

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



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

SCAN HERE



PPMP-2024-0925-224938

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2025

END-USER/UNIT: **Quality Assurance Center**

CHARGED TO **GF-MOOE**

Project, Programs and Activities (PPAs):

for office use - **PGA TIER II**

PPMP #: **PPMP-2025-092524-0467**

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															
	Extension wire with 4 gang Universal Convenience Outlet, at least 10m long	1 pc	500.00	NP - Agency to Agency	1											
	Bulb, LED, 15W	3 pieces	900.00	NP - Agency to Agency	3											
	Sub-Total		1,400.00													
	Food & Food Ingredients															
	Packed Meals for Lunch (200.00)	150 packs	30,000.00	NP - Small Value Procurement	150											
	Meals (Dinner) Buffet Style	121 person	24,200.00	NP - Small Value Procurement	121											
	Meal (Breakfast)	50 pc	7,500.00	NP - Small Value Procurement	50											
	Snacks AM	500 set	40,000.00	NP - Small Value Procurement	500											
	Snacks PM	500 packs	40,000.00	NP - Small Value Procurement	500											

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		141,700.00													
	Fuel & Lubricants															
	Fuel, Gasoline	200 L	14,800.00	NP - Direct Retail Purchase (Section 53.14)	200											
	Sub-Total		14,800.00													
	IT Supplies and Equipment															
	Desktop Computer, with Monitor, Core i5 12th Gen, 8GB RAM (Assembled) or higher	2 sets	98,000.00	Public Bidding	2											
	Laptop	2 unit	99,998.00	Public Bidding	2											
	External Hard Disk Drive (Portable, 1TB), USB 3.1	2 unit	7,000.00	NP - Small Value Procurement	2											
	UPS, at least 800 watts	2 unit	10,000.00	NP - Small Value Procurement	2											
	Computer Printer	1 unit	15,000.00	NP - Small Value Procurement	1											
	Epson 001 ink, Black, 127ml, Genuine	20 btls	12,000.00	NP - Agency to Agency	20											
	Epson 001 ink, Cyan, Genuine	5 btls	1,750.00	NP - Agency to Agency	5											
	Epson 001 ink, Magenta, Genuine	5 btls	1,750.00	NP - Agency to Agency	5											
	Epson 001 ink, Yellow, Genuine	5 btls	1,750.00	NP - Agency to Agency	5											
	Ink, Epson 003,Genuine Black 65mL	20 btl	7,000.00	NP - Agency to Agency	20											
	Ink, EPSON 003,Genuine Cyan 65mL	5 btl	1,750.00	NP - Agency to Agency	5											
	Ink, EPSON 003,Genuine Magenta 65mL	5 btl	1,750.00	NP - Agency to Agency	5											
	Ink, EPSON 003,Genuine Yellow 65mL	5 btl	1,750.00	NP - Agency to Agency	5											

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
	VoIP, Telephone	1 unit	15,000.00	NP - Small Value Procurement	1											
	Digital Voice Recorder Built-in rechargeable lithium-ion battery	1 pc	7,000.00	NP - Small Value Procurement	1											
	Sub-Total		281,498.00													
	Office Furniture & Fixture															
	Office Chair High Back Swivel Mesh Computer Comfort Reclining with Headrest & footrest (Ergonomics)	3 unit	15,000.00	NP - Small Value Procurement	3											
	Sub-Total		15,000.00													
	Office Supplies															
	Staple wire remover, Plier type, Metal	4 piece	400.00	NP - Agency to Agency	4											
	Puncher, Heavy Duty	1 pieces	450.00	NP - Agency to Agency	1											
	Paper, Bond, Long, S-24, 80 gsm	25 reams	8,200.00	NP - Agency to Agency	25											
	Paper, Bond, A4, S-24, 80 gsm	100 reams	28,900.00	NP - Agency to Agency	100											
	Fabric Conditioner, 4L, any scent	20 gallon	26,000.00	NP - Agency to Agency	20											
	Paper Cutter HD, size 15x12", brown	1 pieces	900.00	NP - Agency to Agency	1											
	Date stamp, rubber, self-inking, with dater and custom text, 1" x 1-5/8"	1 pc	2,500.00	NP - Agency to Agency	1											
	Ink, for stamp pad, violet, 30mL, w/ applicator	5 btls	175.00	NP - Agency to Agency	5											
	Stamp Pad, 4 x 2.75" (Purple)	3 pc	180.00	NP - Agency to Agency	3											
	Bathroom Deodorizer, with holder, at least 100g, any scent	50 pcs	4,000.00	NP - Agency to Agency	50											
	Tissue, Bathroom, 2 Ply, 12rolls/pack	50 pack	10,200.00	NP - Agency to Agency	50											
	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	10 pcs	2,000.00	NP - Agency to Agency	10											

