



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



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2026

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental

END-USER/UNIT: Office of the Head Income Generating Projects

CHARGED TO GF-MOOE

Project, Programs and Activities(PPAs):
Purchase of IGP Office supplies

RECEIVED
DEC 17 2024
BY: [Signature]
PPMP #: PPM-2026-121624-0119
Income
Project Code: Generating Projects Office

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	
	Office Supplies																
	A4 Bond Paper, 70 GSM (5 reams/box)	30 boxes	37,500.00	Public Bidding		15						15					
	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	10 tubes	2,200.00	Public Bidding			10										
	Alcohol, Ethyl, 70% solution, 500mL	10 btl	1,250.00	Public Bidding							10						
	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	3 pack	480.00	Public Bidding			3										
	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	5 gallon	1,500.00	Public Bidding							5						
	Blue Ballpen 0.5mm/0.7mm	3 boxes	288.00	Public Bidding			3										
	Detergent Soap Powder with Antibacterial, 500g	10 packs	600.00	Public Bidding								10					
	Dong A My Gel Sign Pen Gel Ink 0.5mm Refill (12Pcs), BLUE	4 boxes	1,000.00	Public Bidding			4										
	Folder, File, Long, 14pts, White	50 piece	500.00	Public Bidding							50						
	Paper, Bond, Long, S-24, 80 gsm	5 reams	1,640.00	Public Bidding							5						
	Pen, Pentel Pen, Fine blue & black	5 pcs	250.00	Public Bidding			5										
	Pencil, Lead, #2, w/ eraser	10 pieces	100.00	Public Bidding			10										
	Photo Paper Glossy A4	5 sheets	750.00	Public Bidding			5										

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
	Record Book, Big, 300 pages	5 pcs	775.00	Public Bidding						5						
	Scotch Tape 1 inch x 100 meters	5 rolls	200.00	Public Bidding			5									
	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	3 pack	195.00	Public Bidding			3									
	Staple Wire No. 35-5M Leg Length 6mm (1/4")	5 boxes	400.00	Public Bidding			5									
	Vellum Board, Canary, A4, 220 GSM, 10 sheets per pack	5 pack of 10's	300.00	Public Bidding						5						
	Sub-Total		49,928.00													
TOTAL BUDGET:			49,928.00													

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

Prepared by: _____

JOSEFINA L. SORIA

Submitted by: _____

CRISLIM B. CRUZ

Unit Head/Project Leader

Date: 12/16/2024