

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



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

SCAN HERE



PPMP-2024-0926-225395

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2025

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 001/26/24

END-USER/UNIT: **Department of Biological Sciences**

CHARGED TO **GF-MOOE**

Project, Programs and Activities (PPAs):
 Office Use, Etc.

PPMP #: 5-5-2097-2025-1-0-2

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	5 pc	2,500.00	Shopping - B	5											
	Extension wire with 4 gang Universal Convenience Outlet, at least 20 meters long	5 pcs	3,750.00	Shopping - B	5											
	Sub-Total		6,250.00													
	Food & Food Ingredients															
	Packed Meals (Lunch) Menu#7	25 pack	5,000.00	NP - Small Value Procurement		25										
	Packed Meals (Lunch) Menu#8	25 pack	5,000.00	NP - Small Value Procurement		25										
	Sub-Total		10,000.00													
	IT Supplies and Equipment															
	Ink, Epson 003,Genuine Black 65mL	25 btl	8,750.00	Shopping - B			10				10			5		
	Ink for Rizo CV 3230 Rizograph Machine	1 tube	1,500.00	NP - Small Value Procurement			1									
	Ink, EPSON 003,Genuine Yellow 65mL	3 btl	1,050.00	Shopping - B				3								
	Sub-Total		11,300.00													
	Laboratory Equipment															

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
	nylon weighted rope & calibrated line, 20m	1 roll	5,000.00	NP - Small Value Procurement	1											
	Digital Weighing Scale	2 pcs	7,000.00	NP - Small Value Procurement	2											
	Alcohol Thermometer 200 °C	5 pcs	2,500.00	NP - Small Value Procurement	5											
	Sub-Total		14,500.00													
	Laboratory Supplies															
	Sodium phosphate monobasic, NaH ₂ PO ₄	1 btl	4,000.00	NP - Small Value Procurement		1										
	Trypsin	1 btl	4,324.00	NP - Small Value Procurement		1										
	Sodium Cobaltrinitrite ACS Reagent	1 btl	3,000.00	NP - Small Value Procurement			1									
	Carmine Powder, AR, 25g/btl	1 btl	15,000.00	NP - Small Value Procurement			1									
	Sodium Hydroxide, AR 500G	2 btls	2,400.00	NP - Small Value Procurement		2										
	Glacial Acetic Acid	1 btl	3,500.00	NP - Small Value Procurement	1											
	Benzene, 2.5 L	1 btl	7,520.00	NP - Small Value Procurement	1											
	Cobalt chloride (CoCl ₂ , 6H ₂ O) suitable for plant cell and tissue culture	1 btl	1,600.00	NP - Small Value Procurement	1											
	LPG Gas Refill	4 tanks	4,800.00	Shopping - B	1			1			1			1		
	Ethanol Absolute, 2.5 Liters/ bottle	1 btl	5,000.00	NP - Small Value Procurement	1											

