

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



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

SCAN HERE



PPMP-2025-0117-247393

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)  
 CY 2025

END-USER/UNIT: **VSU Cebu Office**  
 CHARGED TO **GF-MOOE**  
 Project, Programs and Activities (PPAs):  
 For Cebu Office operating expenses

PPMP #: **PPMP-2025-011725-0864**  
 Project Code: **VSU Cebu Office**

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
	<b>Office Equipment</b>															
	Ink, Epson 003, Genuine Black 65mL	12 btl	4,200.00	Public Bidding			6				6					
	Ink, EPSON 003, Genuine Cyan 65mL	2 btl	700.00	Public Bidding			2									
	Ink, EPSON 003, Genuine Magenta 65mL	2 btl	700.00	Public Bidding			2									
	Ink, EPSON 003, Genuine Yellow 65mL	2 btl	700.00	Public Bidding			2									
	<b>Sub-Total</b>		<b>6,300.00</b>													
	<b>Office Supplies</b>															
	Ballpen 50 Pieces, Blue	1 box of 50's	500.00	Public Bidding			1									
	Bleach Original, 250mL/btl	30 btls	750.00	Public Bidding			10			10	10					
	Broom, Soft (Tambo), Large, Heavy Duty	4 pcs	1,000.00	Public Bidding			4									
	Broom, Stick Broom, Tukog	6 pc	360.00	Public Bidding			6									
	Clip Board, Plastic, with PVC Cover, Long, any color	2 pcs	444.00	Public Bidding			2									
	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	6 pcs	1,500.00	Public Bidding			6									
	Dust pan, plastic, stand-up handle, large	4 pc	560.00	Public Bidding			4									
	Duster, Feather	3 pcs	168.00	Public Bidding			3									
	Envelope, Document, Brown, 150 lbs, Long	25 pc	175.00	Public Bidding			15				10					
	Fabric Conditioner, 1L, any scent	6 btls	2,490.00	Public Bidding			6									
	Folder, File, Long, 14pts, White	20 piece	200.00	Public Bidding			20									

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
	Glue, Multi-Purpose, White, at least 130g (118mL)	2 btls	180.00	Public Bidding			2									
	Mop Rug, Heavy Duty, 100% cotton	5 pieces	450.00	Public Bidding			5									
	Multi-Purpose Cleaner, Liquid, 1000mL, any scent	30 btls	6,600.00	Public Bidding			10		10		10					
	Muriatic Acid concentrated scented	10 gal	3,500.00	Public Bidding			10									
	Paper, Bond, A4, S-24, 80 gsm	30 reams	8,670.00	Public Bidding			10		10			10				
	Paper, Bond, Long, S-24, 80 gsm	10 reams	3,280.00	Public Bidding			10									
	Pen, Highlighter, yellow	5 pieces	225.00	Public Bidding			5									
	Pen, Sign, .5mm, Gel-type, Blue	24 piece	840.00	Public Bidding			12				12					
	Pen, Whiteboard Marker, black	6 pieces	300.00	Public Bidding			6									
	Record Book, Big, 300 pages	2 pcs	310.00	Public Bidding			2									
	Rug, oval shape, doormat	12 pc	1,020.00	Public Bidding			12									
	Soap, Detergent, Bar, at least 350g, any scent	35 bar	1,330.00	Public Bidding			15				10		10			
	Soap, Detergent, Powder, 1 kilo/pack, any scent	24 kl	4,320.00	Public Bidding			12					12				
	Soap, Dishwashing Liquid Refill, 375ml	5 packs	1,000.00	Public Bidding			5									
	Tissue, Bathroom, 2 Ply, 12rolls/pack	2 pack	500.00	Public Bidding			2									
	Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black	30 pack	2,550.00	Public Bidding			10		10		10					
	Water Dipper (Tabo)	10 pc	450.00	Public Bidding			10									
	<b>Sub-Total</b>		<b>43,672.00</b>													
<b>TOTAL BUDGET:</b>			<b>49,972.00</b>													

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

Prepared by: \_\_\_\_\_

**JENEFER B. JAYME**

Submitted by: \_\_\_\_\_

**JENEFER B. JAYME**  
Unit Head/Project Leader



Date: 01/17/2025