid, 250mL	3 btls	450.00	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
	Tape, Masking, 1" x 25 yards	5 rolls	240.00	NP - Small Value Procurement						5						
	Tissue, Bathroom, 2 Ply, 12rolls/pack	5 pack	1,250.00	NP - Small Value Procurement						5						
	Ultra Thick Bleach Toilet Cleaner	3 pc	390.00	NP - Small Value Procurement						3						
	<b>Sub-Total</b>		<b>16,895.00</b>													
	<b>Printing Services</b>															
	Printing and Binding of IEC materials	1 Yearly	10,000.00	NP - Small Value Procurement						1						
	<b>Sub-Total</b>		<b>10,000.00</b>													
	<b>TOTAL BUDGET:</b>		<b>64,445.00</b>													

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


Prepared by:

  
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Date: 05/08/2025

  
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