

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

SCAN HERE



PPMP-2024-0926-225288

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2025



END-USER/UNIT: **General Services Office**

CHARGED TO **GF-MOOE**

Project, Programs and Activities (PPAs):

For office use

PPMP #: PPMP-2025-092524-0473

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
	Agricultural/Farm Supplies/Livestock															
	Synthetic monoline, nylon, 300 lb tensile strength, for grass cutter use	5 kgs	2,500.00	NP - Agency to Agency			5									
	Sub-Total		2,500.00													
	Construction and Electrical Supplies															
	Extension wire with 4 gang Universal Convenience Outlet, at least 10m long	1 pc	500.00	NP - Agency to Agency			1									
	Extension wire with 4 gang Universal Convenience Outlet, at least 20 meters long	1 pcs	750.00	NP - Agency to Agency			1									
	Garden Hose, 1/2"Ø, at least 50 meters per roll	20 roll	41,000.00	NP - Agency to Agency			20									
	Gloves, Utility, Medium	30 pair	4,500.00	NP - Agency to Agency			30									
	Sub-Total		46,750.00													
	Hardware															
	Rainboots, Size: 9 (Men), Black	30 pair	18,000.00	NP - Agency to Agency			30									
	Rainboots, Size: 6 (Women), Blue	2 pair	730.00	NP - Agency to Agency			2									
	Raincoat, Jacket & Pants, Extra Large, Transparent	10 pair	6,000.00	NP - Agency to Agency			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
	Rainboots, Size: 10 (Men), Black	30 pair	18,000.00	NP - Agency to Agency			30									
	Rainboots, Size: 8 (Men), Black	10 pair	6,000.00	NP - Agency to Agency			10									
	Raincoat, Jacket and Pants, Large, Transparent	40 pair	24,000.00	NP - Agency to Agency			40									
	Garden Hedge Shears, 22"	10 piece	4,998.00	NP - Agency to Agency			10									
	Sub-Total		77,728.00													
	IT Supplies and Equipment															
	Ink, Epson 003, Genuine Black 65mL	20 btl	7,000.00	NP - Small Value Procurement			20									
	Ink, EPSON 003, Genuine Cyan 65mL	10 btl	3,500.00	NP - Small Value Procurement			10									
	Ink, EPSON 003, Genuine Magenta 65mL	10 btl	3,500.00	NP - Small Value Procurement			10									
	Ink, EPSON 003, Genuine Yellow 65mL	10 btl	3,500.00	NP - Small Value Procurement			10									
	Electric Paper Shredder	1 unit	40,000.00	NP - Agency to Agency			1									
	Sub-Total		57,500.00													
	Laboratory Supplies															
	Utility Gloves, Rubber, Large, Non-Sterile	50 pair	7,000.00	NP - Agency to Agency			50									
	Sub-Total		7,000.00													
	Machineries															
	Lawn Mower 4.5HP, 4 Stroke, 20"	1 unit	23,000.00	NP - Agency to Agency			1									
	Sub-Total		23,000.00													
	Office Equipment															
	Exhaust Fan	50 pc	100,000.00	NP - Agency to Agency			50									
	Sub-Total		100,000.00													

