

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

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PPMP-2024-0213-178236

INDICATIVE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2025

Unit/Office/Dept/Div: **University Learning Commons (Library)**

Project Code: **ULC-2025 Office and IT Supplies**

Purpose: **Office and IT Supplies**

Total Budget : **100,000.00**

Funding : **GF-MOOE**

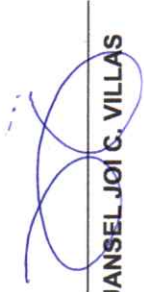
PPMP #: **247-5-1078-2025-1-0-19**

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)												
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
IT Supplies and Equipment																	
Ink, Epson 003, Genuine Black 65mL	15	btl	350.00	5,250.00	5	5	5										
Ink, EPSON 003, Genuine Cyan 65mL	15	btl	350.00	5,250.00	5	5	5										
Ink, EPSON 003, Genuine Magenta 65mL	15	btl	350.00	5,250.00	5	5	5										
Ink, EPSON 003, Genuine Yellow 65mL	15	btl	350.00	5,250.00	5	5	5										
Epson 001 ink, Black, 127ml, Genuine	7	btl	600.00	4,200.00	2	2	3										
Epson 001 ink, Cyan, Genuine	7	btl	350.00	2,450.00	2	2	3										
Epson 001 ink, Yellow, Genuine	7	btl	350.00	2,450.00	2	2	3										
Epson 001 ink, Magenta, Genuine	7	btl	350.00	2,450.00	2	2	3										
Bottom Loading Water Dispenser	1	pc	14,500.00	14,500.00	1												
Sub-Total				47,050.00													
Office Supplies																	
Paper, Bond, A4, S-24, 80 gsm	100	reams	289.00	28,900.00	35	35	30										
Alcohol, Ethyl, 70% solution, 500mL	20	btl	125.00	2,500.00	8	8	4										
Tissue, Bathroom, 2 Ply, 12rolls/pack	2	pack	204.00	408.00	1	1											
Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	20	gallon	300.00	6,000.00	10	5	5										
Toilet Brush with Holder	3	set	180.00	540.00	1	1	1										
Soap, Detergent, Powder, 1 kilo/pack, any scent	5	kl	150.00	750.00	2	2	1										
Soap, Dishwashing, Liquid, 250mL	10	btl	150.00	1,500.00	3	3	4										
Paper, Photo, high gloss, A4, 230G, 20 shts/pack	10	pack	250.00	2,500.00	5	2	3										

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General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	2	pcs	200.00	400.00	1	1										
Soap, Hand, 60g per pack	4	Sachet	25.00	100.00	2	1	1									
Sign Here Sticky Notes	20	pack	59.00	1,180.00	10	5	5									
Nylon, #300, for grass cutter	2	kl	450.00	900.00	1	1										
Bathroom Deodorizer, with holder, at least 100g, any scent	20	pcs	80.00	1,600.00	10	5	5									
Ink, Refill, for Permanent Marker, Black, 30mL	1	btls	115.00	115.00	1											
Ink, Refill, for Permanent Marker, Blue, 30mL	1	btls	115.00	115.00	1											
Pen, Permanent Marker, black, broad tip	3	pieces	60.00	180.00	1	1	1									
Pen, Permanent Marker, blue, fine tip	3	pieces	60.00	180.00	1	1	1									
Pen, Permanent Marker, blue, broad tip	2	pieces	60.00	120.00	1	1										
Pen, Permanent Marker, black, fine tip	2	pieces	60.00	120.00	1	1										
Broom, Soft (Tambo), Large, Heavy Duty	2	pcs	250.00	500.00	1	1										
Broom, Stick Broom, Tukog	5	pc	50.00	250.00	1	1	3									
Fabric Conditioner, 4L, any scent	1	gallon	1,300.00	1,300.00	1											
Mop Rug, Heavy Duty, 100% cotton	8	pieces	90.00	720.00	3	3	2									
Sub-Total				50,878.00												
Grand Total				97,928.00												

Prepared by:  **JANSEL JOIC C. VILLAS**

Submitted by:  **VICENTE A. GILOS**
Unit Head/Project Leader

Date: **02/13/2024**

*Funding Sources: General Fund(GF), Trust Fund(TF, Special Trust Fund(STF), IGP, Supplemental or Augmentation
Note: Please make a separate PPMP for each funding source.
Categorize the entries such as Office Supplies, Office Appliance & Equipment, Office Furniture, Laboratory Supplies, IT Equipment, Construction & Electrical Supplies, Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies