



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: **National Coconut Research Center-Visayas**  
**CHARGED TO GF-MOOE**

PPMP #: **PPMP-2025-092424-0049**  
Project Code: **NCRC A.III.C 2025**

Project, Programs and Activities(PPAs):  
NCRC A.III.C Overhead cost

1. Center Administration support services

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
	<b>Office Equipment</b>															
	Ink, Epson, genuine (C) T664, 70 ml	3 pieces	1,050.00	Public Bidding	3											
	Ink, Epson, genuine (M) T664, 70 ml	3 pieces	1,050.00	Public Bidding	3											
	Ink, Epson, genuine, (BK) T664, 70 ml	3 pieces	1,050.00	Public Bidding	3											
	Ink, Epson, genuine, (Y) T664, 70 ml	3 pieces	1,050.00	Public Bidding	3											
	<b>Sub-Total</b>		<b>4,200.00</b>													
	<b>Office Supplies</b>															
	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	3 pack	750.00	Public Bidding	3											
	Tape, Double Sided, 1" x 10m	5 rolls	225.00	Public Bidding	3			2								
	Tape, Transparent, 12mm x 50m	2 rolls	136.00	Public Bidding	2											
	Soap, Dishwashing, Liquid, 250ml	5 blts	750.00	Public Bidding	3			2								
	Soap, Detergent, Powder, 1 kilo/pack, any scent	5 kl	750.00	Public Bidding	3			2								
	Alcohol, Ethyl, 70% solution, 500ml	5 blts	625.00	Public Bidding	3			2								
	Pen, Whiteboard Marker, black	8 pieces	400.00	Public Bidding	4			4								
	Glue, Multi-Purpose, White, at least 130g (118ml)	2 blts	156.00	Public Bidding	2											
	Muriatic Acid concentrated scented	3 gal	1,050.00	Public Bidding	3											
	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	4 box of 50's	120.00	Public Bidding	4											
	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	6 boxes	120.00	Public Bidding	3			3								



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
	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	6 boxes	120.00	Public Bidding	3			3								
	Scouring Pad, big economy size, good quality	6 pieces	300.00	Public Bidding	3			3								
	Broom, Soft (Tambo), Large, Heavy Duty	3 pcs	750.00	Public Bidding	2			1								
	Paper, Bond, A4, S-20, 70 gsm	21 reams	5,313.00	Public Bidding	11			10								
	Paper, Bond, A4, S-24, 80 gsm	2 reams	578.00	Public Bidding	2											
	Envelope, Brown, long, good quality	25 pcs	125.00	Public Bidding	13			12								
	Folder, File, Long, 14pts, White	100 piece	1,000.00	Public Bidding	50			50								
	Envelope, Expanding, with garter tie, blue, long	25 pc	500.00	Public Bidding	13			12								
	Record Book, Big, 500 pages	3 pcs	555.00	Public Bidding	2			1								
	Record Book, Big, 300 pages	1 pcs	155.00	Public Bidding	1											
	Cleaner, Glass, 500mL, spray type, any scent	5 btl	1,100.00	Public Bidding	3			2								
	Sticker Paper, high gloss A4 size, 50 sheets/pack	1 pack	155.00	Public Bidding	1											
	Pen, Permanent Marker, JUMBO black	5 pieces	700.00	Public Bidding	5											
	Staple Wire, #35	3 boxes	105.00	Public Bidding	3											
	Pen, Permanent Marker, black, fine tip	5 pieces	300.00	Public Bidding	5											
	Ballpen 50 Pieces, Blue	1 box of 50's	500.00	Public Bidding	1											
	Pencil, Lead, #2, w/ eraser	20 pieces	200.00	Public Bidding	10			10								
	Ring Binder, plastic, 51mm 2" black	3 pieces	165.00	Public Bidding	3											
	Ring Binder, plastic, 25mm, 1" black	3 pieces	120.00	Public Bidding	3											
	Ring Binder, plastic, 12mm, 1/2" black	3 pieces	36.00	Public Bidding	3											
	<b>Sub-Total</b>		<b>17,739.00</b>													
<b>TOTAL BUDGET:</b>			<b>21,939.00</b>													

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

Prepared by:

ANTONIO Y. ABAYABAY

Submitted by:

MARSEL A. LEORNA

Unit Head/Project Leader