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Office Furniture & Fixture															
	Portable Pressure Washer Power Sprayer	6 unit	42,000.00	NP - Agency to Agency			6									
	Gang Chair, 4-Seater	1 sets	10,000.00	NP - Agency to Agency			1									
	Sub-Total		52,000.00													
	Office Supplies															
	Wet and dry vacuum cleaner, 10L	2 pc	10,000.00	NP - Agency to Agency			2									
	Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity	40 pcs	56,000.00	NP - Agency to Agency			40									
	Water Container / Water Drum / Utility Pail, durable plastic, at least 100L capacity	20 pcs	24,000.00	NP - Agency to Agency			20									
	Men's Shoulder Bag Messenger Bag Waterproof Sling Bag, Color Black	65 pcs	32,500.00	NP - Agency to Agency			65									
	Soap, hand, liquid, 250 ml	200 btls	31,000.00	NP - Agency to Agency			200									
	Alcohol, Isopropyl, 70% solution, 500ml pump type	150 btls	37,500.00	NP - Agency to Agency			150									
	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	3 boxes	225.00	NP - Agency to Agency			3									
	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	3 boxes	75.00	NP - Agency to Agency			3									
	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	2 box of 50's	60.00	NP - Agency to Agency			2									
	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	3 boxes	60.00	NP - Agency to Agency			3									
	Correction Tape, 8m x 5mm wide	3 pc	120.00	NP - Agency to Agency			3									
	Cutter, Big, Plastic (Ordinary), w/ lock	2 pcs	60.00	NP - Agency to Agency			2									
	Dust pan, plastic, stand-up handle, large	10 pc	1,400.00	NP - Agency to Agency			10									
	Envelope, Document, Brown, 150 lbs, Long	30 pc	210.00	NP - Agency to Agency			30									
	Envelope, Document, Brown, 150 lbs, Short	30 pc	150.00	NP - Agency to Agency			30									

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Envelope, Expanding, with garter tie, brown, long	22 pc	440.00	NP - Agency to Agency			22									
	Folder, File, Long, 14pts, White	160 piece	1,600.00	NP - Agency to Agency			160									
	Folder, Expanded, Long (Light Blue)	15 pcs	450.00	NP - Agency to Agency			15									
	Folder, Expanded, Long (Brown)	15 pcs	450.00	NP - Agency to Agency			15									
	Glue Stick, All-purpose, at least 21g	3 pcs	165.00	NP - Agency to Agency			3									
	Hand Towel, cloth, cotton	65 piece	2,275.00	NP - Agency to Agency			65									
	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	10 pcs	1,950.00	NP - Agency to Agency			10									
	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	15 pcs	3,000.00	NP - Agency to Agency			15									
	Memo Notebooks, 80 leaves	1 pieces	40.00	NP - Agency to Agency			1									
	Sticky Note, 2 x 3, Yellow	10 pads	790.00	NP - Agency to Agency			10									
	Sticky Note, 3 x 3, Yellow	10 pads	840.00	NP - Agency to Agency			10									
	Sticky Note, 3x5 Colored	10 pads	500.00	NP - Agency to Agency			10									
	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	50 pack	2,000.00	NP - Agency to Agency			50									
	Paper, Art, glossy, assorted colors, 500shts/ream	1 reams	235.00	NP - Agency to Agency			1									
	Paper, Bond, A4, S-24, 80 gsm	50 reams	14,450.00	NP - Agency to Agency			50									
	Pen, Highlighter, orange	3 pieces	138.00	NP - Agency to Agency			3									
	Pen, Sign, .5mm, Gel-type, Blue	40 piece	1,400.00	NP - Agency to Agency			40									
	Pen, Whiteboard Marker, black	5 pieces	250.00	NP - Agency to Agency			5									
	Pencil, Lead, #2, w/ eraser	10 pieces	100.00	NP - Agency to Agency			10									

