

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



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

SCAN HERE



PPMP-2024-0925-225100

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2025

END-USER/UNIT: College of Arts and Sciences / *Natural and Mathematics*

PPMP #: PPMP-2025-092524-0566

CHARGED TO GF-MOOE

Project, Programs and Activities (PPAs):

FOR PPMP 2025

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															
	Desktop Computer (i3, 11th Gen) (Assembled)	1 set	40,000.00	NP - Small Value Procurement	1											
	Computer Printer, All-in-One/Multifunction Colored-Ink Tank	1 unit	14,000.00	NP - Small Value Procurement	1											
	Bottom Loading Water Dispenser	1 pc	14,500.00	NP - Small Value Procurement	1											
	Ink, Epson 003, Genuine Black 65mL	30 btl	10,500.00	NP - Agency to Agency	30											
	Ink, EPSON 003, Genuine Cyan 65mL	7 btl	2,450.00	NP - Agency to Agency	7											
	Ink, EPSON 003, Genuine Magenta 65mL	7 btl	2,450.00	NP - Agency to Agency	7											
	Ink, EPSON 003, Genuine Yellow 65mL	7 btl	2,450.00	NP - Agency to Agency	7											
	Sub-Total		86,350.00													
	Office Equipment															

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
	Telephone	1 pc	15,000.00	NP - Small Value Procurement	1											
	Aircon Split Type (2 HP)	1 unit	45,000.00	NP - Small Value Procurement	1											
	Sub-Total		60,000.00													
	Office Furniture & Fixture															
	Office Table	1 pc	4,000.00	NP - Small Value Procurement	1											
	Office table, good quality	1 unit	9,500.00	NP - Small Value Procurement	1											
	Office Chair High Back Swivel Mesh Computer Comfort Reclining with Headrest & footrest (Ergonomics)	1 unit	5,000.00	NP - Small Value Procurement	1											
	Swivel Chair, high quality	1 unit	8,000.00	NP - Small Value Procurement	1											
	Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,	1 pc	12,000.00	NP - Small Value Procurement	1											
	Sub-Total		38,500.00													
	Office Supplies															
	Plastic High Quality Trash Can with Rotating Cover, approx. 45 liters capacity	1 pcs	350.00	NP - Agency to Agency	1											
	Broom, Soft (Tambo), Large, Heavy Duty	1 pcs	250.00	NP - Agency to Agency	1											
	Dust pan, plastic, stand-up handle, large	1 pc	140.00	NP - Agency to Agency	1											
	String Doormat/Rug/Basahan	4 pieces	400.00	NP - Agency to Agency	4											
	Paper, Bond, A4, S-24, 80 gsm	50 reams	14,450.00	NP - Agency to Agency	50											
	Paper, Bond, Long, S-24, 80 gsm	20 reams	6,560.00	NP - Agency to Agency	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
	Alcohol, Ethyl, 70% solution, 1 gallon	2 gallons	1,200.00	NP - Agency to Agency	2											
	Pen, Ball, blue	30 pieces	300.00	NP - Agency to Agency	30											
	Pen Sign 0.7mm Gel type, blue	10 pc	490.00	NP - Agency to Agency	10											
	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	40 pcs	7,800.00	NP - Small Value Procurement	40											
	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	20 pcs	4,000.00	NP - Small Value Procurement	20											
	Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm	2 pcs	1,640.00	NP - Small Value Procurement	2											
	Puncher, 2 holes, heavy duty	1 pieces	315.00	NP - Agency to Agency	1											
	Stapler, HD No.35	1 pc	400.00	NP - Agency to Agency	1											
	Staple Wire, #35	15 boxes	525.00	NP - Agency to Agency	15											
	Scissors, 8" heavy duty, good quality	2 pieces	150.00	NP - Agency to Agency	2											
	STICKY NOTES 2 X 3 ASSORTED COLORS	10 pad	790.00	NP - Agency to Agency	10											
	Record Book, Big, 300 pages	10 pcs	1,550.00	NP - Agency to Agency	10											
	Folder, Expanded, Long (Light Blue)	20 pcs	600.00	NP - Agency to Agency	20											
	Stamping Pad size 4	1 pieces	134.00	NP - Agency to Agency	1											
	Ink, for stamp pad, violet, 30mL, w/ applicator	5 btls	175.00	NP - Agency to Agency	5											
	Fastener, Paper, plastic, 50 sets/box	15 boxes	600.00	NP - Agency to Agency	15											
	Scotch Tape 1 inch x 100 meters	12 rolls	480.00	NP - Agency to Agency	12											

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
	Tape, Double Sided, 1" x 10m	20 rolls	900.00	NP - Agency to Agency	20											
	Envelope, Document, Brown, 150 lbs, Long	30 pc	210.00	NP - Agency to Agency	30											
	Multi-Purpose Glue, 130 g	10 btl	600.00	NP - Agency to Agency	10											
	Tissue, Bathroom, 2 Ply, 12rolls/pack	2 pack	408.00	NP - Agency to Agency	2											
	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	9 pack	450.00	NP - Agency to Agency	9											
	Rag, (for cleaning & wiping)	12 pieces	60.00	NP - Agency to Agency	12											
	7 in 1 set Office Supplies Organizer	1 unit	350.00	NP - Agency to Agency	1											
	Sub-Total		46,277.00													
TOTAL BUDGET:			231,127.00													

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

Prepared by: _____

CLARISA I. VISCA

Submitted by: _____

GLENN G. PAJARES
Unit Head/Project Leader



Date: **09/25/2024**

AUCIA M. FLORES

