- [x] Original PPMP
- [ ] Revised (Changed items, same budget)
- [ ] Supplemental

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

SCAN HERE
PPMP-2024-0926-225574

# PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
## CY 2025

09/27/24

END-USER/UNIT: **Department of Forest Science**

**CHARGED TO GF-MOOE**

PPMP #: **PPMP-2025-092424-0502**

Project, Programs and Activities(PPAs):

For maintenance and upkeep of workplace, classrooms, laboratory rooms, and facilities of the department

| 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*** | | | | | | | | | | | | | | | |
| | Doorknob, excellent quality | 10 pcs | 11,000.00 | NP - Agency to Agency | | | | | | | | | | 5 | 3 | 2 |
| | Switch 2 gang Luminous flush type | 10 set | 2,300.00 | NP - Agency to Agency | | | | | | | | | | | 5 | 5 |
| | Flourescent tube (40watts) LED | 10 tube | 2,200.00 | NP - Agency to Agency | | | | | | | | | | | 5 | 5 |
| | Faucet, Brass (Ordinary) | 5 piece | 2,000.00 | NP - Agency to Agency | | | | | | | | | | | 5 | |
| | ***Sub-Total*** | | **17,500.00** | | | | | | | | | | | | | |
| | ***Food & Food Ingredients*** | | | | | | | | | | | | | | | |
| | Snacks PM | 144 packs | 11,520.00 | NP - Small Value Procurement | | | | | | | | | 35 | 50 | 25 | 34 |
| | ***Sub-Total*** | | **11,520.00** | | | | | | | | | | | | | |
| | ***Hardware*** | | | | | | | | | | | | | | | |
| | Lavatory Sink, Complete set, Enamelized Cast Iron | 5 set | 4,250.00 | NP - Agency to Agency | | | | | | | | | | | 3 | 2 |
| | Bidet spray toilet bidet rinse set, Heavy Duty | 8 piece | 16,000.00 | NP - Agency to Agency | | | | | | | | | | | 4 | 4 |
| | ***Sub-Total*** | | **20,250.00** | | | | | | | | | | | | | |

| 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 |
| | ***IT Supplies and Equipment*** | | | | | | | | | | | | | | | |
| | Ink, Epson 003,Genuine Black 65mL | 10 btl | 3,500.00 | NP - Agency to Agency | | | | | | | | | | | 10 | |
| | Ink, EPSON 003,Genuine Cyan 65mL | 10 btl | 3,500.00 | NP - Agency to Agency | | | | | | | | | | | 10 | |
| | Ink, EPSON 003,Genuine Magenta 65mL | 10 btl | 3,500.00 | NP - Agency to Agency | | | | | | | | | | | 10 | |
| | Ink, EPSON 003,Genuine Yellow 65mL | 10 btl | 3,500.00 | NP - Agency to Agency | | | | | | | | | | | 10 | |
| | ***Sub-Total*** | | **14,000.00** | | | | | | | | | | | | | |
| | ***Office Equipment*** | | | | | | | | | | | | | | | |
| | 1.0 HP Window Type Aircon inverter | 2 unit | 38,000.00 | NP - Small Value Procurement | | | | | | | | | | | 2 | |
| | ***Sub-Total*** | | **38,000.00** | | | | | | | | | | | | | |
| | ***Office Supplies*** | | | | | | | | | | | | | | | |
| | Soap, Detergent, Powder, 1 kilo/pack, any scent | 6 kl | 900.00 | NP - Agency to Agency | | | | | | | | | | 2 | 3 | 1 |
| | Bleach, liquid, 99.9% antibac, 1 gallon | 6 gallon | 1,800.00 | NP - Agency to Agency | | | | | | | | | | 2 | 2 | 2 |
| | Air Freshener, Spray, at least 280mL, Lemon/Orange Scent | 24 tubes | 5,280.00 | NP - Agency to Agency | | | | | | | | | | 13 | 11 | |
| | Paper, Bond, A4, S-24, 80 gsm | 80 reams | 23,120.00 | NP - Agency to Agency | | | | | | | | | | 20 | 40 | 20 |
| | Paper, Bond, Long, S-24, 80 gsm | 25 reams | 8,200.00 | NP - Agency to Agency | | | | | | | | | | 15 | 5 | 5 |
| | Paper, Bond, Short, S-24, 80 gsm | 25 reams | 6,925.00 | NP - Agency to Agency | | | | | | | | | | 20 | 5 | |
| | Pen, Ball, blue | 30 pieces | 300.00 | NP - Agency to Agency | | | | | | | | | | | 15 | 15 |
| | Pen, Ball, red | 30 pieces | 300.00 | NP - Agency to Agency | | | | | | | | | | | 15 | 15 |
| | Pen, Sign, .5mm, Gel-type, Blue | 30 piece | 1,050.00 | NP - Agency to Agency | | | | | | | | | | | 15 | 15 |
| | My-Gel Gel Ink Pen refill 0.5mm, Blue | 30 piece | 750.00 | NP - Agency to Agency | | | | | | | | | | | 15 | 15 |