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
	Alcohol, Denatured	5 gallons	3,000.00	NP - Small Value Procurement	3						2					
	Alcohol, Ethyl, 95% (Tech)	5 liters	7,500.00	NP - Small Value Procurement	3						2					
	Nutrient Agar, 500g	2 btl	12,000.00	NP - Small Value Procurement	2											
	Lens Tissues, 25 Sheets per Booklet, 5 Booklets	1 packs	800.00	NP - Small Value Procurement	1											
	Immersion oil for microscopic analysis, Type A, 30mL	1 btl	2,100.00	NP - Small Value Procurement	1											
	Glycerin, technical grade	1 L	130.00	NP - Small Value Procurement	1											
	Chloroform	1 liter	2,500.00	NP - Small Value Procurement	1											
	22 mm x 22 mm cover slip (0.13- 0.16 mm thickness)	5 boxes	2,500.00	NP - Small Value Procurement	5											
	Iodine-Potassium Iodide Solution, 500ml/bottle Laboratory Grade	1 btl	2,500.00	NP - Small Value Procurement	1											
	Iodine crystals	1 btl	2,500.00	NP - Small Value Procurement	1											
	Medicine Plastic Dropper	50 pc	750.00	NP - Small Value Procurement	25						25					
	Sub-Total		87,424.00													
	Medical & Dental Supplies & Equipment															
	examination gloves, non sterile, latex, powder free small	5 Box of 100's	4,000.00	Shopping - B	5											
	Gauze Bandage, 4 x 10 yards	5 pc	150.00	Shopping - B	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
	Sub-Total		4,150.00													
	Office Supplies															
	Paper, Bond, A4, S-24, 80 gsm	60 reams	17,340.00	Shopping - B	10		10		10		10		10		10	
	Paper, Bond, Long, S-20, 70 gsm	50 reams	14,300.00	Shopping - B	15			15			10			10		
	Paper, Mimeo, WW, Long, S-18	10 reams	2,180.00	Shopping - B			10									
	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	20 pack	3,200.00	Shopping - B	20											
	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	20 pack	4,800.00	Shopping - B	20											
	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	12 pcs	2,400.00	Shopping - B	6						6					
	Bathroom Deodorizer, with holder, at least 100g, any scent	24 pcs	1,920.00	Shopping - B	12						12					
	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	2 pcs	840.00	Shopping - B	2											
	Broom, Soft (Tambo), Large, Heavy Duty	6 pcs	1,500.00	Shopping - B	6											
	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	20 boxes	1,500.00	Shopping - B			20									
	Correction Tape, 8m x 5mm wide	5 pc	200.00	Shopping - B		5										
	Cutter, Big, Plastic (Ordinary), w/ lock	5 pcs	150.00	Shopping - B		5										
	Chopping Board (Plastic)	2 pcs	400.00	Shopping - B		2										
	Table Spoon, Stainless steel	4 dozen	820.00	Shopping - B		4										
	Table Fork, Stainless steel, 1 doz	4 dozen	820.00	Shopping - B		4										
	Soap, Detergent, Liquid, 1 gal, any scent	4 gal	1,600.00	Shopping - B	2						2					
	Soap, Detergent, Powder, 1 kilo/pack, any scent	3 kl	450.00	Shopping - B	2					1						
	Soap, Dishwashing, Liquid, 250mL	12 btls	1,800.00	Shopping - B	6						6					
	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	1 pcs	250.00	Shopping - B	1											
	Dust pan, plastic, stand-up handle, large	5 pc	700.00	Shopping - B	5											
	Duster, Microfiber (Cotton)	3 pcs	306.00	Shopping - B	3											
	Envelope, Expanding, with garter tie, brown, long	15 pc	300.00	Shopping - B	15											
	Eraser, whiteboard, magnetic flannel	10 pc	750.00	Shopping - B	10											
	Eraser, Rubber, high quality	4 pc	180.00	Shopping - B	4											
	Folder, Pressboard, US, Green, Long	60 pcs	2,100.00	Shopping - B	30						30					
	Envelope, Document, Brown, 150 lbs, Long	15 pc	105.00	Shopping - B	15											
	Envelope, Document, Brown, 150 lbs, Short	15 pc	75.00	Shopping - B	15											

