

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



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



INDICATIVE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2026

END-
 USER/UNIT: **University Learning Commons (Library)**

PPMP #: **PPMP-2026-122724-0139**

CHARGED TO GF-MOOE

Project Code: **IHS Library-GF-Office Supplies and Equipment-2026**

Project, Programs and Activities (PPAs):
 Library equipment and office supplies for 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
	Construction and Electrical Supplies															
	#12 AWG/3.5mmsq THHN stranded copper wire fire retardant	2 boxes	9,000.00	NP - Small Value Procurement				2								
	#12 AWG/3.5mmsq TW(G) stranded copper wire fire retardant (green)	1 boxes	4,200.00	NP - Small Value Procurement				1								
	#14 AWG/2.0mmsq THHN stranded copper wire fire retardant	3 boxes	10,500.00	NP - Small Value Procurement				3								
	#2AWG/30mmsq THHN stranded copper wire fire retardant	15 meter	5,250.00	NP - Small Value Procurement				15								
	#8 AWG/8.0mmsq THHN stranded copper wire fire retardant	2 boxes	13,000.00	NP - Small Value Procurement				2								
	Convenience outlet 2 gang universal with shutter flush type	1 pc	380.00	NP - Small Value Procurement				1								

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
	Copper -Clad Steel Grounding rod	1 length	2,500.00	NP - Small Value Procurement				1								
	Electrical Tape, Vinyl	5 rolls	400.00	NP - Small Value Procurement										5		
	Junction box	1 pc	50.00	NP - Small Value Procurement				1								
	Male adapter w/ locknut & bushing 1½	1 pc	30.00	NP - Small Value Procurement				1								
	Panel board dead front three phase pure copper busbar 80 amperes MCCB center main single phase w/	1 assy	40,000.00	Public Bidding				1								
	PVC clip 1/2 heavy duty	5 pcs	1,750.00	NP - Small Value Procurement				5								
	PVC Molding white 1"	30 length	3,600.00	NP - Small Value Procurement				30								
	PVC pipe 1 ¼ heavy duty	3 length	1,050.00	NP - Small Value Procurement				3								
	PVC pipe 1/2 heavy duty	70 length	8,400.00	NP - Small Value Procurement				70								
	PVC square 4x4x2	10 pcs	1,100.00	NP - Small Value Procurement				10								
	Screw Insulator big	1 pc	90.00	NP - Small Value Procurement				1								
	Secondary Rack single phase w/ insulator	1 pc	700.00	NP - Small Value Procurement				1								
	Service Entrance Cap three phase 1½	1 pc	200.00	NP - Small Value Procurement				1								

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Single switch luminous flush type	1 pc	120.00	NP - Small Value Procurement				1								
	Three gang switch luminous flush type	1 pc	200.00	NP - Small Value Procurement				1								
	Two gang switch luminous flush type	1 pc	160.00	NP - Small Value Procurement				1								
	Utility box surface type	1 pc	50.00	NP - Small Value Procurement				1								
	Sub-Total		102,730.00													
	Electronics															
	Louver housing LED lights Fluorescent 2x18watts recessed type 4ft	1 set	2,200.00	NP - Small Value Procurement				1								
	Sub-Total		2,200.00													
	Farm Tools and Equipment															
	Grass Cutter Scissors	1 pc	400.00	NP - Small Value Procurement		1										
	Sub-Total		400.00													
	Hardware															
	Plywood, Marine, 1"(thickness) x 4' x 8'	6 piece	11,400.00	NP - Small Value Procurement					6							
	Plywood, Marine, 1/4"(thickness) x 4' x 8'	6 piece	3,480.00	NP - Small Value Procurement					6							
	Plywood, Marine, 3/4"(thickness) x 4' x 8'	6 piece	9,900.00	NP - Small Value Procurement					6							
	Sub-Total		24,780.00													
	Lumber															
	Good Lumber, 2" x 6" x 12'	10 pcs	15,000.00	NP - Small Value Procurement								10				

