

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



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

SCAN HERE



PPMP-2024-1227-242943

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2025

END-USER/UNIT: **Visca Educational Foundation Incorporated**

CHARGED TO **STF**

Project, Programs and Activities(PPAs):

For procurement of office supplies

PPMP #: **PPMP-2025-121924-0815**

Project Code: **VFES/Elementary**

| 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 |
| | Office Equipment | | | | | | | | | | | | | | | |
| | Ink, Epson 003,Genuine Black 65mL | 5 btl | 1,750.00 | Public Bidding | | | | 5 | | | | | | | | |
| | Ink, EPSON 003,Genuine Cyan 65mL | 5 btl | 1,750.00 | Public Bidding | | | | 5 | | | | | | | | |
| | Ink, EPSON 003,Genuine Magenta 65mL | 5 btl | 1,750.00 | Public Bidding | | | | 5 | | | | | | | | |
| | Ink, EPSON 003,Genuine Yellow 65mL | 5 btl | 1,750.00 | Public Bidding | | | | 5 | | | | | | | | |
| | Ink, Epson, genuine (C) T664, 70 ml | 3 pieces | 1,050.00 | Public Bidding | | | | 3 | | | | | | | | |
| | Ink, Epson, genuine (M) T664, 70 ml | 3 pieces | 1,050.00 | Public Bidding | | | | 3 | | | | | | | | |
| | Ink, Epson, genuine, (BK) T664, 70 ml | 5 pieces | 1,750.00 | Public Bidding | | | | 5 | | | | | | | | |
| | Ink, Epson, genuine, (Y) T664, 70 ml | 3 pieces | 1,050.00 | Public Bidding | | | | 3 | | | | | | | | |
| | Sub-Total | | 11,900.00 | | | | | | | | | | | | | |
| | Office Supplies | | | | | | | | | | | | | | | |
| | Bleach, cleaner, 1 gal. | 3 gallons | 660.00 | Public Bidding | | | | 3 | | | | | | | | |
| | Cartolina, Vellum, White, at least 180gsm | 15 pcs | 525.00 | Public Bidding | | | | 15 | | | | | | | | |
| | Class Record (School Register), Long, DepEd (K-12) | 12 pcs | 720.00 | Public Bidding | | | | 12 | | | | | | | | |
| | Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm) | 10 boxes | 200.00 | Public Bidding | | | | | | | 10 | | | | | |
| | Envelope, Mailing, white, long, 500pcs/box | 1 boxes | 525.00 | Public Bidding | | | | 1 | | | | | | | | |
| | Folder, File, Long, 14pts, White | 20 piece | 200.00 | Public Bidding | | | | 20 | | | | | | | | |
| | Paper Laid A4, 90 gsm White | 2 boxes | 1,700.00 | Public Bidding | | | | 2 | | | | | | | | |
| | Paper, Bond, A4, S-20, 70 gsm | 25 reams | 6,325.00 | Public Bidding | | | | | 25 | | | | | | | |
| | Paper, Bond, Long, S-20, 70 gsm | 40 reams | 11,440.00 | Public Bidding | | | | 40 | | | | | | | | |

| 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 |
| | Soap, Detergent, Powder, 1 kilo/pack, any scent | 3 kl | 450.00 | Public Bidding | | | | 3 | | | | | | | | |
| | Sub-Total | | 22,745.00 | | | | | | | | | | | | | |
| TOTAL BUDGET: | | | 34,645.00 | | | | | | | | | | | | | |

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

Prepared by: _____

CYNTHIA Y. MANZANO

Submitted by: _____

MARIA VANESSA E. GABUNADA
Unit Head/Project Leader

Date: **12/27/2024**