

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



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

SCAN HERE



PPMP-2024-1021-231578

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2024

END-USER/UNIT: **Physical Plant Office**

CHARGED TO GF-MOOE

Project, Programs and Activities (PPAs):

ILEU OFFICE SUPPLIES FOR 2025



PPMP #: **PPMP-2024-101724-0545**

Project Code: **ILEU 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
	Construction and Electrical Supplies															
	Hammer Drill with Hard Case (Blue) HP1630 X100 5/8" 710W Continuous rating input: 710 W With variabl	2 unit	12,000.00	NP - Small Value Procurement											2	
	Drill bit set	2 set	8,000.00	NP - Small Value Procurement											2	
	Electric grinder	3 set	12,000.00	NP - Small Value Procurement											3	
	Multimeter, Analog	2 unit	6,000.00	NP - Small Value Procurement											2	
	Heavy Duty 18 V Brushless Cordless Impact Drill	2 pc	26,000.00	NP - Small Value Procurement											2	
	CHARGING ADAPTER R22 TO R410	10 pcs	3,000.00	NP - Small Value Procurement											10	
	16 PCS WOOD WORKING HOLE SAW CUTTING SET KIT DRILLING TOOL WOOD METAL CUTTER 19-127mm DRILL BITS	1 set	800.00	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
	MULTI PURPOSE FOLDABLE ALUMINUM LADDER (20FT)	2 pcs	13,000.00	NP - Small Value Procurement											2	
	Sub-Total		80,800.00													
	Office Equipment															
	Epson 001 ink, Black, 127ml, Genuine	20 btls	12,000.00	NP - Small Value Procurement											10	10
	Epson 001 ink, Cyan, Genuine	20 btls	7,000.00	NP - Small Value Procurement											10	10
	Epson 001 ink, Magenta, Genuine	20 btls	7,000.00	NP - Small Value Procurement											10	10
	Epson 001 ink, Yellow, Genuine	20 btls	7,000.00	NP - Small Value Procurement											10	10
	External Hard Disk Drive (Portable, 1TB), USB 3.1	2 unit	7,000.00	NP - Small Value Procurement											2	
	Sub-Total		40,000.00													
	Office Furniture & Fixture															
	Office Chair High Back Swivel Mesh Computer Comfort Reclining with Headrest & footrest (Ergonomics)	1 unit	5,000.00	NP - Small Value Procurement											1	
	Sub-Total		5,000.00													
	Office Supplies															
	Multi-Purpose Cleaner, Liquid, 1000mL, any scent	30 btls	6,600.00	NP - Agency to Agency											15	15
	Folder, File, Long, 14pts, White	50 piece	500.00	NP - Agency to Agency											50	
	Scissors, 8" heavy duty, good quality	1 pieces	75.00	NP - Agency to Agency											1	
	Correction Tape, 8m x 5mm wide	10 pc	400.00	NP - Agency to Agency											10	
	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	1 pcs	1,500.00	NP - Agency to Agency											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
	Staple Wire No. 35-5M Leg Length 6mm (1/4")	10 boxes	800.00	NP - Agency to Agency											10	
	Scotch Tape 1 inch x 100 meters	15 rolls	600.00	NP - Agency to Agency											15	
	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	20 btls	3,200.00	NP - Agency to Agency											10	10
	air freshener	10 tubes	5,500.00	NP - Agency to Agency											10	
	Paper Clips Small Vinyl (33MM)	10 Box of 100's	350.00	NP - Agency to Agency											10	
	Jumbo Paper Clips	10 Box of 100's	300.00	NP - Agency to Agency											10	
	Paper Clips Small Vinyl (50mm)	10 Box of 100's	400.00	NP - Agency to Agency											10	
	Magnetic White Board with stand	1 pc	7,000.00	NP - Agency to Agency											1	
	Eraser, whiteboard, magnetic flannel	2 pc	150.00	NP - Agency to Agency											2	
	Staple wire remover, Plier type, Metal	1 piece	100.00	NP - Agency to Agency											1	
	STICKY NOTES 3 X 4 ASSORTED COLORS	5 pad	395.00	NP - Agency to Agency											5	
	STICKY NOTE PAGE 1/2X2IN set with assorted color	2 set	520.00	NP - Agency to Agency											2	
	Tissue, Bathroom, 2 Ply, 12rolls/pack	4 pack	816.00	NP - Agency to Agency											4	
	Multi-Insect Killer Spray, 600mL	10 tubes	7,000.00	NP - Agency to Agency											10	
	Sub-Total		36,206.00													
TOTAL BUDGET:			162,006.00													

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

Prepared by:


APRIL ROSE . POSAS

Submitted by:


CLINT C. SARVIDA
Unit Head/Project Leader

Date: **10/21/2024**