

- ☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



Republic of the Philippines

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

SCAN HERE



PPMP-2024-0924-224774

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2025

END-USER/UNIT: University Registrar

CHARGED TO GF-MOOE

Project, Programs and Activities(PPAs):

Daily operations and maintenance of University Registrar Office

PPMP #: PPMP-2025-092324-0009

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
	Fuel & Lubricants															
	Diesel Fuel	200 L	14,000.00	Direct Contracting						200						
	Sub-Total		14,000.00													
	IT Supplies and Equipment															
	Ink, Epson 003,Genuine Black 65mL	30 btl	10,500.00	NP - Small Value Procurement			20						10			
	Ink, EPSON 003,Genuine Cyan 65mL	15 btl	5,250.00	NP - Small Value Procurement			11						4			
	Ink, EPSON 003,Genuine Yellow 65mL	15 btl	5,250.00	NP - Small Value Procurement			15									
	Ink, EPSON 003,Genuine Magenta 65mL	15 btl	5,250.00	NP - Small Value Procurement			15									
	Ink, Carriage, LC535XL - Cyan, DCP-J100	2 box of 50's	800.00	NP - Small Value Procurement			2									

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
	Ink, Cartridge, LC535XL - Magenta, DCP-J100	2 box of 50's	800.00	NP - Small Value Procurement			2									
	Ink, Cartridge, LC535XL-Yellow, DCP-J100	2 box of 50's	800.00	NP - Small Value Procurement			2									
	Sub-Total		28,650.00													
	Office Equipment															
	Ream Cutter A3/A4 Size Heavy Duty Paper Cutter, Paper Trimmer, Ream Paper Cutting Machine	1 unit	6,000.00	NP - Small Value Procurement	1											
	Sub-Total		6,000.00													
	Office Supplies															
	Disinfectant Spray, 340g	6 can	2,790.00	NP - Small Value Procurement				6								
	Alcohol, Ethyl, 70% solution, 500mL	36 btls	4,500.00	NP - Small Value Procurement				36								
	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	12 boxes	900.00	NP - Small Value Procurement			12									
	Ballpen 50 Pieces, Blue	10 box of 50's	5,000.00	NP - Small Value Procurement			10									
	Ink, for stamp pad, violet, 30mL, w/ applicator	6 btls	210.00	NP - Small Value Procurement			6									
	Tape, Transparent, 12mm x 50m	7 rolls	476.00	NP - Small Value Procurement			7									
	Tape, Transparent, 24mm x 50m	12 rolls	1,440.00	NP - Small Value Procurement			12									
	Folder, Ordinary, A4	200 pcs	1,400.00	NP - Small Value Procurement				200								

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
	Envelope, Mailing, white, long, 500pcs/box	12 boxes	6,300.00	NP - Small Value Procurement				12								
	Paper, Bond, A4, S-24, 80 gsm	100 reams	28,900.00	NP - Small Value Procurement				50				50				
	Paper, Bond, Long, S-24, 80 gsm	200 reams	65,600.00	NP - Small Value Procurement				100					100			
	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	100 boxes	2,000.00	NP - Small Value Procurement			100									
	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	200 box of 50's	6,000.00	NP - Small Value Procurement			100						100			
	Staple Wire, #35	12 boxes	420.00	NP - Small Value Procurement			12									
	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	10 pack	1,600.00	NP - Small Value Procurement			10									
	Cartolina, US, Neon Gold, at least 160gsm	100 pcs	2,000.00	NP - Small Value Procurement			50							50		
	Sticker Paper, high gloss A4 size, 50 sheets/pack	50 pack	7,750.00	NP - Small Value Procurement				50								
	Clip Board, Plastic, with PVC Cover, Long, any color	12 pcs	2,664.00	NP - Small Value Procurement			12									
	Concentrate Antibac Dishwashing Liquid refill, 375ml	20 pack	5,000.00	NP - Small Value Procurement			5			5	5			5		
	Toilet Bowl Cleaner, at least 1 gallon	2 gal	790.00	NP - Small Value Procurement			1						1			
	Bleach, liquid, 99.9% antibac, 1 gallon	2 gallon	600.00	NP - Small Value Procurement			1						1			

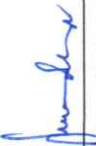
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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Soap, Detergent, Powder, 1 kilo/pack, any scent	2 kl	300.00	NP - Small Value Procurement			1						1			
	Stapler, HD No.35	7 pc	2,800.00	NP - Small Value Procurement			7									
	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	1 pcs	1,500.00	NP - Small Value Procurement			1									
	STICKY NOTES 2 X 3 ASSORTED COLORS	30 pad	2,370.00	NP - Small Value Procurement			30									
	STICKY NOTES 3 X 4 ASSORTED COLORS	20 pad	1,580.00	NP - Small Value Procurement			20									
	Sticky Notes for Meta Cards	10 piece	1,500.00	NP - Small Value Procurement			10									
	Gel Ink Sign Pen 0.5, blue	100 pcs	3,000.00	NP - Small Value Procurement			50						50			
	Sign pen, Fine Tech, 0.3mm. blue	10 pieces	350.00	NP - Small Value Procurement			10									
	STICKY NOTE PAGE 1/2X2IN set with assorted color	3 set	780.00	NP - Small Value Procurement				3								
	Epson L6290 001 Ecotank Ink Black	4 btls	2,400.00	NP - Small Value Procurement			4									
	Epson L6290 001 Ecotank Ink Magenta	2 btls	800.00	NP - Small Value Procurement			2									
	Epson L6290 001 Ecotank Ink Cyan	2 btls	800.00	NP - Small Value Procurement			2									
	Epson L6290 001 Ecotank Ink Yellow	2 btls	800.00	NP - Small Value Procurement			2									

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 - Small Value Procurement			5						5			
	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	1 packs	750.00	NP - Small Value Procurement			1									
	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)	6 pcs	840.00	NP - Small Value Procurement			6									
	Ring Binder, plastic, 6mm, 1/4" black	5 pieces	40.00	NP - Small Value Procurement			2						3			
	Ring Binder, plastic, 5/16mm 2" black	2 pieces	110.00	NP - Small Value Procurement			2									
	Ring Binder, plastic, 38mm , 1-1/2" black	2 pieces	110.00	NP - Small Value Procurement			2									
	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	10 pcs	1,950.00	NP - Small Value Procurement			10									
	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	15 pcs	3,000.00	NP - Small Value Procurement			15									
	Dishwashing Sponge	24 pcs	840.00	NP - Small Value Procurement	12			12								
	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 50L capacity	3 pcs	1,560.00	NP - Small Value Procurement			3									
	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	10 pack	500.00	NP - Small Value Procurement			10									
	Tape, Double Sided, 3/4" x 10m	10 rolls	260.00	Shopping - A			10									
	Tape, Foam, Double Sided, 1/2" x 5m	10 rolls	520.00	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
	First Aid Box or Medicine Cabinet	1 pc	800.00	NP - Small Value Procurement			1									
	Pencil, Lead, #2, w/ eraser	100 pieces	1,000.00	NP - Small Value Procurement			50						50			
	Tape, Duct, 2" x 25m, Black/Grey	5 rolls	900.00	NP - Small Value Procurement			5									
	Broom and Dustpan Set	2 set	1,200.00	NP - Small Value Procurement			2									
	Sub-Total		182,100.00													
	TOTAL BUDGET:		230,750.00													

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

Prepared by: 
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Date: **09/27/2024**