



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



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2025

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

END-USER/UNIT: **Advanced Research and Innovation Center**
CHARGED TO GF-MOOE

PPMP #: **PPMP-2025-092524-0557**

Project, Programs and Activities(PPAs):
ARI Center services, maintenance and other operating expenses

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
	Communication/Courier Services															
	Courier services	3 unit	600.00	NP - Small Value Procurement	3											
	Sub-Total		600.00													
	Construction and Electrical Supplies															
	Measuring Tape	1 unit	500.00	Public Bidding	1											
	Extension wire with 4 gang Universal Convenience Outlet, at least 10m long	1 pc	500.00	Public Bidding	1											
	Adjustable Eye Shield Protection safety goggles	2 piece	320.00	Public Bidding	2											
	Complete Household Hand Tool Kit with Plastic Toolbox, Storage Case, Socket Wrench, Screwdriver tool	1 set	9,000.00	Public Bidding	1											
	Angle Grinder, 4"Ø (100mm)	1 pc	4,500.00	Public Bidding	1											
	Sub-Total		14,820.00													
	Food & Food Ingredients															
	Bread and Butter Plate	6 pc	2,100.00	Public Bidding	6											
	Snacks AM	35 set	2,800.00	Public Bidding							35					
	Snacks PM	35 packs	2,800.00	Public Bidding							35					
	Packed Meals for Lunch (200.00)	35 packs	7,000.00	Public Bidding							35					
	Sub-Total		14,700.00													
	Fuel & Lubricants															

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
	Engine Oil, (Diesel)	10 liter	5,000.00	By Admin(In-house)	10											
	Fuel, Gasoline	100 L	7,400.00	By Admin(In-house)			50				50					
	Sub-Total		12,400.00													
	Hardware															
	Hammer	1 pcs	350.00	Public Bidding	1											
	Industrial Hand Gloves, Denim (maong type), Large	2 pair	130.00	Public Bidding	2											
	Bulb, LED, 9W	10 piece	2,500.00	Public Bidding	10											
	Impact Hand Drill, (Cordless)	1 unit	10,000.00	Public Bidding	1											
	Garden Hedge Shears, 22"	1 piece	499.80	NP - Small Value Procurement	1											
	Door Knob	5 piece	5,000.00	Public Bidding	5											
	Sub-Total		18,479.80													
	IT Supplies and Equipment															
	Automatic Voltage Regulator (AVR), 1500W, heavy duty	1 unit	5,000.00	Public Bidding	1											
	Computer Printer, All-in-One/Multifunction Colored-Ink Tank	1 unit	14,000.00	Direct Contracting	1											
	Ink, Epson 003, Genuine Black 65ml	2 btl	700.00	NP - Small Value Procurement	2											
	Ink, EPSON 003, Genuine Cyan 65ml	2 btl	700.00	NP - Small Value Procurement	2											
	Ink, EPSON 003, Genuine Magenta 65ml	2 btl	700.00	NP - Small Value Procurement	2											
	Ink, EPSON 003, Genuine Yellow 65ml	2 btl	700.00	NP - Small Value Procurement	2											
	Sub-Total		21,800.00													
	Laboratory Equipment															
	Calibration for Analytical Balances	1 unit	1,600.00	Direct Contracting			1									
	Preventive Maintenance of MilliQ System	1 pc	49,900.00	Direct Contracting			1									

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Sub-Total		51,500.00													
	Laboratory Supplies															
	Emergency Lamp	6 unit	15,000.00	Public Bidding	6											
	Sub-Total		15,000.00													
	Office Equipment															
	Mop Presser 36L	2 pcs	5,160.00	Public Bidding	2											
	Sub-Total		5,160.00													
	Office Furniture & Fixture															
	Metal Storage Shelves	1 pc	7,500.00	Public Bidding	1											
	Sub-Total		7,500.00													
	Office Supplies															
	Battery, Rechargeable, Nickel-Metal Hydride, Size: AAA, 2 pcs/pack	5 pack	3,925.00	Public Bidding	5											
	AAA battery charger Compact Charger	2 pc	400.00	Public Bidding	2											
	Duster, Microfiber (Cotton)	5 pcs	510.00	Public Bidding	5											
	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	5 btl	800.00	Public Bidding	5											
	Paper, Bond, A4, S-24, 80 gsm	20 reams	5,780.00	Public Bidding	20											
	Paper, Bond, Long, S-24, 80 gsm	10 reams	3,280.00	Public Bidding	10											
	Pen Sign 0.7mm Gel type, blue	10 pc	490.00	NP - Small Value Procurement	10											
	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	3 box of 50's	75.00	Public Bidding	3											
	Sticky Note, 3x5 Colored	5 pads	250.00	Public Bidding	5											
	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	5 pack	200.00	Public Bidding	5											
	Correction Tape, 10 meters	5 pcs	160.00	Public Bidding	5											
	Record Book, 200 Pages	3 piece	270.00	Public Bidding	3											
	Broom, Soft (Tambo), Large, Heavy Duty	6 pcs	1,500.00	Public Bidding	6											
	Broom, Stick Broom, Tukog	5 pc	300.00	NP - Small Value Procurement	5											
	Alcohol, Ethyl, 70% solution, 500mL	20 btl	2,500.00	Public Bidding	20											
	Tissue, Bathroom, 2 Ply, 12rolls/pack	10 pack	2,040.00	Public Bidding	10											
	Kitchen paper towel	10 pack	1,000.00	Public Bidding	10											