| 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, Whiteboard Marker, red | 20 pieces | 1,000.00 | NP - Agency to Agency | | | | | | | | | | | 20 | |
| | Pen, Whiteboard Marker, blue, | 20 pieces | 1,000.00 | NP - Agency to Agency | | | | | | | | | | | 20 | |
| | Pen, Whiteboard Marker, black | 20 pieces | 1,000.00 | NP - Agency to Agency | | | | | | | | | | | 10 | 10 |
| | Ink, Refill, for Whiteboard Marker, Black, 30mL | 10 btls | 1,650.00 | NP - Agency to Agency | | | | | | | | | | | 10 | |
| | Ink, Refill, for Whiteboard Marker, Red, 30mL | 5 btls | 825.00 | NP - Agency to Agency | | | | | | | | | | | 5 | |
| | Folder, File, Long, 14pts, White | 25 piece | 250.00 | NP - Agency to Agency | | | | | | | | | | 15 | 5 | 5 |
| | 2 ply Toilet Paper | 50 rolls | 1,250.00 | NP - Agency to Agency | | | | | | | | | | 50 | | |
| | Sign Here Sticky Notes | 20 pack | 1,180.00 | NP - Agency to Agency | | | | | | | | | | 10 | 10 | |
| | Record Book, Big, 500 pages | 4 pcs | 740.00 | NP - Agency to Agency | | | | | | | | | | | 4 | |
| | Bundy Clock Time Card | 3 pack of 100's | 750.00 | NP - Agency to Agency | | | | | | | | | | | 3 | |
| | Staple Wire No. 35-5M Leg Length 6mm (1/4") | 10 boxes | 800.00 | NP - Agency to Agency | | | | | | | | | | | | 10 |
| | Alcohol, Ethyl, 70% solution, 1 gallon | 2 gallons | 1,200.00 | NP - Agency to Agency | | | | | | | | | | | 2 | |
| | Broom, Stick Broom, Tukog | 10 pc | 600.00 | NP - Agency to Agency | | | | | | | | | | | 10 | |
| | Soft Broom (Tambo) 200g minimum, heavy duty | 5 pcs | 1,100.00 | NP - Agency to Agency | | | | | | | | | | | 5 | |
| | ***Sub-Total*** | | **61,970.00** | | | | | | | | | | | | | |
| | ***Printing Services*** | | | | | | | | | | | | | | | |
| | Kyocera Toner kit black TK-1175 | 5 btl | 40,000.00 | NP - Agency to Agency | | | | | | | | | | | | 5 |
| | ***Sub-Total*** | | **40,000.00** | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | ***TOTAL BUDGET:*** | | **203,240.00** | | | | | | | | | | | | | |

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

Prepared by: ______________________
**ERAIE JANE P. MANZANO**

Submitted by: ______________________
**ANGELICA P. BALDOS**
Unit Head/Project Leader

Date: **09/26/2024**