

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



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

SCAN HERE



PPMP-2024-1212-240586

INDICATIVE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)  
 CY 2026

END-USER/UNIT: **Department of Business and Management**

CHARGED TO **GF-MOOE**

Project, Programs and Activities (PPAs):

Office Supplies

PPMP #: **PPMP-2026-121024-0053**

Project Code: **DBM 2026**

| 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>Construction and Electrical Supplies</b>                                     |                 |                  |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | Extension wire with 4 gang Universal Convenience Outlet, at least 10m long      | 3 pc            | 1,500.00         | NP - Small Value Procurement | 3                                                |     |     |     |     |     |     |     |     |     |     |     |
|      | Flourescent tube (40watts) LED                                                  | 10 tube         | 2,200.00         | NP - Small Value Procurement | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>Sub-Total</b>                                                                |                 | <b>3,700.00</b>  |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>Office Equipment</b>                                                         |                 |                  |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | 65" Smart TV                                                                    | 1 unit          | 48,000.00        | Public Bidding               | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
|      | Apple iPad 10.9 Wifi                                                            | 1 unit          | 49,900.00        | Public Bidding               | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
|      | CPU (Central Processing Unit)                                                   | 1 pc            | 15,000.00        | Public Bidding               | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
|      | Desktop Computer, with Monitor, Core i5 12th Gen, 8GB RAM (Assembled) or higher | 1 sets          | 49,000.00        | Public Bidding               | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
|      | HDMI to HDMI cable, 2M                                                          | 10 piece        | 2,500.00         | NP - Small Value Procurement | 5                                                | 5   |     |     |     |     |     |     |     |     |     |     |
|      | Ink, Brother BT5000C Cyan                                                       | 8 btls          | 4,000.00         | NP - Small Value Procurement | 5                                                | 3   |     |     |     |     |     |     |     |     |     |     |