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Dishwashing Sponge	5 pcs	175.00	NP - Small Value Procurement	5											
	Bathroom Deodorizer, with holder, at least 100g, any scent	10 pcs	800.00	Public Bidding	10											
	Disinfectant Spray, 170g	3 can	840.00	Public Bidding	3											
	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	10 tubes	2,200.00	Public Bidding	10											
	Toilet Bowl Cleaner, at least 1 gallon	5 gal	1,975.00	Public Bidding	5											
	Mop Rug, Heavy Duty, 100% cotton	3 pieces	270.00	Public Bidding	3											
	Soap, Detergent, Liquid, 1 gal, any scent	5 gal	2,000.00	Public Bidding	5											
	Soap, Detergent, Powder, 1 kilo/pack, any scent	12 kl	1,800.00	Public Bidding	12											
	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	5 pcs	1,500.00	Public Bidding	5											
	Sharpener, Pencil Heavy Duty good q'ty	1 pieces	350.00	Public Bidding	1											
	Fastener, Paper, plastic, 50 sets/box	3 boxes	120.00	Public Bidding	3											
	Folder, File, Long, 14pts, White	50 piece	500.00	Public Bidding	50											
	Pen, Ball, blue	24 pieces	240.00	Public Bidding	24											
	Envelope, Document, Brown, 150 lbs, Long	50 pc	350.00	Public Bidding	50											
	Stamping Pad size 2	1 pieces	155.00	Public Bidding	1											
	Stapler, Heavy Duty, E0358, Effortless Plier Stapler Office Supplies 30 Sheets 24/6 & 26/6	1 pc	350.00	Public Bidding	1											
	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	5 pack	325.00	Public Bidding	5											
	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	1 pcs	250.00	Public Bidding	1											
	Folding, push cart large, metal, heavy duty, 500 kg capacity	1 pieces	3,300.00	Public Bidding	1											
	Bleach, liquid, 99.9% antibac, 1 gallon	5 gallon	1,500.00	Public Bidding	5											
	Glass Wiper	2 piece	600.00	Public Bidding	2											
	Coffee/tea mug with handle and teaspoon with cup saucer	12 pcs	2,400.00	Public Bidding	12											
	Sub-Total		45,480.00													
	Repair and Maintenance Services															
	Calibration Service of Autoclave	1 pc	3,000.00	NP - Agency to Agency			1									

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	Calibration Service of Centrifuge	1 pc	2,500.00	NP - Agency to Agency			1									
	On-site Calibration Service Fee	1 day	2,000.00	NP - Agency to Agency			1									
	Calibration of Digital Waterbath (on-site)	1 unit	3,000.00	NP - Agency to Agency			1									
	Calibration of Convection Oven (on-site)	1 unit	3,000.00	NP - Agency to Agency			1									
	Sub-Total		13,500.00													
	Transportation															
	Airfare tickets (MNL-TAC vv)	2 person	12,000.00	NP - Small Value Procurement			2									
	Sub-Total		12,000.00													
	Transportation (Plane & Boat Tickets)															
	Boat Ticket (Local)	2 pc	3,000.00	NP - Small Value Procurement			2									
	Sub-Total		3,000.00													
	Vehicle Supplies															
	Diesel fuel	178 liters	14,952.00	By Admin(In-house)			178									
	Sub-Total		14,952.00													
	TOTAL BUDGET:		250,891.80													

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

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