

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



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

SCAN HERE



PPMP-2024-0925-224941

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2025

END-USER/UNIT: Office of the Vice President for Administration & Finance

CHARGED TO GF-MOOE

Project, Programs and Activities (PPAs):

To purchase office supplies & equipment for CY 2025



PPMP #: PPMP-2025-092524-0085

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
	Food & Food Ingredients															
	Packed Meals for Lunch (200.00)	200 packs	40,000.00	NP - Small Value Procurement	50			50			50			50		
	Snacks AM	300 set	24,000.00	NP - Small Value Procurement	150						150					
	Snacks PM	300 packs	24,000.00	NP - Small Value Procurement	150						150					
	Token (Assorted Goodies)	60 set	15,000.00	NP - Small Value Procurement	15			15			15			15		
	Bread and Butter Plate	15 pc	5,250.00	NP - Small Value Procurement	15											
	Sub-Total		108,250.00													
	IT Supplies and Equipment															
	Flatbed Scanner	1 unit	5,000.00	NP - Small Value Procurement	1											

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Computer Printer, All-in-One/Multifunction Colored-Ink Tank	3 unit	42,000.00	NP - Small Value Procurement	1	1	1									
	Flash Drive, at least 32GB USB 3.0	2 piece	1,600.00	NP - Small Value Procurement	2											
	Overhead Document Scanner	1 unit	25,000.00	Public Bidding	1											
	Presentation Clicker/Pointer	1 pcs	1,700.00	NP - Small Value Procurement	1											
	Ink, Epson 003,Genuine Black 65mL	50 btl	17,500.00	NP - Small Value Procurement	8	8	8	8	8	8	2					
	Ink, EPSON 003,Genuine Cyan 65mL	50 btl	17,500.00	NP - Small Value Procurement	8	8	8	8	8	8	2					
	Ink, EPSON 003,Genuine Magenta 65mL	50 btl	17,500.00	NP - Small Value Procurement	8	8	8	8	8	8	2					
	Ink, EPSON 003,Genuine Yellow 65mL	50 btl	17,500.00	NP - Small Value Procurement	8	8	8	8	8	8	2					
	Ink, Epson, genuine (C) T664, 70 ml	30 pieces	10,500.00	NP - Small Value Procurement	4	4	4	4	4	4	4	2				
	Ink, Epson, genuine (M) T664, 70 ml	30 pieces	10,500.00	NP - Small Value Procurement	4	4	4	4	4	4	4	2				
	Ink, Epson, genuine, (Y) T664, 70 ml	30 pieces	10,500.00	NP - Small Value Procurement	4	4	4	4	4	4	4	2				
	Ink, Epson, genuine, (BK) T664, 70 ml	30 pieces	10,500.00	NP - Small Value Procurement	4	4	4	4	4	4	4	2				
	HDMI Wireless Trasmitter and Receiver with 5GHz Band WiFi	2 pcs	11,000.00	NP - Agency to Agency	1	1										
	Sub-Total		198,300.00													
	Office Furniture & Fixture															

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Chair, Conference stacking,	20 pc	70,000.00	Public Bidding		10			10							
	Office Table	4 pc	16,000.00	NP - Small Value Procurement		4										
	Office chair with arm rest, durable leather seat	5 pcs	25,000.00	NP - Small Value Procurement	5											
	Sub-Total		111,000.00													
	Office Supplies															
	Epson L6290 001 Ecotank Ink Cyan	50 btls	20,000.00	NP - Agency to Agency	15			10			15			10		
	Epson L6290 001 Ecotank Ink Yellow	50 btls	20,000.00	NP - Agency to Agency	15			10			15			10		
	Epson L6290 001 Ecotank Ink Magenta	50 btls	20,000.00	NP - Agency to Agency	15			10			15			10		
	Epson L6290 001 Ecotank Ink Black	50 btls	30,000.00	NP - Agency to Agency	15			10			15			10		
	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	10 box of 50's	250.00	NP - Agency to Agency	5						5					
	Paper Clips Small Vinyl (33MM)	10 Box of 100's	350.00	NP - Agency to Agency	5						5					
	Paper Clips Small Vinyl (50mm)	10 Box of 100's	400.00	NP - Agency to Agency	5						5					
	Binder Clip, 2-inch, 12 pcs/box	20 boxes	2,000.00	NP - Agency to Agency	10						10					
	Binder Clip, 1.5", black	15 pcs	112.50	NP - Agency to Agency	10						5					
	Paper, Bond, Short, S-24, 80 gsm	30 reams	8,310.00	NP - Agency to Agency	10			5			10			5		
	Paper, Bond, Long, S-24, 80 gsm	30 reams	9,840.00	NP - Agency to Agency	10			5			10			5		
	Paper, Bond, A4, S-24, 80 gsm	100 reams	28,900.00	NP - Agency to Agency	25			25			25			25		
	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	10 box of 50's	300.00	NP - Agency to Agency	5						5					
	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	10 boxes	200.00	NP - Agency to Agency	5						5					