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Foil, Aluminum, 16m x 30cm (approx. 260g)	2 boxes	800.00	Shopping - B	2											
	Folder, File, Long, 14pts, White	20 piece	200.00	Shopping - B		20										
	Glue Gun, Big (approx. 7x18x 28cm)	2 pcs	710.00	Shopping - B		2										
	Glue Stick, All-purpose, at least 21g	5 pcs	275.00	Shopping - B		5										
	Glue Stick, Big, for Glue Gun	5 pieces	50.00	Shopping - B			5									
	Hand Towel, cloth, cotton, 12 pcs/pack	2 pack	600.00	Shopping - B	2											
	Ink, Refill, for Whiteboard Marker, Blue, 30mL	10 btls	1,650.00	Shopping - A		5							5			
	Match, 10 pcs set	2 pack	130.00	Shopping - B	2											
	Pencil, #2, Medium, Yellow, 12pcs/box	3 Box of 12's	360.00	Shopping - B	3											
	Gas Lighter Igniter Refillable Butane Gas Lighters Multi-purpose for Kitchen	2 pcs	160.00	Shopping - B	2											
	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	5 boxes	750.00	Shopping - B	5											
	Staple Wire, #10	10 boxes	200.00	Shopping - B	10											
	Alcohol, Ethyl, 70% solution, 1 gallon	5 gallons	3,000.00	Shopping - B	3						2					
	Bleach, liquid, 99.9% antibac, 1 gallon	5 gallon	1,500.00	Shopping - B	3						2					
	Super Adhesive Glue, clear	2 tubes	80.00	Shopping - B	2											
	Wax, Floor, paste type, colorless, 450g/can	10 cans	1,700.00	Shopping - B	3			2			3			2		
	Tissue, Bathroom, 2 Ply, 12rolls/pack	20 pack	4,080.00	Shopping - B	5			5			5			5		
	Tape, Transparent, 12mm x 50m	10 rolls	680.00	Shopping - B	5						5					
	Tape, Packaging, 2" x 100 yards, Clear	2 rolls	150.00	Shopping - B	2											
	Tape, Masking, 3" x 25 yards	5 rolls	715.00	Shopping - B	3						2					
	Tape, Masking, 2" x 25 yards	5 rolls	475.00	Shopping - B	3						2					
	Tape, Foam, Double Sided, 1" x 5m	3 rolls	300.00	Shopping - B	3											
	Tape, Duct, 2" x 25m, Black/Grey	3 rolls	540.00	Shopping - B	3											
	Tape, Double Sided, 2" x 10m	5 rolls	600.00	Shopping - B	3						2					
	Tape Dispenser, 1" tape, big core, any color	2 pcs	230.00	Shopping - B	2											
	Broom, Stick Broom, Tukog	5 pc	300.00	Shopping - B	3						2					
	Stapler, HD No.35	2 pc	800.00	Shopping - B	2											
	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	5 packs	225.00	Shopping - B	2		3									
	Scissors, 8" heavy duty, good quality	2 pieces	150.00	Shopping - B		2										
	Ruler, Plastic, 24"	2 pieces	70.00	Shopping - B		2										
	Record Book, Big, 300 pages	3 pcs	465.00	Shopping - B	1			1			1					
	Rag, (for cleaning & wiping)	20 pieces	100.00	Shopping - B	10						10					
	Puncher, 2 holes, heavy duty	2 pieces	630.00	Shopping - B	2											


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
	Pin, Push, hammerhead type, asstd colors 50s/pack	5 boxes	175.00	Shopping - B	5											
	Pen, Whiteboard Marker, blue,	38 pieces	1,900.00	Shopping - B	19							19				
	Pen, Sign, .5mm, Gel-type, Blue	30 piece	1,050.00	Shopping - B	30											
	Pen, Highlighter, yellow	10 pieces	450.00	Shopping - B	10											
	Pen, Permanent Marker, blue, broad tip	10 pieces	600.00	Shopping - B	10											
	Multi-Insect Killer Spray, 600mL	4 tubes	2,800.00	Shopping - B	1			1			1			1		
	Glue, Multi-Purpose, White, at least 130g (118mL)	5 btls	390.00	Shopping - B	3						2					
	Specialty Board, short 8-1/2 x 11, 220 gsm, Cream (10pcs/pack)	10 pack	650.00	Shopping - B	5			5								
	Kitchen Cleaning Sponge approx. 100mmx75mmx30mm	8 pieces	480.00	Shopping - B	8											
	Floor mop with bucket, microfiber spin rotating 360	1 pc	1,500.00	Shopping - B	1											
	Pen, Sign, 0.4mm, Gel-type, Red	1 boxes	300.00	Shopping - B	1											
	Certificate Jacket A4	25 pcs	1,000.00	Shopping - B	25											
	Frame Glass (for certificates)	11 unit	1,100.00	Shopping - B	11											
	Inking Nozzle, Part # 042-17150-103 (Riso CV3230)	1 pc	1,435.50	NP - Small Value Procurement	1											
	Sub-Total		97,491.50													
TOTAL BUDGET:			231,115.50													

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

Prepared by:


ALMA GOFREDO

Submitted by:


CHERYL C. BATISTEL
Unit Head/Project Leader

Date: **09/26/2024**