

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



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

SCAN HERE

PPMP-2024-0925-225006

Draft

INDICATIVE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2025

END-USER/UNIT: Department of Computer Science and Technology

PPMP #: PPMP-2025-092424-0074

CHARGED TO GF-MOOE

Project, Programs and Activities(PPAs):

Office Supplies and 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
	Construction and Electrical Supplies															
	Electrical Aircon Outlet, 1 gang (flush type)	1 set	250.00	NP - Small Value Procurement		1										
	LED Fluorescent tube (Single) with housing (T8), 18 watts, 4ft (daylight)	10 set	6,000.00	NP - Small Value Procurement	10											
	Sub-Total		6,250.00													
	Food & Food Ingredients															
	Snacks PM	75 packs	6,000.00	NP - Small Value Procurement		40				35						
	Snacks AM	75 set	6,000.00	NP - Small Value Procurement		40				35						
	Packed Meals for Lunch (200.00)	30 packs	6,000.00	NP - Small Value Procurement		30										
	Sub-Total		18,000.00													
	Hardware															

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
	Door Knob	3 piece	3,000.00	NP - Small Value Procurement	3											
	Screw with tox, 5mm	250 set	1,500.00	NP - Small Value Procurement			100		150							
	Sub-Total		4,500.00													
	IT Supplies and Equipment															
	Brother TN2560XL for Brother HL-L2460DW Laser Printer	2 unit	9,000.00	Public Bidding		2										
	Printer, Ink Tank, All-in-One, Wi-Fi Direct with ADF	1 unit	20,000.00	Public Bidding			1									
	Ink, Epson, 001, Genuine Black 127ml, C13T03Y100	4 pieces	2,600.00	NP - Small Value Procurement				4								
	Ink, Epson 001, Genuine Magenta 70ml, SKU: C13T03Y300	2 pieces	700.00	NP - Small Value Procurement				2								
	Ink, Epson 001, Genuine Yellow 70ml, SKU: C13T03Y400	2 pieces	700.00	NP - Small Value Procurement				2								
	Ink, Epson 001, SKU: Genuine Cyan 70ml, SKU: C13T03Y200	2 pieces	700.00	NP - Small Value Procurement				2								
	Ink, Epson 003, Genuine Black 65ml	4 btl	1,400.00	NP - Small Value Procurement				4								
	Ink, EPSON 003, Genuine Cyan 65mL	2 btl	700.00	NP - Small Value Procurement			2									
	Ink, EPSON 003, Genuine Magenta 65mL	2 btl	700.00	NP - Small Value Procurement				2								
	Ink, EPSON 003, Genuine Yellow 65mL	2 btl	700.00	NP - Small Value Procurement				2								
	HDMI Cable, 15M	3 pc	2,400.00	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
	Ethernet Switch, 8 port, Gigabit	5 unit	10,000.00	NP - Small Value Procurement			5									
	Sub-Total		49,600.00													
	Office Equipment															
	Standing UV Air Purifier	1 unit	20,000.00	NP - Small Value Procurement	1											
	Professional Wet and Dry Vacuum Cleaner	1 unit	15,000.00	NP - Small Value Procurement	1											
	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		41,000.00													
	Office Furniture & Fixture															
	Steel Filing Locker, Glass Door	1 unit	12,000.00	NP - Small Value Procurement	1											
	Sub-Total		12,000.00													
	Office Supplies															
	Paper, Bond, A4, S-20, 70 gsm	20 reams	5,060.00	NP - Small Value Procurement			5	5		5			5			
	Paper, Bond, A4, S-24, 80 gsm	25 reams	7,225.00	NP - Small Value Procurement		5			5	5		5	5			
	Soap, Detergent, Powder, 1 kilo/pack, any scent	15 kl	2,250.00	NP - Small Value Procurement	5			5			5					
	Toilet Bowl Cleaner, at least 1 gallon	5 gal	1,975.00	NP - Small Value Procurement	5											
	Binder Clip, 1-inch, 12 pcs/box	10 Box of 12's	1,000.00	NP - Small Value Procurement		10										

