

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



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

SCAN HERE



PPMP-2024-0924-224782

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2025

END-USER/UNIT: **Supply and Property Office**

PPMP #: **PPMP-2025-092424-0060**

CHARGED TO GF-MOOE

Project, Programs and Activities(PPAs):

1. For office operation.

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
	IT Supplies and Equipment															
	Ink, Epson 003,Genuine Black 65mL	10 btl	3,500.00	NP - Small Value Procurement			5				5					
	Ink, EPSON 003,Genuine Cyan 65mL	10 btl	3,500.00	NP - Small Value Procurement			5				5					
	Ink, EPSON 003,Genuine Magenta 65mL	10 btl	3,500.00	NP - Small Value Procurement			5				5					
	Ink, EPSON 003,Genuine Yellow 65mL	10 btl	3,500.00	NP - Small Value Procurement			5				5					
	Epson 001 ink, Black, 127ml, Genuine	15 btls	9,000.00	NP - Small Value Procurement			10				5					
	Epson 001 ink, Cyan, Genuine	10 btls	3,500.00	NP - Small Value Procurement			5				5					
	Epson 001 ink, Magenta, Genuine	10 btls	3,500.00	NP - Small Value Procurement			5				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
	Epson 001 ink, Yellow, Genuine	10 btls	3,500.00	NP - Small Value Procurement			5				5					
	Epson LabelWorks Cartridge Label tape 12 mm size	20 pcs	7,000.00	NP - Small Value Procurement			10				10					
	Microsoft Office 2021 Professional Plus Perpetual License	2 unit	14,000.00	NP - Small Value Procurement			2									
	UPS, 1000 VA	8 unit	24,000.00	NP - Small Value Procurement			8									
	desktop cpu core i5 13th gen. with accessories	2 unit	70,000.00	NP - Small Value Procurement			2									
	Sub-Total		148,500.00													
	Office Furniture & Fixture															
	24" Heavy Duty Industrial Fan	2 pc	20,000.00	NP - Small Value Procurement			2									
	Office chair, with arm rest	8 pc	40,000.00	NP - Small Value Procurement			8									
	Sub-Total		60,000.00													
	Office Supplies															
	Pen, Permanent Marker, blue, fine tip	20 pieces	1,200.00	NP - Small Value Procurement			10				10					
	Pen, Permanent Marker, black, fine tip	20 pieces	1,200.00	NP - Small Value Procurement			10				10					
	Tape, Packaging, 2" x 100 yards, Tan	20 rolls	1,500.00	NP - Small Value Procurement			10				10					
	Tape, Masking, 2" x 25 yards	20 rolls	1,900.00	NP - Small Value Procurement			10				10					

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
	Magazine Box / Data File Box / Datafiler, horizontal,made of chipboards, closed ends, Legal (Single)	50 pcs	10,000.00	NP - Small Value Procurement			25				25					
	Paper, Bond, A4, S-24, 80 gsm	50 reams	14,450.00	NP - Small Value Procurement			25				25					
	Paper, Bond, A3, S-24, 80 gsm	5 reams	2,900.00	NP - Small Value Procurement			5									
	Pen, Whiteboard Marker, blue,	20 pieces	1,000.00	NP - Small Value Procurement			10				10					
	Pen, Whiteboard Marker, red	20 pieces	1,000.00	NP - Small Value Procurement			10				10					
	Stapler, HD No.35	10 pc	4,000.00	NP - Small Value Procurement			10									
	Tape, Magic, 24mm x 50m	10 rolls	3,570.00	NP - Small Value Procurement			10									
	Trapal/Lona, heavy duty, 20 meters	2 rolls	8,000.00	NP - Small Value Procurement			2									
	Folder, Pressboard, US, Green, Long	100 pcs	3,500.00	NP - Small Value Procurement			50				50					
	Pen, Ball, blue	50 pieces	500.00	NP - Small Value Procurement			25				25					
	Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)	5 pcs	2,600.00	NP - Small Value Procurement			5									
	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	5 pcs	7,500.00	NP - Small Value Procurement			5									
	Tape Cartridge, EPSON LABELWORKS 36MM	20 pc	16,000.00	NP - Small Value Procurement			10				10					

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
	<i>Sub-Total</i>		80,820.00													
TOTAL BUDGET:			289,320.00													

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

Prepared by: _____

DOREEN B. ALBA

Submitted by: _____

VIVIAN V. BALBARINO
Unit Head/Project Leader

Date: 09/27/2024