

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



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

SCAN HERE



PPMP-2024-1211-240381

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2026

END-USER/UNIT: **Admissions Office**
 CHARGED TO **GF-MOOE**
 Project, Programs and Activities(PPAs):
 For office supplies.

PPMP #: **PPMP-2026-121124-0064**
 Project Code: **Admissions Office_2026**

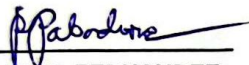
Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Food & Food Ingredients															
	Snacks AM	40 set	3,200.00	Public Bidding	10					10			10			10
	Snacks PM	40 packs	3,200.00	Public Bidding			10			10		10			10	
	Sub-Total		6,400.00													
	Office Equipment															
	Ink, Epson 003,Genuine Black 65mL	12 btl	4,200.00	NP - Small Value Procurement	12											
	Ink, EPSON 003,Genuine Cyan 65mL	12 btl	4,200.00	NP - Small Value Procurement	12											
	Ink, EPSON 003,Genuine Magenta 65mL	12 btl	4,200.00	NP - Small Value Procurement	12											
	Ink, EPSON 003,Genuine Yellow 65mL	12 btl	4,200.00	NP - Small Value Procurement	12											
	Sub-Total		16,800.00													
	Office Supplies															
	Alcohol, Isopropyl, 70% solution, 500mL	10 btls	1,400.00	NP - Agency to Agency	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
	Binder Clip, 1.5", black	10 pcs	75.00	NP - Small Value Procurement	10											
	Binder Clip, 2", black	15 pcs	127.50	NP - Small Value Procurement	15											
	Broom, Soft (Tambo), Large, Heavy Duty	2 pcs	500.00	NP - Small Value Procurement	2											
	Contingency Fund (Petty Expenses)	1 lot	10,000.00	NP - Emergency Cases	1											
	Correction Tape, 8m x 5mm wide	2 pc	80.00	NP - Small Value Procurement	2											
	Data Filer, Big size, Legal	5 pieces	2,500.00	NP - Agency to Agency	5											
	Disinfectant spray, 400gms, lavender moist	3 tubes	1,500.00	NP - Agency to Agency	3											
	Empty Water Bottle (5 gallon), round, blue	1 pc	190.00	NP - Agency to Agency	1											
	Envelope, Expanding, Plastic, Long	10 pc	540.00	NP - Agency to Agency	10											
	Eraser, whiteboard, magnetic flannel	2 pc	150.00	NP - Small Value Procurement	2											
	Glue Stick, All-purpose, at least 21g	4 pcs	220.00	NP - Small Value Procurement	4											
	megabox, storage box	3 pcs	2,250.00	NP - Agency to Agency	3											
	Paper, Bond, A4, S-24, 80 gsm	5 reams	1,445.00	NP - Agency to Agency	5											
	Paper, Bond, Long, S-20, 70 gsm	5 reams	1,430.00	NP - Agency to Agency	5											
	Paper, Specialty 200gsm 8-1/2x11, 10s, White	3 packs	135.00	NP - Agency to Agency	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
	Pen, pentel, pilot, (assorted colors)	3 pcs	225.00	NP - Small Value Procurement	3											
	Pen, Whiteboard Marker, blue,	5 pieces	250.00	NP - Small Value Procurement	5											
	Photo Paper Glossy A4	3 sheets	450.00	NP - Agency to Agency	3											
	Record Book, Big, 300 pages	2 pcs	310.00	NP - Agency to Agency	2											
	Scissors, 6" heavy duty, good quality	2 piece	136.00	NP - Small Value Procurement	2											
	Scotch Tape	6 pcs	180.00	NP - Small Value Procurement	6											
	Sign Here Sticky Notes	4 pack	236.00	NP - Small Value Procurement	4											
	Sign pen, Fine Tech, 0.3mm. blue	10 pieces	350.00	NP - Small Value Procurement	10											
	Soap, Detergent, Powder, 1 kilo/pack, any scent	2 kl	300.00	NP - Agency to Agency	2											
	Staple Wire, #35	3 boxes	105.00	NP - Small Value Procurement	3											
	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	2 pcs	3,000.00	NP - Small Value Procurement	2											
	Tape Dispenser, 2" big, any color	1 piece	350.00	NP - Small Value Procurement	1											
	Tissue, Bathroom, 2 Ply, 12rolls/pack	2 pack	500.00	NP - Agency to Agency	2											
	White Folders, 0.14mm long 100pcs/pack	10 packs	6,000.00	NP - Small Value Procurement	10											
	Sub-Total		34,934.50													

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
	Printing Services															
	Tarpaulin printing (3ft. x 4ft.)	6 piece	2,160.00	NP - Emergency Cases	6											
	Sub-Total		2,160.00													
TOTAL BUDGET:			60,294.50													

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

Prepared by: 
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Date: **12/11/2024**