

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



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

SCAN HERE



PPMP-2024-0301-182524

## INDICATIVE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2025

Unit/Office/Dept/Div: **Quality Assurance Center**  
 Project Code: **QAC Indicative PPMP 2025**  
 Purpose: **Office Supplies for 2025**

Total Budget : **129,212.86**

Funding : **GF-MOOE**

PPMP #: **206-5-3029-2025-1-0-0**

| 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 |
| <b>Construction and Electrical Supplies</b>                                |          |      |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Extension wire with 4 gang Universal Convenience Outlet, at least 10m long | 5        | pc   | 500.00    | 2,500.00         | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                                           |          |      |           | <b>2,500.00</b>  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Hardware</b>                                                            |          |      |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Bulb, LED, 20 Watts                                                        | 5        | pc   | 400.00    | 2,000.00         | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                                           |          |      |           | <b>2,000.00</b>  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>IT Supplies and Equipment</b>                                           |          |      |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| External Hard Disk Drive (Portable, 1TB), USB 3.1                          | 3        | unit | 3,500.00  | 10,500.00        | 3                                                |     |     |     |     |     |     |     |     |     |     |     |
| Epson 001 ink, Black, 127ml, Genuine                                       | 10       | btls | 600.00    | 6,000.00         | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Epson 001 ink, Cyan, Genuine                                               | 5        | btls | 350.00    | 1,750.00         | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Epson 001 ink, Magenta, Genuine                                            | 5        | btls | 350.00    | 1,750.00         | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Epson 001 ink, Yellow, Genuine                                             | 5        | btls | 350.00    | 1,750.00         | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Ink, Epson 003,Genuine Black 65mL                                          | 20       | btl  | 350.00    | 7,000.00         | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| Ink, EPSON 003,Genuine Cyan 65mL                                           | 5        | btl  | 350.00    | 1,750.00         | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Ink, EPSON 003,Genuine Magenta 65mL                                        | 5        | btl  | 350.00    | 1,750.00         | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Ink, EPSON 003,Genuine Yellow 65mL                                         | 5        | btl  | 350.00    | 1,750.00         | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                                           |          |      |           | <b>34,000.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Office Furniture &amp; Fixture</b>                                      |          |      |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Steel Cabinet, 4 drawers, Dark Green                                       | 1        | pcs  | 8,500.00  | 8,500.00         | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                                           |          |      |           | <b>8,500.00</b>  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Office Supplies</b>                                                     |          |      |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |

| 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 |
| Staple wire remover, Plier type, Metal                                   | 5        | piece        | 100.00    | 500.00           | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Dishwashing Sponge                                                       | 15       | pcs          | 35.00     | 525.00           | 15                                               |     |     |     |     |     |     |     |     |     |     |     |
| Paper, Bond, Long, S-24, 80 gsm                                          | 25       | reams        | 328.00    | 8,200.00         | 25                                               |     |     |     |     |     |     |     |     |     |     |     |
| Paper, Bond, A4, S-24, 80 gsm                                            | 100      | reams        | 289.00    | 28,900.00        | 100                                              |     |     |     |     |     |     |     |     |     |     |     |
| Paper Cutter HD, size 15x12", brown                                      | 1        | pieces       | 900.00    | 900.00           | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Puncher, Heavy Duty                                                      | 1        | pieces       | 450.00    | 450.00           | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Date stamp, rubber, self-inking, with dater and custom text, 1" x 1-5/8" | 1        | pc           | 2,500.00  | 2,500.00         | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Stamp Pad, 4 x 2.75" (Purple)                                            | 3        | pc           | 60.00     | 180.00           | 3                                                |     |     |     |     |     |     |     |     |     |     |     |
| Air Freshener, Lavender Scent                                            | 20       | pcs          | 190.00    | 3,800.00         | 10                                               |     |     |     |     |     | 10  |     |     |     |     |     |
| Air Freshener, Spray, at least 280mL, Lemon/Orange Scent                 | 5        | tubes        | 220.00    | 1,100.00         | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Staple Wire No. 35-5M Leg Length 6mm (1/4")                              | 10       | boxes        | 80.00     | 800.00           | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Paper Clips Small Vinyl (50mm)                                           | 10       | Box of 100's | 40.00     | 400.00           | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Paper Clips Small Vinyl (33MM)                                           | 10       | Box of 100's | 35.00     | 350.00           | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Pen, Highlighter, orange                                                 | 7        | pieces       | 46.00     | 322.00           | 7                                                |     |     |     |     |     |     |     |     |     |     |     |
| Pen, Highlighter, yellow                                                 | 5        | pieces       | 45.00     | 225.00           | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box            | 20       | boxes        | 60.00     | 1,200.00         | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box               | 20       | boxes        | 75.00     | 1,500.00         | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box             | 20       | boxes        | 25.00     | 500.00           | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| Toilet Bowl Cleaner, at least 1 gallon                                   | 2        | gal          | 395.00    | 790.00           | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
| Soap, Dishwashing, Liquid, 250mL                                         | 10       | btls         | 150.00    | 1,500.00         | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Soap, hand, liquid, 250 ml                                               | 10       | btls         | 135.00    | 1,350.00         | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Paper, Photo, high gloss, A4, 230G, 20 shts/pack                         | 10       | pack         | 250.00    | 2,500.00         | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Certificate Jacket A4                                                    | 20       | pcs          | 40.00     | 800.00           | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| Tissue, Bathroom, 2 Ply, 12rolls/pack                                    | 15       | pack         | 204.00    | 3,060.00         | 15                                               |     |     |     |     |     |     |     |     |     |     |     |
| Alcohol, Ethyl, 70% solution, 1 gallon                                   | 5        | gallons      | 600.00    | 3,000.00         | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Ballpen 50 Pieces, Blue                                                  | 1        | box of 50's  | 500.00    | 500.00           | 1                                                |     |     |     |     |     |     |     |     |     |     |     |

