

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

— SCAN HERE —



PPMP-2024-1218-241661

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2026

END-USER/UNIT: **Office of the Vice President for Research, Extension and Innovation**

CHARGED TO **GF-MOOE**

Project, Programs and Activities (PPAs):

OFFICE SUPPLIES FOR 2026

PPMP #: **PPMP-2026-121224-0089**

Project Code: **RPO.A.III.C-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
	Awards & Tokens															
	Folding VSU Umbrella for tokens	250 pcs	68,750.00	NP - Small Value Procurement			250									
	VSU Mugs for Tokens	150 pcs	30,000.00	NP - Small Value Procurement			150									
	VSU Planner Notebook for tokens	200 pcs	30,000.00	NP - Small Value Procurement			200									
	Sub-Total		128,750.00													
	Construction and Electrical Supplies															
	Nails, Common Wire, 1-1/2"	2 kl	180.00	NP - Small Value Procurement			2									
	Staple Wire 21mm x 6mm	10 boxes	1,000.00	NP - Small Value Procurement			10									
	Wood glue, 500ml per bottle	10 btl	3,750.00	NP - Small Value Procurement			10									
	Sub-Total		4,930.00													

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															
	Assorted coffee, milk and chocate powder, sugar etc for In House Review committee and evaluators	15 pcs	45,000.00	NP - Small Value Procurement			15									
	Lunch #13	2670 person	667,500.00	Public Bidding			2670									
	Lunch#17	2670 packs	667,500.00	Public Bidding			2670									
	Snacks AM	5340 set	427,200.00	Public Bidding			5340									
	Snacks PM	5340 packs	427,200.00	Public Bidding			5340									
	Sub-Total		2,234,400.00													
	Hardware															
	Abrasive Paper, Sand Paper Grit #120, 9" x 11"	20 sheet	600.00	NP - Small Value Procurement			20									
	Epoxy, A & B (Liter/set)	1 set	750.00	NP - Small Value Procurement			1									
	Nails, Common Wire, 1"	5 kl	450.00	NP - Small Value Procurement			5									
	Nails, Common Wire, 2"	3 kl	270.00	NP - Small Value Procurement			3									
	Nails, Common Wire, 3"	3 kl	270.00	NP - Small Value Procurement			3									
	Nails, Common Wire, 4"	3 kl	270.00	NP - Small Value Procurement			3									
	Nails, Finishing, 1"	3 kl	270.00	NP - Small Value Procurement			3									
	Paint Thinner	3 gallon	1,770.00	NP - Small Value Procurement			3									
	Paint, Lacquer Sanding Sealer	3 gallon	2,670.00	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
	Paint, Metal Primer, Red Oxide	15 gallon	13,500.00	NP - Small Value Procurement			15									
	Paint, Roof, Baguio Green	5 gallon	4,000.00	NP - Small Value Procurement			5									
	Paint, Roof, White (laguna)	10 gallon	8,000.00	NP - Small Value Procurement			10									
	Paint, TTC, Raw Sienna, Latex	1 L	500.00	NP - Small Value Procurement			1									
	Paint, TTC, Red Toloudine, Latex	2 L	1,000.00	NP - Small Value Procurement			2									
	Plywood, Marine, 1/2"(thickness) x 4' x 8'	20 piece	22,000.00	NP - Small Value Procurement			20									
	Plywood, Marine, 1/4"(thickness) x 4' x 8'	20 piece	11,600.00	NP - Small Value Procurement			20									
	Plywood, Marine, 3/4"(thickness) x 4' x 8'	20 piece	33,000.00	NP - Small Value Procurement			20									
	Tile Trim, plastic	4 piece	140.00	NP - Small Value Procurement			4									
	Tiles, Ceramic, 20cm x 20cm	15 piece	3,750.00	NP - Small Value Procurement			15									
	Sub-Total		104,810.00													
	Office Equipment															
	Computer Monitor 24", IPS, Bezel-less Full HD Monitor	2 set	14,000.00	NP - Small Value Procurement			2									
	desktop cpu core i5 13th gen. with accessories	3 unit	105,000.00	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
	Document Scanner, Duplex (2 sided) Sheet-fed	1 pc	35,000.00	NP - Small Value Procurement			1									
	Flash Drive, 128GB, USB 3.0	3 pcs	4,500.00	NP - Small Value Procurement			3									
	Ink, Epson 003, Genuine Black 65mL	40 btl	14,000.00	NP - Small Value Procurement			40									
	Ink, EPSON 003, Genuine Cyan 65mL	20 btl	7,000.00	NP - Small Value Procurement			20									
	Ink, EPSON 003, Genuine Magenta 65mL	20 btl	7,000.00	NP - Small Value Procurement			20									
	Ink, EPSON 003, Genuine Yellow 65mL	20 btl	7,000.00	NP - Small Value Procurement			20									
	MONITOR	1 unit	40,000.00	NP - Small Value Procurement			1									
	PORTABLE-SPEAKER	1 unit	40,000.00	NP - Small Value Procurement			1									
	Presentation Clicker/Pointer	1 pcs	1,700.00	NP - Small Value Procurement			1									
	Speaker, for PC, 2.1 (Speaker with Subwoofer)	3 pc	12,000.00	NP - Small Value Procurement			3									
	UPS Battery Backup, 1500VA	3 unit	30,000.00	NP - Small Value Procurement			3									
	Sub-Total		317,200.00													
	Office Equipment and Appliances															
	18" STAND FAN	3 pcs	7,500.00	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
	Air Condition, Split type, Inverter, 1.5 HP	1 set	45,000.00	NP - Small Value Procurement			1									
	Heavy Duty Office Printer, Scanner and Photocopier	2 pcs	50,000.00	NP - Small Value Procurement			2									
	Laptop Computer for Data Analysis	2 piece	99,998.00	NP - Small Value Procurement			2									
	Sub-Total		202,498.00													
	Office Furniture & Fixture															
	Hudson, top coat	10 liter	5,500.00	NP - Small Value Procurement			10									
	Sub-Total		5,500.00													
	Office Supplies															
	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	10 tubes	2,200.00	NP - Small Value Procurement		10										
	Alcohol, Ethyl, 70% solution, 1 gallon	10 gallons	6,000.00	NP - Small Value Procurement		10										
	Battery, Rechargeable, AA (4pcs) w/ Charger	6 set	22,080.00	NP - Small Value Procurement			6									
	Binder Clip, 1-inch, 12 pcs/box	20 Box of 12's	2,000.00	NP - Small Value Procurement		20										
	Binder Clip, 1.5" , black	150 pcs	1,125.00	NP - Small Value Procurement			150									
	Binder Clip, 2" , black	150 pcs	1,275.00	NP - Small Value Procurement				150								
	Broom, Soft (Tambo), Large, Heavy Duty	5 pcs	1,250.00	NP - Small Value Procurement				5								

