

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



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

SCAN HERE

 PPMP-2024-1011-230152

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2024

END-USER/UNIT: **Physical Plant Office**
 CHARGED TO **GF-MOOE**
 Project, Programs and Activities(PPAs):
 2025 Early Procurement PPO Office Supplies

PPMP #: **PPMP-2024-101124-0527**
 Project Code: **PPO Office Supplies - 2025**

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
	Office Equipment															
	Bottom Loading Water Dispenser	1 pc	14,500.00	Public Bidding										1		
	Sub-Total		14,500.00													
	Office Equipment and Appliances															
	Vacuum Cleaner	1 unit	12,500.00	Public Bidding										1		
	Sub-Total		12,500.00													
	Office Supplies															
	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	1 unit	1,000.00	Public Bidding										1		
	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	3 pieces	1,104.00	Public Bidding										3		
	Time Card for COMIX Time Recorder machine	9 pack of 100's	2,700.00	Public Bidding										9		
	Approved Stamp with Date Line and Signature Line (BLUE)	2 pcs	640.00	Public Bidding										2		
	23L Automatic Paper Shredder Machine	1 unit	10,000.00	Public Bidding										1		
	Received Stamp (Self Inking)	1 pc	200.00	Public Bidding										1		
	Paper, Bond, A3, S-24, 80 gsm	5 reams	2,900.00	NP - Agency to Agency										5		
	Paper, Bond, Long, S-24, 80 gsm	10 reams	3,280.00	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
	Broom, Soft (Tambo), Large, Heavy Duty	6 pcs	1,500.00	Public Bidding										6		
	Wall Clock	1 pc	800.00	Public Bidding										1		
	Liquid Hand Soap, 500 ml.	15 btls	1,800.00	Public Bidding										15		
	Dishwashing Liquid Soap, Refill 350ml	10 pack	1,500.00	Public Bidding										10		
	2-in-1 Air Cooler and Tower Fan	2 unit	16,000.00	Public Bidding										2		
	Sub-Total		43,424.00													
	Office Supplies and General Merchandise Products															
	Oven Toaster	1 pcs	1,500.00	Public Bidding										1		
	Sub-Total		1,500.00													
TOTAL BUDGET:			71,924.00													

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

Prepared by:


ALFE MAE ANN E. MARINAY

Submitted by:


MARLON G. BURLAS
Unit Head/Project Leader

Date: **10/14/2024**