

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



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2025



Draft

END-USER/UNIT: **Extension Office**
CHARGED TO **GF-MDOE**
 Project, Programs and Activities(PPAs): *OPEx Admin*
 For office use

PPMP #: **PPMP-2025-092624-0654**

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
	IT Supplies and Equipment															
	Ink, EPSON 003,Genuine Magenta 65ml	8 btl	2,800.00	NP - Small Value Procurement		8										
	Ink, EPSON 003,Genuine Yellow 65ml	8 btl	2,800.00	NP - Small Value Procurement		8										
	Ink, EPSON 003,Genuine Cyan 65mL	8 btl	2,800.00	NP - Small Value Procurement		8										
	Ink, Epson 003,Genuine Black 65mL	10 btl	3,500.00	NP - Small Value Procurement		10										
	Canon Pixma Ink Bottle,GI-790(Magenta)	8 btl	3,200.00	NP - Small Value Procurement		8										
	Canon Pixma Ink Bottle,GI-790(Yellow)	8 btl	3,200.00	NP - Small Value Procurement		8										
	Canon Pixma Ink Bottle,GI-790(Cyan)	8 btl	3,200.00	NP - Small Value Procurement		8										

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Canon Pixma Ink Bottle, GI-790(Black)	10 blts	4,000.00	NP - Small Value Procurement		10										
	Ink, Epson 001, Genuine Magenta 70ml, SKU: C13T03Y300	8 pieces	2,800.00	NP - Small Value Procurement		8										
	Ink, Epson 001, Genuine Yellow 70ml, SKU: C13T03Y400	8 pieces	2,800.00	NP - Small Value Procurement		8										
	Ink, Epson 001, SKU: Genuine Cyan 70ml, SKU: C13T03Y200	8 pieces	2,800.00	NP - Small Value Procurement		8										
	Epson 001 ink, Black, 127ml, Genuine	10 blts	6,000.00	NP - Small Value Procurement		10										
	Sub-Total		39,900.00													
	Office Supplies															
	Paper, Bond, A4, S-20, 70 gsm	100 reams	25,300.00	NP - Small Value Procurement		50		50								
	Envelope, Expanding, with garter tie, brown, long	100 pc	2,000.00	NP - Small Value Procurement		100										
	Envelope, Document, Brown, 150 lbs, Long	100 pc	700.00	NP - Small Value Procurement			100									
	Folder, File, Long, 14pts, White	60 piece	600.00	NP - Small Value Procurement		60										
	Folder, Pressboard, US, Blue, Long	60 pieces	2,400.00	NP - Small Value Procurement		60										
	Folder, Pressboard, US, Green, Long	60 pcs	2,100.00	NP - Small Value Procurement		60										
	Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	15 pcs	2,100.00	NP - Small Value Procurement		15										

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pul, Size: 3", A4 (Black)	25 pcs	3,500.00	NP - Small Value Procurement		25										
	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	5 boxes	125.00	NP - Small Value Procurement		5										
	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	5 boxes	375.00	NP - Small Value Procurement		5										
	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	5 boxes	150.00	NP - Small Value Procurement		5										
	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	5 boxes	125.00	NP - Small Value Procurement		5										
	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	5 boxes	300.00	NP - Small Value Procurement		5										
	Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear	5 boxes	4,250.00	NP - Small Value Procurement		5										
	Paper, Bond, Long, S-20, 70 gsm	10 reams	2,860.00	NP - Small Value Procurement		10										
	Envelope, Document, Brown, 150 lbs, Short	30 pc	150.00	NP - Small Value Procurement		30										
	Pen, Pentel Pen, Fine blue & black	12 pcs	600.00	NP - Small Value Procurement		12										
	Pen, Whiteboard Marker, black	3 pieces	150.00	NP - Small Value Procurement		3										
	Staple Wire, #35	10 boxes	350.00	NP - Small Value Procurement		10										
	Staple wire remover, Plier type, Metal	3 piece	300.00	NP - Small Value Procurement		3										

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	Tissue, Bathroom, 2 Ply, 12rolls/pack	10 pack	2,040.00	NP - Small Value Procurement		10										
	Soap, Detergent, Powder, 1 kilo/pack, any scent	5 kl	750.00	NP - Small Value Procurement		5										
	Soap, Dishwashing, Liquid, 250mL	10 btls	1,500.00	NP - Small Value Procurement		10										
	Dong A My Gel Sign Pen Gel Ink 0.5mm Refill (12Pcs), BLUE	5 boxes	1,250.00	NP - Small Value Procurement		5										
	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	10 boxes	200.00	NP - Small Value Procurement		10										
	Alcohol, Ethyl, 70% solution, 1 gallon	2 gallons	1,200.00	NP - Small Value Procurement		2										
	Stapler, HD No.35	1 pc	400.00	NP - Small Value Procurement		1										
	40 sheets effortless Heavy Duty Stapler paper book binders stapling machine standard school office s	1 pc	800.00	NP - Small Value Procurement		1										
	Pencil, #2, Medium, Yellow, 12pcs/box	3 Box of 12's	360.00	NP - Small Value Procurement		3										
	Laminating Film, A4, 100 snts/box, 250 microns	5 boxes	7,150.00	NP - Small Value Procurement		5										
	Laminating Film Roll	1 roll	1,200.00	NP - Small Value Procurement		1										
	Ink, Refill, for Permanent Marker, Black, 30mL	5 btls	575.00	NP - Small Value Procurement		5										
	Ink, for stamp pad, violet, 30mL, w/ applicator	10 btls	350.00	NP - Small Value Procurement		10										

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Sticky Note 3x3 inches	10 pieces	500.00	NP - Small Value Procurement		10										
	Sub-Total		66,710.00													
	TOTAL BUDGET:		106,610.00													

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

Prepared by: _____

CHONA T. LISTON

Submitted by: _____

ANTONIO P. ABAMO
Unit Head/Project Leader