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	2 unit	2,000.00	NP - Small Value Procurement				2								
	Cleaner, Glass, 500mL, spray type, any scent	10 btls	2,200.00	NP - Small Value Procurement				10								
	Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm	1 pcs	820.00	NP - Small Value Procurement				1								
	Disposable paper cups, approx 8 oz cap., 50 pcs. per pack	100 packs	12,000.00	NP - Small Value Procurement				100								
	Fastener, Paper, plastic, 50 sets/box	10 boxes	400.00	NP - Small Value Procurement				10								
	Folder, Pressboard, US, Green, Long	1000 pcs	35,000.00	NP - Small Value Procurement			1000									
	Folder, Sliding, Plastic, w/ Binder, A4, Transparent	50 piece	500.00	NP - Small Value Procurement			50									
	Folder, Sliding, Plastic, w/ binder, Long, transparent	50 pcs	500.00	NP - Small Value Procurement				50								
	Glue Gun, Big (approx. 7x18x 28cm)	2 pcs	710.00	NP - Small Value Procurement				2								
	Glue Gun, Small (approx. 4x12x 18cm)	2 pcs	370.00	NP - Small Value Procurement				2								
	Glue Stick, Big, for Glue Gun	100 pieces	1,000.00	NP - Small Value Procurement				100								
	Glue Stick, Small, for Glue Gun	100 pcs	700.00	NP - Small Value Procurement				100								
	Green Data Filer, Legal, Double	20 pc	4,000.00	NP - Small Value Procurement				20								

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Heavy Duty Staple Wire 23/10 (1000pcs per box)	10 box	800.00	NP - Small Value Procurement				10								
	Heavy Duty Staple Wire 23/15 15mm (1000pcs per box)	5 box	500.00	NP - Small Value Procurement			5									
	Heavy duty storage box L-16" x W11.5" x H-11.5" suitable for document storage for legal folder, Fili	4 pcs	2,200.00	NP - Small Value Procurement			4									
	ID Jacket, ziplocked, size 4R	1000 pc	35,000.00	NP - Small Value Procurement			1000									
	Index Tab, transparent, self-adhesive, transparent, 5sets/box	10 boxes	900.00	NP - Small Value Procurement			10									
	Laminating Film Roll	2 roll	2,400.00	NP - Small Value Procurement				2								
	Laminating Film, A4, 100 shts/box, 250 microns	3 boxes	4,290.00	NP - Small Value Procurement				3								
	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	30 box of 50's	750.00	NP - Small Value Procurement				30								
	Paper, Bond, A4, S-24, 80 gsm	100 reams	28,900.00	NP - Small Value Procurement			100									
	Paper, Bond, Long, S-24, 80 gsm	25 reams	8,200.00	NP - Small Value Procurement			25									
	Paper, Bond, Short, S-24, 80 gsm	20 reams	5,540.00	NP - Small Value Procurement			20									
	Pen, Permanent Marker, black, broad tip	15 pieces	900.00	NP - Small Value Procurement				15								
	Pen, Ball, blue	200 pieces	2,000.00	NP - Small Value Procurement			200									