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Record Book, Big, 300 pages	2 pcs	310.00	NP - Agency to Agency			2									
	Scissors, 8" heavy duty, good quality	2 pieces	150.00	NP - Agency to Agency			2									
	Stapler, HD No.35	1 pc	400.00	NP - Agency to Agency			1									
	Tape, Double Sided, 2" x 10m	5 rolls	600.00	NP - Agency to Agency			5									
	Tape, Transparent, 12mm x 50m	10 rolls	680.00	NP - Agency to Agency			10									
	Tape, Transparent, 24mm x 50m	5 rolls	600.00	NP - Agency to Agency			5									
	Mouse Pad, Rubber	2 pad	500.00	NP - Agency to Agency			2									
	Alcohol, Ethyl, 70% solution, 1 gallon	10 gallons	6,000.00	NP - Agency to Agency			10									
	Multi-Insect Killer Spray, 250mL	3 tubes	900.00	NP - Agency to Agency			3									
	Ink, for stamp pad, violet, 30mL, w/ applicator	2 btls	70.00	NP - Agency to Agency			2									
	Rubber band	1 boxes	30.00	NP - Agency to Agency			1									
	Folder, Pressboard, US, Yellow, Long	20 pieces	600.00	NP - Agency to Agency			20									
	Folder, Pressboard, US, Green, Long	20 pcs	700.00	NP - Agency to Agency			20									
	Muriatic Acid concentrated scented	10 gal	3,500.00	NP - Agency to Agency			10									
	Broom, Stick Broom, Tukog	80 pc	4,800.00	NP - Agency to Agency			80									
	Plastic Pail, 5L capacity	100 pc	12,500.00	NP - Agency to Agency			100									
	Detergent Soap Powder with Antibacterial, 500g	100 packs	6,000.00	NP - Agency to Agency			100									
	Fabric Conditioner, 1L, any scent	200 btls	83,000.00	NP - Agency to Agency			200									
	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	50 pack	2,500.00	NP - Agency to Agency			50									

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
	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	40 pack	2,600.00	NP - Agency to Agency			40									
	Fiber Doormat	70 pc	10,500.00	NP - Agency to Agency			70									
	String Doormat/Rug/Basahan	100 pieces	10,000.00	NP - Agency to Agency			100									
	Bathroom Deodorizer, with holder, at least 100g, any scent	150 pcs	12,000.00	NP - Agency to Agency			150									
	Disinfectant Spray, 170g	350 can	98,000.00	NP - Agency to Agency			350									
	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	200 btls	32,000.00	NP - Agency to Agency			200									
	Furniture Polish	150 btls	52,500.00	NP - Agency to Agency			150									
	Rag, (for cleaning & wiping)	200 pieces	1,000.00	NP - Agency to Agency			200									
	Soap, Dishwashing, Liquid, 250mL	120 btls	18,000.00	NP - Agency to Agency			120									
	Tissue, Bathroom, 2 Ply, 12rolls/pack	25 pack	5,100.00	NP - Agency to Agency			25									
	Record Book, Big, 500 pages	15 pcs	2,775.00	NP - Agency to Agency			15									
	Duster, Feather	25 pcs	1,400.00	NP - Agency to Agency			25									
	Water Dipper (Tabo)	100 pc	4,500.00	NP - Agency to Agency			100									
	Glass Wiper	30 piece	9,000.00	NP - Agency to Agency			30									
	Toilet Bowl Cleaner, at least 1 liter	100 btl	25,000.00	NP - Agency to Agency			100									
	Toilet Brush with Holder	30 set	5,400.00	NP - Agency to Agency			30									
	Air purifier with UV Sterilization light for home appliance HEPA+Activated Carbon Filter	25 pc	50,000.00	NP - Agency to Agency			25									
	Detergent soap, Powder, reusable bucket/tub (10kg)	5 pail	6,500.00	NP - Agency to Agency			5									
	Wall mounted roll toilet paper dispenser, roll paper towel dispenser waterproof	30 pcs	15,000.00	NP - Agency to Agency			30									

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Floor Mop	50 pieces	15,000.00	NP - Agency to Agency			50									
	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	30 pcs	9,000.00	NP - Agency to Agency			30									
	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomic PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	65 pcs	97,500.00	NP - Agency to Agency			65									
	Colored Trash Bag (Medium)	30 roll	10,800.00	NP - Agency to Agency			30									
	Colored Trash Bag (Large)	30 roll	12,000.00	NP - Agency to Agency			30									
	Cleaning Floor Brush Long Handle	70 pcs	24,500.00	NP - Agency to Agency			70									
	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	100 tubes	22,000.00	NP - Agency to Agency			100									
	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	70 pcs	14,000.00	NP - Agency to Agency			70									
	Sub-Total		914,348.00													
	TOTAL BUDGET:		1,280,826.00													

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

Prepared by: Anacel B. Veruen

Submitted by: Rysan C. Guinocor
Unit Head/Project Leader



Date: 09/27/2024