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



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



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

Handwritten signature and date: 9/26/24

END-USER/UNIT: **Innovation Office**
 CHARGED TO **GF-MOOE**
 Project, Programs and Activities(PPAs):
 For office use and maintenance.

PPMP #: **PPMP-2025-092524-0510**

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
	Accommodation															
	Accomodation	15 unit	18,000.00	Public Bidding				15								
	Sub-Total		18,000.00													
	Construction and Electrical Supplies															
	Extension wire with 4 gang Universal Convenience Outlet, at least 20 meters long	1 pcs	750.00	NP - Small Value Procurement		1										
	Extension wire with 4 gang Universal Convenience Outlet, at least 10m long	1 pc	500.00	NP - Small Value Procurement		1										
	Nails, Concrete, 1-1/2"	1 kl	400.00	NP - Small Value Procurement		1										
	Sub-Total		1,650.00													
	Food & Food Ingredients															
	Snacks AM	370 set	29,600.00	Public Bidding				260					50		60	
	Snacks PM	160 packs	12,800.00	Public Bidding				130							30	
	Snacks PM (#10)	180 person	14,400.00	Public Bidding				130					50			
	Packed Meals (Lunch) Menu#4	55 pack	11,000.00	Public Bidding									25		30	
	Packed Meals (Lunch) Menu#8	25 pack	5,000.00	Public Bidding									25			
	Breakfast Buffet (for RP)	15 set	3,750.00	Public Bidding				15								

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	Dinner Buffet (for RP)	20 set	5,000.00	Public Bidding				20								
	Lunch (Buffet Style) Menu#5	130 packs	32,500.00	Public Bidding				130								
	Lunch Buffet Style	130 person	32,500.00	Public Bidding				130								
	Sub-Total		146,550.00													
	Fuel & Lubricants															
	Diesel Fuel	300 L	21,000.00	NP - Small Value Procurement	100	100	100									
	Sub-Total		21,000.00													
	Hardware															
	LED Bulb, 13 watts, 87% Energy Saving	12 pcs	3,000.00	NP - Small Value Procurement	2	3	3	4								
	Nails, Concrete, 2"	1 kl	150.00	NP - Small Value Procurement		1										
	Nails, Concrete, 2-1/2"	1 kl	90.00	NP - Small Value Procurement		1										
	Ladder, 2x7 steps, twin steps, heavy duty, aluminum	1 unit	3,500.00	Public Bidding		1										
	Extension Ladder, Fiber Glass, at least 21'	1 unit	20,000.00	Public Bidding		1										
	Sub-Total		26,740.00													
	IT Supplies and Equipment															
	Laser Printer Color (Print, Copy, Scan), with 5" LCD, Ethernet and WiFi Capable	1 unit	25,000.00	Public Bidding	1											
	2 Line VOIP Phone	3 unit	22,500.00	Public Bidding	3											
	Ink, Epson 003,Genuine Black 65mL	15 btl	5,250.00	NP - Small Value Procurement	5	5	5									
	Ink, EPSON 003,Genuine Cyan 65mL	12 btl	4,200.00	NP - Small Value Procurement	4	4	4									
	Ink, EPSON 003,Genuine Magenta 65mL	12 btl	4,200.00	NP - Small Value Procurement	4	4	4									

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	Ink, EPSON 003,Genuine Yellow 65mL	10 btl	3,500.00	NP - Small Value Procurement		4	4	2								
	Desktop Computer, Assembled, 12th Gen Core i5, SDD and HDD	1 sets	49,000.00	Public Bidding	1											
	Laptop, AMD Ryzen 5 4500U, 14" FHD	1 unit	45,000.00	Public Bidding	1											
	Sub-Total		158,650.00													
	Laboratory Equipment															
	Refrigerator- at least 8 cu. ft.	1 unit	20,500.00	Public Bidding	1											
	Sub-Total		20,500.00													
	Office Equipment															
	Aircon, Split Type, 2.5HP (Inverter)	2 unit	144,000.00	Public Bidding	2											
	Sub-Total		144,000.00													
	Office Furniture & Fixture															
	4 drawer lateral office cabinet	3 pc	49,500.00	Public Bidding	3											
	3 layer magazine tray/storage/desk organizer/holder/rack	3 pcs	900.00	NP - Small Value Procurement	3											
	Sub-Total		50,400.00													
	Office Supplies															
	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	30 packs	1,350.00	NP - Small Value Procurement	5	10	15									
	Certificate Jacket	30 pc	1,350.00	NP - Small Value Procurement	5	10	15									
	A4 Bond Paper, 70 GSM (5 reams/box)	12 boxes	15,000.00	NP - Small Value Procurement	2	5	5									
	Scissors, 8" heavy duty, good quality	5 pieces	375.00	NP - Small Value Procurement		5										
	Sign Pen, Fine Tech, 0.3 mm, Blue (12 pcs/box)	10 boxes	3,500.00	NP - Small Value Procurement	2	4	4									

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	Bundy Clock	1 unit	10,500.00	NP - Small Value Procurement	1											
	Bundy Clock Time Card	2 pack of 100's	500.00	NP - Small Value Procurement	1		1									
	Glass cleaner 500ml lemon w/spray	10 btls	2,000.00	NP - Small Value Procurement	2	2	3	3								
	Alcohol, Isopropyl, 70% solution, 500mL	20 btls	2,800.00	NP - Small Value Procurement	4	8	8									
	Tissue, Bathroom, 2 Ply, 12rolls/pack	20 pack	4,080.00	NP - Small Value Procurement	3	5	5	7								
	Paper towel, interfolded, 2 ply, approx. 150 pulls/pack	20 packs	2,200.00	NP - Small Value Procurement	3	5	5	7								
	Soap, hand, liquid, 250 ml	12 btls	1,860.00	NP - Small Value Procurement	2	2	3	5								
	Detergent Soap Powder with Antibacterial, 500g	12 packs	720.00	NP - Small Value Procurement	2	2	2	3	3							
	Rectangular Rags	10 pcs	600.00	NP - Small Value Procurement	2	2	2	4								
	Bathroom Deodorizer, with holder, at least 100g, any scent	20 pcs	1,600.00	NP - Small Value Procurement	2	3	5	5	5							
	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	15 tubes	3,300.00	NP - Small Value Procurement	2	3	3	3	4							
	Dishwashing Paste	15 pc	1,050.00	NP - Small Value Procurement	2	3	3	3	4							
	Sub-Total		52,785.00													

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TOTAL BUDGET:			640,275.00													

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

Prepared by:


MARIA LOUELLA C. TAMBIS

Submitted by:


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Date: 09/26/2024