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Pen, Highlighter, orange	10 pieces	460.00	NP - Small Value Procurement				10								
	Pen, Highlighter, yellow	10 pieces	450.00	NP - Small Value Procurement				10								
	Pen, Highlighting, asstd color	10 pcs	250.00	NP - Small Value Procurement				10								
	Pen, Sign, .5mm, Gel-type, Blue	50 piece	1,750.00	NP - Small Value Procurement				50								
	Pen, Whiteboard Marker, black	10 pieces	500.00	NP - Small Value Procurement				10								
	Pen, Whiteboard Marker, blue,	10 pieces	500.00	NP - Small Value Procurement				10								
	Pencil, Lead, #2, w/ eraser	500 pieces	5,000.00	NP - Small Value Procurement			500									
	Rag, (for cleaning & wiping)	50 pieces	250.00	NP - Small Value Procurement				50								
	Rags, large, good quality, size 24"x15", water absorbent	10 pcs	550.00	NP - Small Value Procurement				10								
	Rubber band	3 boxes	90.00	NP - Small Value Procurement				3								
	Sign Here Sticky Notes	50 pack	2,950.00	NP - Small Value Procurement				50								
	Staple wire remover, Plier type, Metal	5 piece	500.00	NP - Small Value Procurement			5									
	Staple Wire #35, 26/6 Leg length, 6mm (1/4"), 5,000 staples/pieces	10 boxes	1,200.00	NP - Small Value Procurement				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
	Staple wire 23/17	10 boxes	1,200.00	NP - Small Value Procurement				10								
	Staple Wire, #10	5 boxes	100.00	NP - Small Value Procurement				5								
	Sticker Paper, high gloss A4 size, 50 sheets/pack	5 pack	2,000.00	NP - Small Value Procurement				5								
	Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes	50 pack	7,300.00	NP - Small Value Procurement				50								
	Sticky Note, 2 x 3, Yellow	15 pads	1,185.00	NP - Small Value Procurement				15								
	Sticky Note, 3 x 3, Yellow	15 pads	1,260.00	NP - Small Value Procurement				15								
	Sticky Note, 3 x 4, Yellow	10 pads	1,400.00	NP - Small Value Procurement				10								
	Tape, double sided with foam, 20mm x 3m	10 pc	1,500.00	NP - Small Value Procurement				10								
	Tape, Double Sided, 1" x 10m	15 rolls	675.00	NP - Small Value Procurement				15								
	Tape, Double Sided, 2" x 10m	15 rolls	1,800.00	NP - Small Value Procurement				15								
	Tape, Double Sided, 3/4" x 10m	15 rolls	390.00	NP - Small Value Procurement				15								
	Tissue, Bathroom, 2 Ply, 12rolls/pack	20 pack	5,000.00	NP - Small Value Procurement				20								
	Utility Box, Plastic, with handle	4 pcs	2,600.00	NP - Small Value Procurement			4									

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
	Vellum Board, Canary, A4, 220 GSM, 10 sheets per pack	100 pack of 10's	6,000.00	NP - Small Value Procurement			100									
	Vellum Board, Pale Cream, A4, 220 GSM, 10 sheets per pack	100 pack of 10's	6,000.00	NP - Small Value Procurement			100									
	White Board	2 pcs	1,400.00	NP - Small Value Procurement			2									
	Wireless Microphone	3 set	16,500.00	NP - Small Value Procurement			3									
	Sub-Total		259,270.00													
	Office Supplies and General Merchandise Products															
	Curtain	1 lot	45,000.00	NP - Small Value Procurement		1										
	Soap, Dishwashing, Liquid, 1 Gal	4 gal	1,600.00	NP - Small Value Procurement				4								
	Tote bags w/ printed VSU branding, #GoGreen and #SDG	250 pcs	50,000.00	NP - Small Value Procurement			250									
	Sub-Total		96,600.00													
	TOTAL BUDGET:		3,353,958.00													

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: 
IVY G. EMNACE
Unit Head/Project Leader

Date: **12/19/2024**