

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



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

SCAN HERE



PPMP-2024-0926-225393

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2025

END-USER/UNIT: **Instruction and Evaluation Office**

PPMP #: **PPMP-2025-092524-0600**

CHARGED TO **GF-MOOE**

Project, Programs and Activities (PPAs):

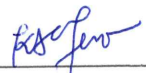
IEO Procurement for 2025

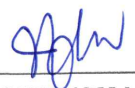
Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	IT Supplies and Equipment															
	Ink, Epson 003, Genuine Black 65mL	50 btl	17,500.00	Public Bidding	30			20								
	Ink, EPSON 003, Genuine Cyan 65mL	30 btl	10,500.00	Public Bidding	20			10								
	Ink, EPSON 003, Genuine Magenta 65mL	30 btl	10,500.00	Public Bidding	20			10								
	Ink, EPSON 003, Genuine Yellow 65mL	30 btl	10,500.00	Public Bidding	20			10								
	Ink, Black C13T05A100 for Epson Copier ProWF-C878R	1 pack	8,000.00	Public Bidding		1										
	Ink, Cyan C13T05A200 Epson Copier ProWF-C878R	1 boxes	9,000.00	Public Bidding		1										
	Ink, Magenta C13T05A300 for Epson Copier ProWF-C878R	1 boxes	9,000.00	Public Bidding		1										
	Computer Printer, All-in-One/Multifunction Colored-Ink Tank	2 unit	28,000.00	Public Bidding	2											
	Ink, Yellow C13T05A400 for Epson Copier ProWF-C878R	1 pack	9,000.00	Public Bidding		1										
	Sub-Total		112,000.00													
	Office Equipment															
	Wet and Dry Vacuum Cleaner	1 pc	10,000.00	Public Bidding	1											
	Laptop Computer for Data Analysis	1 piece	49,999.00	Public Bidding	1											
	Sub-Total		59,999.00													
	Office Furniture & Fixture															
	Swivel Office Chair with Armrest High Back Black Headrest and Mesh	3 pc	21,000.00	Public Bidding	3											

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	60" x 120" Cream Blackout curtain with rings	4 pc	2,200.00	Public Bidding	4											
	60" x 120" Emerald Green Blackout curtain with rings	4 pc	2,092.00	Public Bidding	4											
	60" x 120" Sheer White Curtain with rings	4 pc	1,216.00	Public Bidding	4											
	Sub-Total		26,508.00													
	Office Supplies															
	Envelope, Document, Brown, 150 lbs, Long	100 pc	700.00	Public Bidding	50						50					
	Envelope, Document, Brown, 150 lbs, Short	50 pc	250.00	Public Bidding	25			25								
	Envelope, Expanding, Plastic, Long, with Handle	10 pcs	1,000.00	Public Bidding			10									
	Paper, Bond, Long, S-24, 80 gsm	5 reams	1,640.00	Public Bidding	5											
	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	5 pack	1,250.00	Public Bidding	5											
	Certificate Holder (A4)	30 pcs	1,950.00	Public Bidding	30											
	Record Book, Big, 500 pages	10 pcs	1,850.00	Public Bidding	10											
	Record Book, Big, 300 pages	10 pcs	1,550.00	Public Bidding	10											
	Stapler, HD No.35	3 pc	1,200.00	Public Bidding	3											
	Stapler, HD-# 10	2 pieces	240.00	Public Bidding	2											
	Staple Wire, #10	10 boxes	200.00	Public Bidding	10											
	Staple Wire, #35	15 boxes	525.00	Public Bidding	15											
	Transparent Tape (1")	15 rolls	375.00	Public Bidding	15											
	Tape, Double Sided, 1" x 10m	10 rolls	450.00	Public Bidding	10											
	Paper Clips Small Vinyl (50mm)	5 Box of 100's	200.00	Public Bidding	5											
	Paper Clips Small Vinyl (33MM)	5 Box of 100's	175.00	Public Bidding	5											
	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	15 boxes	375.00	Public Bidding	15											
	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	10 boxes	750.00	Public Bidding	10											
	Puncher, 2 holes, heavy duty	1 pieces	315.00	Public Bidding				1								
	Sticker Paper, high gloss A4 size, 50 sheets/pack	2 pack	800.00	Public Bidding	2											
	A4 Expandable Folder (Green)	55 pc	1,045.00	Public Bidding	55											
	Expandable Folder-long (Green)	50 pc	2,250.00	Public Bidding	50											
	Alcohol, Isoprophyl, 70% solution, 500ml pump type	3 btls	750.00	Public Bidding	3											
	Alcohol, Ethyl, 75% solution, 1 gallon	1 gallon	650.00	Public Bidding	1											
	Disinfectant Spray, 170g	5 can	1,400.00	Public Bidding	5											
	Glass cleaner 500ml lemon w/spray	3 btls	600.00	Public Bidding	3											
	Soap, Dishwashing, Liquid, 250mL	3 btls	450.00	Public Bidding				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
	Dishwashing Paste	2 pc	140.00	Public Bidding	2											
	Detergent Soap Powder with Antibacterial, 500g	2 packs	120.00	Public Bidding	1			1								
	Sign Here Sticky Notes	15 pack	885.00	Public Bidding	5			10								
	STICKY NOTES 3 X 4 ASSORTED COLORS	15 pad	1,185.00	Public Bidding	10			5								
	STICKY NOTES 2 X 3 ASSORTED COLORS	10 pad	790.00	Public Bidding	5			5								
	Fastener, Paper, plastic, 50 sets/box	2 boxes	80.00	Public Bidding	2											
	Multi-Purpose Glue, 1000g	1 btl	450.00	Public Bidding	1											
	Pen, Permanent Marker, black, broad tip	5 pieces	300.00	Public Bidding	5											
	Pen, Permanent Marker, blue, broad tip	5 pieces	300.00	Public Bidding	5											
	Pen, Permanent Marker, red, broad tip	5 pieces	300.00	Public Bidding	5											
	Pen, Whiteboard Marker, black	5 pieces	250.00	Public Bidding	5											
	Pen, Whiteboard Marker, red	5 pieces	250.00	Public Bidding	5											
	Pen, Whiteboard Marker, blue,	5 pieces	250.00	Public Bidding	5											
	Gel Ink Sign Pen 0.5, blue	50 pcs	1,500.00	Public Bidding	25			25								
	Pen, Sign, .5mm, Gel-type, Blue	50 piece	1,750.00	Public Bidding	25			25								
	Pen, Sign, .5mm, Gel-type, Red	30 piece	1,050.00	Public Bidding	15			15								
	Sub-Total		32,540.00													
TOTAL BUDGET:			231,047.00													

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

Prepared by: 
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Submitted by: 
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Unit Head/Project Leader

Date: **09/26/2024**