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Sub-Total		15,000.00													
	Medical & Dental Supplies & Equipment															
	bandage scissors 4 1/2	1 piece	170.00	NP - Small Value Procurement				1								
	Sub-Total		170.00													
	Office Equipment															
	Barcode Scanner	1 pc	5,150.00	Public Bidding	1											
	Desktop Computer (Core i5-13420H)	6 unit	318,000.00	Public Bidding			6									
	Digital Wall Clock	1 set	3,500.00	NP - Small Value Procurement							1					
	Ink, Epson, genuine (C) T664, 70 ml	12 pieces	4,200.00	NP - Small Value Procurement	6						6					
	Ink, Epson, genuine (M) T664, 70 ml	12 pieces	4,200.00	NP - Small Value Procurement	6						6					
	Ink, Epson, genuine, (BK) T664, 70 ml	12 pieces	4,200.00	NP - Small Value Procurement	6						6					
	Ink, Epson, genuine, (Y) T664, 70 ml	12 pieces	4,200.00	NP - Small Value Procurement	6						6					
	Laptop	1 unit	49,999.00	Public Bidding				1								
	Plastic Barcode Protectors	1000 pcs	2,000.00	Direct Contracting	1000											
	Printer All-in-One System With Wi-Fi, ADF and Ink Tank system	2 unit	50,000.00	Public Bidding	1			1								
	Random Access Memory, DDR4, 2666Mhz, 8GB	4 pc	6,400.00	NP - Small Value Procurement	4											
	Sub-Total		451,849.00													
	Office Equipment and Appliances															
	Ream Cutter A3/A4 Size Heavy Duty Paper Cutter, Paper Trimmer, Ream Paper Cutting Machine	1 unit	6,000.00	Public Bidding	1											
	Smart Television 65"	1 unit	75,000.00	Public Bidding				1								

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	Stand Fan, banana type 18" banana blade	4 unit	10,000.00	Public Bidding	2						2					
	Sub-Total		91,000.00													
	Office Furniture & Fixture															
	AVR chairs Latex Cushion Backrest Chair Ergonomic Study Chair	60 pc	179,400.00	Public Bidding	60											
	bench style lounge sofa	2 pc	7,400.00	Public Bidding				2								
	Clerical table	1 unit	4,800.00	Public Bidding		1										
	Computer Chair Swivel Chair Features? Nordic design chair? Material: Chair (PP material) Cushion (PU	10 pc	17,580.00	Public Bidding	10											
	Disc Storage Rack 13.5*13.3*38.8cm/5.31*5.23*15.25inch(L*W*H)(double layers)	2 set	4,000.00	Public Bidding							2					
	Front desk counter wood-based panel/ MDF/fiber left corner logo 100cm Dark Gray White Lock drawer	1 pcs	6,986.00	Public Bidding		1										
	Lounge Sofa set with center table	2 set	32,800.00	Public Bidding							2					
	Portrait of Canvass with Frame and Glass Updated price	7 pc	38,500.00	NP - Small Value Procurement	7											
	Steel Book Shelves	2 unit	25,600.00	Public Bidding				2								
	window blinds	4 pc	4,800.00	NP - Small Value Procurement			4									
	Window blinds, Blackout Roller Shades 100x200 cm	3 piece	4,020.00	NP - Small Value Procurement			3									
	Wood Study Table 60x120x74	3 pc	18,500.00	Public Bidding						3						
	Sub-Total		342,386.00													
	Office Supplies															
	A4 Bond Paper, 70 GSM (5 reams/box)	5 boxes	6,250.00	NP - Small Value Procurement	5											
	Acetate, transparent, gauge #8, approx. 50m/roll	2 rolls	5,880.00	NP - Small Value Procurement		2										
	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	6 tubes	1,320.00	NP - Small Value Procurement		6										

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	Alcohol, Ethyl, 70% solution, 1 gallon	2 gallons	1,200.00	NP - Small Value Procurement		2										
	Cartolina, US, Blue, at least 160gsm	10 pcs	140.00	NP - Small Value Procurement				10								
	Cartolina, US, Green, at least 160gsm	10 pcs	200.00	NP - Small Value Procurement				10								
	Cartolina, US, Red, at least 160gsm	10 pcs	140.00	NP - Small Value Procurement				10								
	Cartolina, US, White, at least 160gsm	10 pcs	200.00	NP - Small Value Procurement				10								
	Cartolina, US, Yellow, at least 160gsm	10 pcs	140.00	NP - Small Value Procurement				10								
	Cartolina, Velum, US White	10 pcs	400.00	NP - Small Value Procurement				10								
	Cleaner, Glass, 500mL, spray type, any scent	6 btls	1,320.00	NP - Small Value Procurement		3			3							
	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	1 box of 50's	30.00	NP - Small Value Procurement				1								
	Cork bulletin board with aluminum frame, 5x4 ft	1 pc	2,000.00	NP - Small Value Procurement		1										
	Correction Tape, 8m x 5mm wide	12 pc	480.00	NP - Small Value Procurement		6			6							
	Dust pan, plastic, stand-up handle, large	4 pc	580.00	NP - Small Value Procurement	2							2				
	Fastener, Paper, non-rust metal, 50 sets/box	1 boxes	50.00	NP - Small Value Procurement				1								