| 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 |
| Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack                                   | 5        | pack  | 115.00    | 575.00            | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack                                  | 5        | pack  | 125.00    | 625.00            | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| PVC Plastic Cover, A4, 300micron                                                                      | 1        | pack  | 850.00    | 850.00            | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes                      | 10       | pack  | 146.00    | 1,460.00          | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Sticky Note, 3x5 Colored                                                                              | 20       | pads  | 50.00     | 1,000.00          | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| Sticky Note, 2 x 3, Yellow                                                                            | 20       | pads  | 79.00     | 1,580.00          | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| Correction Tape, 8m x 5mm wide                                                                        | 10       | pc    | 40.00     | 400.00            | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Scissors, 6" heavy duty, good quality                                                                 | 5        | piece | 68.00     | 340.00            | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Cutter, Big, Plastic (Ordinary), w/ lock                                                              | 10       | pcs   | 30.00     | 300.00            | 5                                                |     |     | 5   |     |     |     |     |     |     |     |     |
| Tape, Double Sided, 1" x 10m                                                                          | 10       | rolls | 45.00     | 450.00            | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
| Tape, Double Sided, 2" x 10m                                                                          | 1        | rolls | 120.00    | 120.00            | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| Tape, Duct, 2" x 25m, Black/Grey                                                                      | 5        | rolls | 180.00    | 900.00            | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Deodorizer (Paradichlorobenzene) Lemon, Refill 100g                                                   | 20       | pcs   | 50.00     | 1,000.00          | 10                                               |     |     |     |     |     | 10  |     |     |     |     |     |
| Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single) | 20       | pcs   | 200.00    | 4,000.00          | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
| Envelope, Expanding, with garter tie, brown, long                                                     | 31       | pc    | 20.00     | 620.00            | 31                                               |     |     |     |     |     |     |     |     |     |     |     |
| Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black                                   | 6        | pack  | 65.00     | 390.00            | 6                                                |     |     |     |     |     |     |     |     |     |     |     |
| Stapler, Heavy Duty, E0358, Effortless Plier Stapler Office Supplies 30 Sheets 24/6 & 26/6            | 5        | pc    | 350.00    | 1,750.00          | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                                                                      |          |       |           | <b>82,212.00</b>  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|                                                                                                       |          |       |           |                   |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Grand Total</b>                                                                                    |          |       |           | <b>129,212.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |

Prepared by: \_\_\_\_\_

**DAISY E. PANTORILLA**

Submitted by: \_\_\_\_\_

**ROTACIO S. GRAVOSO**  
Unit Head/Project Leader

{{-- Date: **03/01/2024**

\*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