

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



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



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2026

END-USER/UNIT: **VSU Manila Office**

CHARGED TO GF-MOOE

Project, Programs and Activities(PPAs):
 for office operations...

PPMP #: **PPMP-2026-121824-0126**

Project Code: **VSU Manila 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
	Medical & Dental Supplies & Equipment															
	Blood Glucos Monitoring System with strips (25s)	1 piece	2,500.00	NP - Small Value Procurement	1											
	Sub-Total		2,500.00													
	Office Equipment															
	1TB, Hard disk Drive, 7200rpm, for desktop	1 piece	3,000.00	NP - Small Value Procurement	1											
	Anti-virus Software, at least 3 users	1 pc	5,000.00	NP - Small Value Procurement	1											
	Computer Keyboard USB	1 pcs	400.00	NP - Small Value Procurement	1											
	Computer Printer, All-in-One/Multifunction Colored-Ink Tank	1 unit	14,000.00	Public Bidding	1											
	Desktop Computer, All-In-One (AIO), 21.5" IPS	1 unit	45,000.00	Public Bidding	1											
	Desktop Microphone	1 pieces	2,000.00	NP - Small Value Procurement	1											

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Flash Drive, at least 32GB USB 3.0	1 piece	800.00	NP - Small Value Procurement	1											
	Ink, Epson 003,Genuine Black 65mL	4 btl	1,400.00	NP - Small Value Procurement	2						2					
	Ink, EPSON 003,Genuine Cyan 65mL	4 btl	1,400.00	NP - Small Value Procurement	2						2					
	Ink, EPSON 003,Genuine Magenta 65mL	4 btl	1,400.00	NP - Small Value Procurement	2						2					
	Ink, EPSON 003,Genuine Yellow 65mL	4 btl	1,400.00	NP - Small Value Procurement	2						2					
	Sub-Total		75,800.00													
	Office Supplies															
	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	120 pcs	24,000.00	NP - Small Value Procurement	30			30			30			30		
	Alcohol, Ethyl, 70% solution, 500mL	120 btls	15,000.00	NP - Small Value Procurement	30			30			30			30		
	Bathroom Deodorizer, with holder, at least 100g, any scent	120 pcs	9,600.00	NP - Small Value Procurement	30			30			30			30		
	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	6 pack	960.00	NP - Small Value Procurement	3			3								
	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	12 pack	2,880.00	NP - Small Value Procurement	6			6								
	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	2 unit	2,000.00	NP - Small Value Procurement	2											
	Car Freshener, Gel, at least 70g, Lemon/Orange scent	12 cans	3,600.00	NP - Small Value Procurement	6			6								

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
	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	6 boxes	120.00	NP - Small Value Procurement	3						3					
	Computer/Paint Brush, 1.5"	2 piece	50.00	NP - Small Value Procurement	2											
	Cutter, Big, Plastic (Ordinary), w/ lock	2 pcs	60.00	NP - Small Value Procurement	2											
	Disinfectant Spray, 340g	6 can	2,790.00	NP - Small Value Procurement			3			3						
	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	20 pcs	5,000.00	NP - Small Value Procurement	10						10					
	Duster, Feather	6 pcs	336.00	NP - Small Value Procurement	2				2				2			
	Empty Water Bottle (5 gallon), round, blue	10 pc	1,900.00	NP - Small Value Procurement	5						5					
	Envelope, Document, Brown, 150 lbs, Long	50 pc	350.00	NP - Small Value Procurement	30						20					
	Envelope, Expanding, with garter tie, brown, long	20 pc	400.00	NP - Small Value Procurement	10						10					
	Envelope, Mailing, white, long, 500pcs/box	1 boxes	525.00	NP - Small Value Procurement	1											
	Eraser, whiteboard, magnetic flannel	2 pc	150.00	NP - Small Value Procurement	2											
	Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent	15 pack	5,250.00	NP - Small Value Procurement	5				5				5			
	Fastener, Paper, plastic, 50 sets/box	3 boxes	120.00	NP - Small Value Procurement	3											

