



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

SCAN HERE



PPMP-2024-1024-232033

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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2024

END- USER/UNIT: **Office of the Vice President for Research, Extension and Innovation**

PPMP #: **PPMP-2024-102324-0552**

CHARGED TO **GF-MOOE**

Project Code: **RDE.Network.A.III.C (ORDENS)**

Project, Programs and Activities(PPAs):
OFFICE SUPPLIES

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
	Food & Food Ingredients															
	Lunch#17	70 packs	17,500.00	NP - Small Value Procurement											70	
	Snacks AM	70 set	5,600.00	NP - Small Value Procurement											70	
	Snacks PM	70 packs	5,600.00	NP - Small Value Procurement											70	
	Assorted coffee, milk and chocate powder, sugar etc for In House Review committee and evaluators	1 pcs	3,000.00	NP - Small Value Procurement											1	
	Sub-Total		31,700.00													
	Office Equipment															
	External Hard Disk Drive (Portable, 2TB), USB 3.1	3 unit	12,600.00	NP - Small Value Procurement											3	
	Sub-Total		12,600.00													
	Office Supplies															

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
	Alcohol, Ethyl, 70% solution, 1 gallon	4 gallons	2,400.00	NP - Small Value Procurement												4
	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	5 pcs	1,000.00	NP - Small Value Procurement												5
	Dust pan, plastic, stand-up handle, small	2 pc	150.00	NP - Small Value Procurement												2
	Soap, Dishwashing, Liquid, 250mL	20 btls	3,000.00	NP - Small Value Procurement												20
	Liquid Hand Soap	4 gallon	2,400.00	NP - Small Value Procurement												4
	Sticky Note, 2 x 3, Yellow	4 pads	316.00	NP - Small Value Procurement												4
	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	20 packs	900.00	NP - Small Value Procurement												20
	Fastener, Paper, plastic, 50 sets/box	5 boxes	200.00	NP - Small Value Procurement												5
	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	10 box of 50's	300.00	NP - Small Value Procurement												10
	Paper, Bond, A4, S-24, 80 gsm	20 reams	5,780.00	NP - Small Value Procurement												20
	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	10 pieces	900.00	NP - Small Value Procurement												10
	Broom, Soft (Tambo), Large, Heavy Duty	2 pcs	500.00	NP - Small Value Procurement												2
	Cork Board, Wall Mount, w/ aluminum frame, 2' x 3'	1 pcs	880.00	NP - Small Value Procurement												1

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
	Correction Tape, 8m x 5mm wide	15 pc	600.00	NP - Small Value Procurement												15
	Tape, Double Sided, 1" x 10m	5 rolls	225.00	NP - Small Value Procurement												5
	Tape, Double Sided, 2" x 10m	5 rolls	600.00	NP - Small Value Procurement												5
	Tape, Double Sided, 3/4" x 10m	5 rolls	130.00	NP - Small Value Procurement												5
	Tape, Masking, 1" x 25 yards	5 rolls	240.00	NP - Small Value Procurement												5
	STICKY NOTES 2 X 3 ASSORTED COLORS	5 pad	395.00	NP - Small Value Procurement												5
	Tape, Packaging, 2" x 100 yards, Clear	2 rolls	150.00	NP - Small Value Procurement												2
	Scotch Tape 1 inch x 100 meters	5 rolls	200.00	NP - Small Value Procurement												5
	Permanent Marker, Black, Broad tip, 12pcs	1 boxes	700.00	NP - Small Value Procurement												1
	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	5 boxes	125.00	NP - Small Value Procurement												5
	Clip Board, Plastic, with PVC Cover, A4, any color	2 pcs	396.00	NP - Small Value Procurement												2
	Clip Board, Plastic, with PVC Cover, Long, any color	2 pcs	444.00	NP - Small Value Procurement												2
	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	5 packs	3,750.00	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
	PVC Plastic Cover, A4, 300micron	5 pack	4,250.00	NP - Small Value Procurement												5
	Laminating Film, A4, 100 shts/box, 250 microns	2 boxes	2,860.00	NP - Small Value Procurement												2
	Ring Binder, plastic, 25mm ,1" black	10 pieces	400.00	NP - Small Value Procurement												10
	Ring Binder, plastic, 6mm, 1/4" black	10 pieces	80.00	NP - Small Value Procurement												10
	Ring Binder, plastic, 12mm, 1/2" black	10 pieces	120.00	NP - Small Value Procurement												10
	PVC Plastic Cover, Long, 300micron	3 ream	2,550.00	NP - Small Value Procurement												3
	Paper, Photo, high gloss, A3, 230G, 20 shts/pack	5 pack	2,275.00	NP - Small Value Procurement												5
	Sub-Total		39,216.00													
	TOTAL BUDGET:		83,516.00													

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

Prepared by: 
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Date: **10/24/2024**