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
	Correction Tape, 8m x 5mm wide	60 pc	2,400.00	NP - Agency to Agency	15			15			15			15		
	Soap, Detergent, Powder, 1 kilo/pack, any scent	6 kl	900.00	NP - Agency to Agency	3						3					
	Dust pan, plastic, stand-up handle, small	7 pc	525.00	NP - Agency to Agency	4						3					
	Eraser, Rubber, high quality	8 pc	360.00	NP - Agency to Agency	2			2			2			2		
	Double Sided Glossy Photo Paper A4 (50sheets per pack)	5 pack	1,250.00	NP - Agency to Agency	3						2					
	Envelope, brown, ordinary, A4 size	30 pcs	300.00	NP - Agency to Agency	15						15					
	Envelope, Brown, long, good quality	30 pcs	150.00	NP - Agency to Agency	15						15					
	Pen, Permanent Marker, black, broad tip	3 pieces	180.00	NP - Agency to Agency	3											
	Pen, Permanent Marker, blue, fine tip	2 pieces	120.00	NP - Agency to Agency	2											
	Pen, Permanent Marker, black, fine tip	2 pieces	120.00	NP - Agency to Agency	2											
	Pen, Permanent Marker, blue, broad tip	3 pieces	180.00	NP - Agency to Agency	3											
	Pencil, #2, Medium, Yellow, 12pcs/box	3 Box of 12's	360.00	NP - Agency to Agency	3											
	Stapler, HD No.35	5 pc	2,000.00	NP - Agency to Agency	5											
	Staple Wire, #35	10 boxes	350.00	NP - Agency to Agency	5						5					
	Staple wire remover	5 pieces	200.00	NP - Agency to Agency	5											
	Puncher, 2 holes, heavy duty	3 pieces	945.00	NP - Agency to Agency	3											
	Glue, Multi-Purpose, White, at least 130g (118mL)	8 btls	624.00	NP - Agency to Agency	4						4					
	Fastener, Paper, plastic, 50 sets/box	10 boxes	400.00	NP - Agency to Agency	5						5					
	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	5 tubes	1,100.00	NP - Agency to Agency	5											