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	Feather duster, 19"-23"	15 pcs	840.00	NP - Small Value Procurement	15											
	First Aid Box or Medicine Cabinet	1 pc	800.00	NP - Small Value Procurement		1										
	FLOOR PAD Super Polishing Pad 16", white	2 pc	1,520.00	NP - Small Value Procurement		2										
	Multi-Insect Killer Spray, 250mL	6 tubes	1,800.00	NP - Small Value Procurement	2					2				2		
	Official Record Book (8.5" x 11" 500 pages)	3 pcs	555.00	NP - Small Value Procurement			1				1				1	
	Paper, Bond, A4, S-24, 80 gsm	25 reams	7,225.00	NP - Small Value Procurement							25					
	Paper, Bond, Long, S-24, 80 gsm	5 reams	1,640.00	NP - Small Value Procurement		2					3					
	Paper, Bond, Short, S-24, 80 gsm	5 reams	1,385.00	NP - Small Value Procurement		2					3					
	Pen, Sign, .5mm, Gel-type, Black	12 piece	420.00	NP - Small Value Procurement	12											
	Pen, Sign, .5mm, Gel-type, Blue	12 piece	420.00	NP - Small Value Procurement	12											
	Pen, Whiteboard Marker, black	12 pieces	600.00	NP - Small Value Procurement	12											
	Pencil, #2, Medium, Yellow, 12pcs/box	1 Box of 12's	120.00	NP - Small Value Procurement	1											
	Photo Sticker Paper, Glossy, A4 size, 20 sheets/pack	3 pack	360.00	NP - Small Value Procurement				3								

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	Plant pot (large)	15 pcs	1,500.00	NP - Small Value Procurement			15									
	Plant pot (medium)	15 pcs	1,500.00	NP - Small Value Procurement			15									
	Plant pot (small)	20 pcs	2,000.00	NP - Small Value Procurement			20									
	Polishing stripping Pad 7200 16", black	3 pc	2,520.00	NP - Small Value Procurement	3											
	Rubber Stamp Dator (2026 onwards)	2 pc	220.00	NP - Small Value Procurement				2								
	Soap, Detergent, Powder, 1 kilo/pack, any scent	3 kl	540.00	NP - Small Value Procurement		3										
	Soft Broom (Tambo) 200g minimum, heavy duty	6 pcs	1,320.00	NP - Small Value Procurement	6											
	STAMP PAD INK STAMP PAD NO.2 WITH INK DATE INK SET (RECIEVED, PAID OR DATE ONLY)	2 pc	400.00	NP - Small Value Procurement				2								
	Tape Dispenser, 2" big, any color	2 piece	700.00	NP - Small Value Procurement							2					
	Tape, Double Sided, 1" x 10m	10 rolls	450.00	NP - Small Value Procurement				10								
	Tape, Double Sided, 2" x 10m	10 rolls	1,200.00	NP - Small Value Procurement				10								
	Tape, Duct, 2" x 25m, Black/Grey	6 rolls	1,080.00	NP - Small Value Procurement		6										
	Tissue, Bathroom, 2 Ply, 12rolls/pack	5 pack	1,250.00	NP - Small Value Procurement	5											

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	Toilet Bowl Cleaner, at least 1 liter	6 btl	1,500.00	NP - Small Value Procurement	2					2				2		
	Wood floor wax 900g	50 can	16,600.00	NP - Small Value Procurement	12			12			14			12		
	Wood spray polisher for furniture	12 btl	3,600.00	NP - Small Value Procurement	5					7						
	Sub-Total		74,575.00													
	Office Supplies and General Merchandise Products															
	Soap, Dishwashing, Liquid, 1 Gal	2 gal	800.00	NP - Small Value Procurement		2										
	Sub-Total		800.00													
	Professional Services															
	Portrait of Canvass with Frame and Glass	7 piece	35,000.00	Public Bidding	7											
	Sub-Total		35,000.00													
	TOTAL BUDGET:		1,140,890.00													

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

Prepared by:

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Submitted by:

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Date: 02/19/2025