



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

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

SCAN HERE



PPMP-2024-0925-225002

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2025

draft

END-USER/UNIT: **Department of Plant Breeding & Genetics**

PPMP #: **PPMP-2025-092524-0491**

CHARGED TO GF-MOOE

Project, Programs and Activities(PPAs):

Purchase of office supplies and materials

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															
	Gasoline (Unleaded) - For VSU Fuel Station	90 liters	7,650.00	Public Bidding	45			45								
	Diesel Fuel (for VSU Fuel Station)	80 liters	6,720.00	Public Bidding	40			40								
	Sub-Total		14,370.00													
	IT Supplies and Equipment															
	Ink, Epson 003, Genuine Black 65mL	20 btl	7,000.00	Public Bidding	20											
	Ink, EPSON 003, Genuine Cyan 65mL	5 btl	1,750.00	Public Bidding	5											
	Ink, EPSON 003, Genuine Magenta 65mL	5 btl	1,750.00	Public Bidding	5											
	Ink, Epson 664 T664 Black and Color set (Black / Cyan / Magenta / Yellow) for Epson L405	2 set	3,000.00	Public Bidding	2											
	Ink, Brother BT5000C Cyan	5 btls	2,500.00	Public Bidding	5											
	Ink, Brother BT5000Y Yellow	5 btls	2,500.00	Public Bidding	5											
	Ink, Brother BT600BK, Black	10 btls	5,000.00	Public Bidding	10											
	Sub-Total		23,500.00													
	Office Equipment															
	Heavy Duty Office Printer, Scanner and Photocopier	1 pcs	25,000.00	Public Bidding	1											
	Sub-Total		25,000.00													
	Office Supplies															
	Paper, Bond, A4, S-24, 80 gsm	100 reams	28,900.00	Public Bidding	100											
	Paper, Bond, Long, S-20, 70 gsm	50 reams	14,300.00	Public Bidding	50											

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
	Pen, Whiteboard Marker, black	20 pieces	1,000.00	Public Bidding	20											
	Pen, Sign, 0.4mm, Gel-type, Blue	4 boxes	1,200.00	Public Bidding	4											
	Pen, Sign, 0.4mm, Gel-type, Red	1 boxes	300.00	Public Bidding	1											
	Green Data Filer, Legal, Double	20 pc	4,000.00	Public Bidding	20											
	Magnetic Whiteboard with Aluminum Stand	1 pcs	7,500.00	Public Bidding	1											
	Whiteboard, Wall Mount, 4' x 8', w/ aluminum frame	2 pcs	9,924.00	Public Bidding	2											
	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	10 boxes	250.00	Public Bidding	10											
	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	10 boxes	250.00	Public Bidding	10											
	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	10 boxes	300.00	Public Bidding	10											
	Laminating Film, A4, 100 shts/box, 250 microns	2 boxes	2,860.00	Public Bidding	2											
	Alcohol, Ethyl, 70% solution, 500mL	10 btls	1,250.00	Public Bidding	10											
	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	2 pcs	840.00	Public Bidding	2											
	Broom, Soft (Tambo), Large, Heavy Duty	5 pcs	1,250.00	Public Bidding	5											
	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	5 gallon	1,500.00	Public Bidding	5											
	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomic PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	2 pcs	3,000.00	Public Bidding	2											
	Soap, Dishwashing Liquid Refill, 375ml	10 packs	2,000.00	Public Bidding	10											
	Glass cleaner 500ml lemon w/spray	5 btls	1,000.00	Public Bidding	5											
	Tape, Double Sided, 1" x 10m	5 rolls	225.00	Public Bidding	5											
	Tape, Double Sided, 2" x 10m	5 rolls	600.00	Public Bidding	5											
	Tape, Duct, 2" x 25m, Black/Grey	10 rolls	1,800.00	Public Bidding	10											
	Basin, Utility, Durable Plastic, Size: at least 15cm depth x 40.5cm diameter, any Color	5 pcs	1,025.00	Public Bidding	5											
	Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent	10 pack	3,500.00	Public Bidding	10											
	Glue, Multi-Purpose, White, at least 454g (473mL)	5 btls	2,475.00	Public Bidding	5											
	Stapler, Heavy Duty, E0358, Effortless Plier Stapler Office Supplies 30 Sheets 24/6 & 26/6	5 pc	1,750.00	Public Bidding	5											
	Guntucker, 6-14mm, heavy duty	1 pcs	2,500.00	Public Bidding	1											
	Dust pan, plastic, stand-up handle, large	2 pc	280.00	Public Bidding	2											
	Liquid Hand Soap	3 gallon	1,800.00	Public Bidding	3											
	4 Layer File Tray (Office Organizer)	2 unit	1,100.00	Public Bidding	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
	7 in 1 set Office Supplies Organizer	2 unit	700.00	Public Bidding	2											
	Sub-Total		99,379.00													
TOTAL BUDGET:			162,249.00													

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

Prepared by:  **NOREEN KAYE N. AURE**

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Unit Head/Project Leader

Date: 09/25/2024