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Apron, Plastic, for Adult	2 pc	240.00	NP - Agency to Agency	2											
	Sticky Note, 3 x 3, Yellow	10 pads	840.00	NP - Agency to Agency	5						5					
	Sticky Note, 3x5 Colored	10 pads	500.00	NP - Agency to Agency	5						5					
	STICKY NOTES 2 X 3 ASSORTED COLORS	20 pad	1,580.00	NP - Agency to Agency	5			5			5			5		
	STICKY NOTES 3 X 4 ASSORTED COLORS	20 pad	1,580.00	NP - Agency to Agency	10						10					
	Sign Here Sticky Notes	10 pack	590.00	NP - Agency to Agency	10											
	Glass cleaner 500ml lemon w/spray	3 btls	600.00	NP - Agency to Agency	3											
	Sign pen, Fine Tech, 0.3mm. blue	25 pieces	875.00	NP - Agency to Agency	15						10					
	Gel Ink Sign Pen 0.5, blue	50 pcs	1,500.00	NP - Agency to Agency	25						25					
	Vellum Board, Canary, A4, 220 GSM, 10 sheets per pack	4 pack of 10's	240.00	NP - Agency to Agency	4											
	Vellum Board, Pale Cream, A4, 220 GSM, 10 sheets per pack	4 pack of 10's	240.00	NP - Agency to Agency	4											
	Hand Towel, cloth, cotton	10 piece	350.00	NP - Agency to Agency	5						5					
	Kitchen paper towel	30 pack	3,000.00	NP - Agency to Agency	15						15					
	Liquid Hand Soap, 500 ml.	7 btls	840.00	NP - Agency to Agency	4						3					
	Soap, Dishwashing Liquid Refill, 375ml	6 packs	1,200.00	NP - Agency to Agency	3						3					
	Dishwashing Sponge	10 pcs	350.00	NP - Agency to Agency	5						5					
	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)	50 pcs	7,000.00	NP - Agency to Agency	25						25					
	Bleach, cleaner, 1 gal.	2 gallons	440.00	NP - Agency to Agency	2											
	Pen, Whiteboard Marker, red	3 pieces	150.00	NP - Agency to Agency	3											

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Pen, Whiteboard Marker, black	3 pieces	150.00	NP - Agency to Agency	3											
	Pen, Whiteboard Marker, blue,	3 pieces	150.00	NP - Agency to Agency	3											
	Eraser, whiteboard, magnetic flannel	3 pc	225.00	NP - Agency to Agency	3											
	Alcohol, Ethyl, 75% solution, 1 gallon	20 gallon	13,000.00	NP - Agency to Agency	5			5			5			5		
	Tissue, Bathroom, 2 Ply, 12rolls/pack	20 pack	4,080.00	NP - Agency to Agency	5			5			5			5		
	table napkin, pre-cut, approx. 1000 sheets per pack	15 packs	1,500.00	NP - Agency to Agency	10						5					
	Acetate, transparent, guage #3, approx. 50m/roll	1 rolls	900.00	NP - Agency to Agency	1											
	Tape, Double Sided, 1" x 10m	5 rolls	225.00	NP - Agency to Agency	5											
	Tape, double sided with foam, 20mm x 3m	5 pc	750.00	NP - Agency to Agency	5											
	Tape, Packaging, 2" x 100 yards, Clear	6 rolls	450.00	NP - Agency to Agency	3						3					
	Tape, Duct, 2" x 25m, Black/Grey	3 rolls	540.00	NP - Agency to Agency	3											
	Wet and dry vacuum cleaner, 10L	1 pc	5,000.00	NP - Agency to Agency	1											
	Ring Binder, plastic, 51mm 2" black	10 pieces	550.00	NP - Agency to Agency	5						5					
	Ring Binder, plastic, 25mm ,1" black	10 pieces	400.00	NP - Agency to Agency	5						5					
	Ring Binder, plastic, 12mm, 1/2" black	10 pieces	120.00	NP - Agency to Agency	5						5					
	Ring Binder, plastic, 8mm, 5/16" black	15 pieces	120.00	NP - Agency to Agency	10						5					
	Ring Binder, plastic, 6mm, 1/4" black	10 pieces	80.00	NP - Agency to Agency	5						5					
	Folder, File, Long, 14pts, White	30 piece	300.00	NP - Agency to Agency	15						15					
	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	10 pack	1,600.00	NP - Agency to Agency	5						5					

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
	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	10 pack	2,400.00	NP - Agency to Agency	5						5					
	Coffee/tea mug with handle and teaspoon with cup saucer	15 pcs	3,000.00	NP - Agency to Agency	15											
	Heavy-duty Electric Stapler	1 pcs	35,000.00	NP - Agency to Agency	1											
	Sub-Total		245,781.50													
	Trainings															
	Paper, Special (for Certificates)	10 pack	3,500.00	NP - Small Value Procurement	10											
	Food for Training/Workshop	100 pieces	20,000.00	NP - Small Value Procurement	50						50					
	Sub-Total		23,500.00													
	TOTAL BUDGET:		686,831.50													

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

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30 SEP 2024
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ALICIA M. FLORES