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	Fitted Sheet, Hotel Type, Single (36" x 75"), Plain White, High-quality cotton	50 pcs	22,500.00	NP - Small Value Procurement	30			20								
	Folder, File, Long, 14pts, White	50 piece	500.00	NP - Small Value Procurement	30						20					
	Glue Stick, All-purpose, at least 21g	10 pcs	550.00	NP - Small Value Procurement	5						5					
	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	12 btls	1,920.00	NP - Small Value Procurement	3			3			3			3		
	Hand Towel, cloth, cotton, 12 pcs/pack	3 pack	900.00	NP - Small Value Procurement	3											
	Ink, for stamp pad, violet, 30mL, w/ applicator	2 btls	70.00	NP - Small Value Procurement	1						1					
	Ink, Refill, for Whiteboard Marker, Black, 30mL	2 btls	330.00	NP - Small Value Procurement	1						1					
	Multi-Insect Killer Spray, 600mL	6 tubes	4,200.00	NP - Small Value Procurement				3						3		
	Pail, Utility, Plastic, at least 16 liter cap,	10 pieces	2,500.00	NP - Small Value Procurement	10											
	Paper Cutter, wood, A4 size	1 piece	625.00	NP - Small Value Procurement	1											
	Paper, Bond, A4, S-20, 70 gsm	6 reams	1,518.00	NP - Small Value Procurement	2				2				2			
	Paper, Bond, Long, S-20, 70 gsm	3 reams	858.00	NP - Small Value Procurement	1				1				1			
	Pen, Permanent Marker, black, fine tip	4 pieces	240.00	NP - Small Value Procurement	2			2								

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Pen, Permanent Marker, blue, fine tip	4 pieces	240.00	NP - Small Value Procurement	2						2					
	Pen, Ball, black	10 pieces	100.00	NP - Small Value Procurement	10											
	Pen, Ball, blue	20 pieces	200.00	NP - Small Value Procurement	10						10					
	Pen, Sign, .5mm, Gel-type, Blue	10 piece	350.00	NP - Small Value Procurement	5						5					
	Pillow Case, Standard Size (20" x 26"), 100% cotton	50 pc	7,500.00	NP - Small Value Procurement	30			20								
	Plastic bag (sando bag), jumbo size, 100 pcs/back	10 pack	2,000.00	NP - Small Value Procurement	5						5					
	Plastic Twine, 1kl/roll	3 rolls	330.00	NP - Small Value Procurement	3											
	Puncher, 2 holes, heavy duty	1 pieces	900.00	NP - Small Value Procurement	1											
	Rag, (for cleaning & wiping)	50 pieces	250.00	NP - Small Value Procurement	10		10		10			10		10		
	Rags, large, good quality, size 24"x15", water absorbent	12 pcs	660.00	NP - Small Value Procurement	3			3			3			3		
	Ruler, Plastic, 12"	3 pieces	105.00	NP - Small Value Procurement	3											
	Scissors, 6" heavy duty, good quality	2 piece	136.00	NP - Small Value Procurement	2											
	Soap, Detergent, Liquid, 1 gal, any scent	4 gal	1,600.00	NP - Small Value Procurement	2						2					

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Soap, Detergent, Powder, 1 kilo/pack, any scent	24 kl	3,600.00	NP - Small Value Procurement	6			6			6			6		
	Soap, Dishwashing, Liquid, 250mL	12 btls	1,800.00	NP - Small Value Procurement	3			3			3			3		
	Soap, Toilet , guest size	150 pieces	5,250.00	NP - Small Value Procurement	40			40			40			30		
	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	3 pcs	4,500.00	NP - Small Value Procurement	1				1				1			
	Staple wire remover	3 pieces	120.00	NP - Small Value Procurement	3											
	Staple Wire, #35	4 boxes	140.00	NP - Small Value Procurement	4											
	Stapler, HD No.35	2 pc	800.00	NP - Small Value Procurement	2											
	Stick Broom (tingting) 6" from the top, approx 370 pcs	4 piece	240.00	NP - Small Value Procurement	2						2					
	Sticker Paper, high gloss A4 size, 50 sheets/pack	1 pack	400.00	NP - Small Value Procurement	1											
	Sticky Note, 2 x 3, Yellow	3 pads	237.00	NP - Small Value Procurement	3											
	Tape Dispenser, 1" tape, big core, any color	1 pcs	115.00	NP - Small Value Procurement	1											
	Tape, Foam, Double Sided, 1" x 5m	2 rolls	200.00	NP - Small Value Procurement	2											
	Tape, Masking, 1" x 25 yards	2 rolls	96.00	NP - Small Value Procurement	2											

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Tape, Packaging, 2" x 100 yards, Clear	6 rolls	450.00	NP - Small Value Procurement	3						3					
	Tape, Packaging, 2" x 100 yards, Tan	6 rolls	450.00	NP - Small Value Procurement	3						3					
	Tissue, Bathroom, 2 Ply, 12rolls/pack	36 pack	9,000.00	NP - Small Value Procurement	6		6		6		6		6		6	
	Toilet Brush with Holder	10 set	1,800.00	NP - Small Value Procurement	10											
	Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black	6 pack	510.00	NP - Small Value Procurement	3						3					
	Sub-Total		155,881.00													
TOTAL BUDGET:			234,181.00													

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

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Date: 12/19/2024