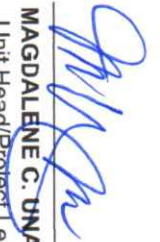
Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Muriatic Acid concentrated scented	2 gal	700.00	NP - Small Value Procurement	1						1					
	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	5 gallon	1,500.00	NP - Small Value Procurement	3						2					
	Soap, Dishwashing, Liquid, 250mL	20 btls	3,000.00	NP - Small Value Procurement	2	2	2	2	2	2	2	2	2	2		
	Gel Ink Sign Pen 0.5, blue	40 pcs	1,200.00	NP - Small Value Procurement		20						20				
	Pen, Ball, red	20 pieces	200.00	NP - Small Value Procurement		10						10				
	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	10 pack	1,600.00	NP - Small Value Procurement			5			5						
	Bathroom Deodorizer, with holder, at least 100g, any scent	10 pcs	800.00	NP - Small Value Procurement		5			5							
	Alcohol, Isopropyl, 70% solution, 500mL	10 btls	1,400.00	NP - Small Value Procurement	2	2	2	2	2							
	Ink, Refill, for Whiteboard Marker, Black, 30mL	10 btls	1,650.00	NP - Small Value Procurement			5						5			
	Pen, Whiteboard Marker, black	100 pieces	5,000.00	NP - Small Value Procurement			50						50			
	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	15 pcs	3,000.00	NP - Small Value Procurement		5			5			5				
	Multi-Insect Killer Spray, 600mL	3 tubes	2,100.00	NP - Small Value Procurement			1			1			1			
	Broom, Soft (Tambo), Large, Heavy Duty	5 pcs	1,250.00	NP - Small Value Procurement		2			2			1				

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
	Broom, Stick Broom, Tukog	5 pc	300.00	NP - Small Value Procurement		2			2			1				
	Glass cleaner 500ml lemon w/spray	10 btl's	2,000.00	NP - Small Value Procurement	2		2	2		2		2				
	Disinfectant Cleaner, multi-surface, scented	5 gal	2,100.00	NP - Small Value Procurement	1	1			1	1		1				
	Pen, Highlighter, yellow	5 pieces	225.00	NP - Small Value Procurement			5									
	Folder, File, Long, 14pts, White	30 piece	300.00	NP - Small Value Procurement			10			10			10			
	Folder, File, Short, 14pts, White	20 piece	160.00	NP - Small Value Procurement			10			10						
	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	10 boxes	200.00	NP - Small Value Procurement		10										
	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	5 box of 50's	150.00	NP - Small Value Procurement		5										
	Note Pad, 3" x 3", post-it, assorted colors	10 pads	350.00	NP - Small Value Procurement		10										
	Note Pad, 4" x 5", post-it, assorted colors	10 pads	500.00	NP - Small Value Procurement		10										
	Sub-Total		47,195.00													
	Transportation															
	Airplane Tickets (Local)	6 pcs	30,000.00	Direct Contracting		1	1	1	1	1	1	1				
	Sub-Total		30,000.00													
	Transportation (Plane & Boat Tickets)															
	Boat Ticket (Local)	5 pc	7,500.00	Direct Contracting		1	1	1	1	1	1					

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
	Sub-Total		7,500.00													
	Vehicle Supplies															
	Moto-lite Gold Generator Battery (2SM/D26/n50R)	2 unit	15,000.00	NP - Small Value Procurement		2										
	Sub-Total		15,000.00													
TOTAL BUDGET:			231,045.00													

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

Prepared by: 
MAGDALENE C. UNA-JAN

Submitted by: 
MAGDALENE C. UNA-JAN
Unit Head/Project Leader

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RUIJIAN FLORES