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|------|---------------------------------------------------------------------|-----------------|-------------------|------------------------------|--------------------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|      |                                                                     |                 |                   |                              | Jan                                              | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|      | Ink, Brother BT5000M Magenta                                        | 10 btl          | 5,000.00          | NP - Small Value Procurement | 5                                                | 5   |     |     |     |     |     |     |     |     |     |     |
|      | Ink, Brother BT5000Y Yellow                                         | 10 btl          | 5,000.00          | NP - Small Value Procurement | 5                                                | 5   |     |     |     |     |     |     |     |     |     |     |
|      | Ink, Brother BTD60BK, Black                                         | 10 btl          | 5,000.00          | NP - Small Value Procurement | 5                                                | 5   |     |     |     |     |     |     |     |     |     |     |
|      | Ink, Epson 003,Genuine Black 65mL                                   | 10 btl          | 3,500.00          | NP - Small Value Procurement | 5                                                | 5   |     |     |     |     |     |     |     |     |     |     |
|      | Ink, EPSON 003,Genuine Cyan 65mL                                    | 10 btl          | 3,500.00          | NP - Small Value Procurement | 5                                                | 5   |     |     |     |     |     |     |     |     |     |     |
|      | Ink, EPSON 003,Genuine Magenta 65mL                                 | 10 btl          | 3,500.00          | NP - Small Value Procurement | 5                                                | 5   |     |     |     |     |     |     |     |     |     |     |
|      | Ink, EPSON 003,Genuine Yellow 65mL                                  | 10 btl          | 3,500.00          | NP - Small Value Procurement | 5                                                | 5   |     |     |     |     |     |     |     |     |     |     |
|      | Mouse Pad                                                           | 2 pcs           | 1,000.00          | NP - Small Value Procurement | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
|      | UPS 800W ( for Computer)                                            | 2 unit          | 10,000.00         | Public Bidding               | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>Sub-Total</b>                                                    |                 | <b>208,400.00</b> |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>Office Equipment and Appliances</b>                              |                 |                   |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | curtain Rods                                                        | 15 pcs          | 6,750.00          | NP - Small Value Procurement | 15                                               |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>Sub-Total</b>                                                    |                 | <b>6,750.00</b>   |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>Office Furniture &amp; Fixture</b>                               |                 |                   |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | Office Executive Chair                                              | 1 pc            | 11,000.00         | Public Bidding               | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>Sub-Total</b>                                                    |                 | <b>11,000.00</b>  |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>Office Supplies</b>                                              |                 |                   |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL | 3 gallon        | 900.00            | NP - Small Value Procurement | 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 |
|      | Broom, Plastic, with long steel handle (approx. 140cm) for ceiling | 2 pcs           | 840.00           | NP - Small Value Procurement | 1                                                |     |     |     |     | 1   |     |     |     |     |     |     |
|      | Broom, Soft (Tambo), Large, Heavy Duty                             | 3 pcs           | 750.00           | NP - Small Value Procurement | 1                                                | 2   |     |     |     |     |     |     |     |     |     |     |
|      | Certificate Holder (A4)                                            | 50 pcs          | 3,250.00         | NP - Small Value Procurement | 25                                               | 25  |     |     |     |     |     |     |     |     |     |     |
|      | Data Filer, Big size, Legal                                        | 5 pieces        | 2,500.00         | NP - Small Value Procurement | 1                                                |     | 1   |     | 1   |     |     | 1   |     |     | 1   |     |
|      | Dishwashing Paste                                                  | 5 pc            | 350.00           | NP - Small Value Procurement | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
|      | Fabric Conditioner, 4L, any scent                                  | 2 gallon        | 2,600.00         | NP - Small Value Procurement | 1                                                |     | 1   |     |     |     |     |     |     |     |     |     |
|      | Paper, Bond, A4, S-20, 70 gsm                                      | 30 reams        | 7,590.00         | Public Bidding               | 15                                               | 15  |     |     |     |     |     |     |     |     |     |     |
|      | Paper, Bond, A4, S-24, 80 gsm                                      | 50 reams        | 14,450.00        | Public Bidding               | 20                                               | 30  |     |     |     |     |     |     |     |     |     |     |
|      | Paper, Bond, Long, S-20, 70 gsm                                    | 20 reams        | 5,720.00         | Public Bidding               | 10                                               | 10  |     |     |     |     |     |     |     |     |     |     |
|      | Pen, Ball, red                                                     | 30 pieces       | 300.00           | NP - Small Value Procurement | 10                                               | 10  | 5   |     |     |     |     |     |     | 5   |     |     |
|      | Pen, Highlighter, orange                                           | 10 pieces       | 460.00           | NP - Small Value Procurement | 1                                                | 1   | 1   | 2   | 2   | 3   |     |     |     |     |     |     |
|      | Pen, Highlighter, yellow                                           | 5 pieces        | 225.00           | NP - Small Value Procurement | 1                                                | 1   | 1   | 1   | 1   |     |     |     |     |     |     |     |
|      | Pen, Sign, .5mm, Gel-type, Blue                                    | 50 piece        | 1,750.00         | NP - Small Value Procurement | 20                                               | 20  | 10  |     |     |     |     |     |     |     |     |     |
|      | Pen, Whiteboard Marker, red                                        | 25 pieces       | 1,250.00         | NP - Small Value Procurement | 5                                                | 5   | 5   | 5   | 5   |     |     |     |     |     |     |     |
|      | Pen, Whiteboard Marker, black                                      | 20 pieces       | 1,000.00         | NP - Small Value Procurement | 10                                               | 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 |
|                      | Pen, Whiteboard Marker, blue,                    | 20 pieces       | 1,000.00          | NP - Small Value Procurement | 10                                               | 10  |     |     |     |     |     |     |     |     |     |     |
|                      | PVC Plastic Cover 100pcs per Pack A4 size 0.2mm  | 1 packs         | 750.00            | NP - Small Value Procurement | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
|                      | Ready-Made Curtain (RMC), Cream color            | 15 pc           | 6,750.00          | NP - Small Value Procurement | 5                                                | 10  |     |     |     |     |     |     |     |     |     |     |
|                      | Scotch Tape                                      | 5 pcs           | 150.00            | NP - Small Value Procurement | 1                                                |     | 1   | 1   | 2   |     |     |     |     |     |     |     |
|                      | Scotch Tape 1 inch x 100 meters                  | 5 rolls         | 200.00            | NP - Small Value Procurement | 1                                                | 1   | 3   |     |     |     |     |     |     |     |     |     |
|                      | STICKY NOTE PAGE 1/2X2IN set with assorted color | 10 set          | 2,600.00          | NP - Small Value Procurement | 5                                                | 5   |     |     |     |     |     |     |     |     |     |     |
|                      | Sticky Note, 2x0.6inch, Assorted colors          | 10 pack         | 700.00            | NP - Small Value Procurement | 5                                                | 5   |     |     |     |     |     |     |     |     |     |     |
|                      | Tissue, Bathroom, 2 Ply, 12rolls/pack            | 10 pack         | 2,500.00          | NP - Small Value Procurement | 5                                                | 5   |     |     |     |     |     |     |     |     |     |     |
|                      | <b>Sub-Total</b>                                 |                 | <b>58,585.00</b>  |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>TOTAL BUDGET:</b> |                                                  |                 | <b>288,435.00</b> |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |

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

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

**SHEILLO G. CATORCE**

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

**MARK C. RATILLA**  
Unit Head/Project Leader

Date: **01/07/2025**