

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)  
CY 2026

END-USER/UNIT: **Annals of Tropical Research Office**  
**CHARGED TO GF-MOOE**  
Project, Programs and Activities(PPAs):  
Office Supplies

PPMP #: **PPMP-2026-121224-0092**  
Project Code: **OVPREI-ATR-2026**

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>Hardware</b>															
	Double Sided Tape, Industrial, Outdoor Use, Heavy Duty, 25mmx 2m	10 roll	2,000.00	Public Bidding							10					
	<b>Sub-Total</b>		<b>2,000.00</b>													
	<b>Office Equipment</b>															
	Computer Printer, All-in-One/Multifunction Colored-Ink Tank	4 unit	56,000.00	Public Bidding			4									
	Website Annual (DOI) Renewal	1 unit	20,000.00	Direct Contracting				1								
	Website Annual Renewal	1 unit	60,000.00	Direct Contracting				1								
	<b>Sub-Total</b>		<b>136,000.00</b>													
	<b>Office Equipment and Appliances</b>															
	Hot & Cold water dispenser	1 unit	14,500.00	Public Bidding			1									
	Laminator Machine, A3	1 unit	5,000.00	Public Bidding							1					
	<b>Sub-Total</b>		<b>19,500.00</b>													
	<b>Office Furniture &amp; Fixture</b>															
	Ergonomic Office Chair	5 unit	72,500.00	Public Bidding				5								
	Office table	5 unit	90,000.00	Public Bidding				5								
	Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,	2 pc	24,000.00	Public Bidding				2								

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
	Steel Cabinet, 4 Drawers w/ lock, Vertical, Dirty White	1 pieces	11,000.00	Public Bidding				1								
	<b>Sub-Total</b>		<b>197,500.00</b>													
	<b>Office Supplies</b>															
	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	20 pcs	4,000.00	Public Bidding							20					
	Alcohol, Ethyl, 70% solution, 1 gallon	6 gallons	3,600.00	Public Bidding							6					
	Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)	1 pcs	520.00	Public Bidding							1					
	Folder, File, Long, 14pts, White	20 piece	200.00	Public Bidding							20					
	Folder, File, Short, 14pts, White	20 piece	160.00	Public Bidding							20					
	Laminating Film, A4, 100 shts/box, 250 microns	1 boxes	1,430.00	Public Bidding							1					
	Plastic High Quality Trash Can with Rotating Cover, approx. 45 liters capacity	2 pcs	700.00	Public Bidding							2					
	Scissors, 8" heavy duty, good quality	3 pieces	225.00	Public Bidding							3					
	Scotch Tape 1 inch x 100 meters	10 rolls	400.00	Public Bidding							10					
	Scotch Tape 4.7cm	10 pc	650.00	Public Bidding							10					
	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	10 pieces	900.00	Public Bidding							10					
	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	2 pcs	3,000.00	Public Bidding							2					
	Tissue, Bathroom, 2 Ply, 12rolls/pack	5 pack	1,250.00	Public Bidding							5					
	<b>Sub-Total</b>		<b>17,035.00</b>													
	<b>TOTAL BUDGET:</b>		<b>372,035.00</b>													

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

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Date: **01/08/2025**