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	10 tubes	2,200.00	NP - Agency to Agency	10											
	Staple Wire No. 35-5M Leg Length 6mm (1/4")	10 boxes	800.00	NP - Agency to Agency	10											
	Paper Clips Small Vinyl (33MM)	10 Box of 100's	350.00	NP - Agency to Agency	10											
	Paper Clips Small Vinyl (50mm)	10 Box of 100's	400.00	NP - Agency to Agency	10											
	Soap, Dishwashing, Liquid, 250mL	50 btls	7,500.00	NP - Agency to Agency	50											
	Soap, hand, liquid, 250 ml	25 btls	3,875.00	NP - Agency to Agency	25											
	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	10 pack	2,500.00	NP - Agency to Agency	10											
	Certificate Jacket A4	50 pcs	2,000.00	NP - Agency to Agency	50											
	Alcohol, Ethyl, 70% solution, 1 gallon	10 gallons	6,000.00	NP - Agency to Agency	10											
	Ballpen 50 Pieces, Blue	4 box of 50's	2,000.00	NP - Agency to Agency	4											
	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	2 packs	1,500.00	NP - Agency to Agency	2											
	Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes	10 pack	1,460.00	NP - Agency to Agency	10											
	Sticky Note, 3x5 Colored	30 pads	1,500.00	NP - Agency to Agency	30											
	STICKY NOTES 2 X 3 ASSORTED COLORS	30 pad	2,370.00	NP - Agency to Agency	30											
	Correction Tape, 8m x 5mm wide	10 pc	400.00	NP - Agency to Agency	10											
	Scissors, 6" heavy duty, good quality	5 piece	340.00	NP - Agency to Agency	5											
	Cutter, Big, Plastic (Ordinary), w/ lock	3 pcs	90.00	NP - Agency to Agency	3											
	Tape, Double Sided, 1" x 10m	10 rolls	450.00	NP - Agency to Agency	10											
	Tape, Double Sided, 2" x 10m	10 rolls	1,200.00	NP - Agency to Agency	10											

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Tape, Duct, 2" x 25m, Black/Grey	2 rolls	360.00	NP - Agency to Agency	2											
	Stapler, Heavy Duty, E0358, Effortless Plier Stapler Office Supplies 30 Sheets 24/6 & 26/6	4 pc	1,400.00	NP - Agency to Agency	4											
	Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black	10 pack	350.00	NP - Agency to Agency	10											
	Garbage/Trash Bags Extra-large size	10 rolls	650.00	NP - Agency to Agency	10											
	Pencil, Lead, #2, w/ eraser	200 pieces	2,000.00	NP - Agency to Agency	200											
	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	20 packs	900.00	NP - Agency to Agency	20											
	Paper, Specialty 200gsm, A4, white	10 pack	600.00	NP - Agency to Agency	10											
	Pen, Highlighting, asstd color	20 pcs	500.00	NP - Agency to Agency	20											
	Sub-Total		127,600.00													
	Transportation															
	Airplane Tickets (Local)	10 pcs	50,000.00	NP - Direct Retail Purchase (Section 53.14)	10											
	Sub-Total		50,000.00													
	TOTAL BUDGET:		631,998.00													

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:

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Date: 09/26/2024



ADICIA M. FLORES

