

- ☒ 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**

END- **Planning and Infrastructure Project Development and**  
 USER/UNIT: **Monitoring Office**

**CHARGED TO STF**

Project, Programs and Activities(PPAs):

For Office Supplies

PPMP #: **PPMP-2025-111824-0793**


Project Code: **PIPDMO-2025**

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>															
	Epson 001 ink, Black, 127ml, Genuine	3 btls	1,800.00	Public Bidding	3											
	Epson 001 ink, Cyan, Genuine	3 btls	1,050.00	Public Bidding	3											
	Epson 001 ink, Magenta, Genuine	3 btls	1,050.00	Public Bidding	3											
	Epson 001 ink, Yellow, Genuine	3 btls	1,050.00	Public Bidding	3											
	Ink, Brother BT5000C Cyan	1 btls	500.00	Public Bidding		1										
	Ink, Brother BT5000M Magenta	1 btls	500.00	Public Bidding		1										
	Ink, Brother BT5000Y Yellow	1 btls	500.00	Public Bidding		1										
	<b>Sub-Total</b>		<b>6,450.00</b>													
	<b>Office Supplies</b>															
	Paper, Bond, A4, S-24, 80 gsm	20 reams	5,780.00	Public Bidding	20											
	Date stamp, 10 years advance or more	1 pcs	195.00	Public Bidding	1											
	Stamp Pad, 4 x 2.75" (Purple)	1 pc	60.00	Public Bidding			1									
	Envelope, Expanding, with garter tie, brown, long	32 pc	640.00	Public Bidding		32										
	String Doormat/Rug/Basahan	3 pieces	300.00	Public Bidding		3										
	EPSON INK btl 664 black	4 btl	2,000.00	Public Bidding	4											
	Tissue, Bathroom, 2 Ply, 12rolls/pack	5 pack	1,250.00	Public Bidding		5										
	Soap, Dishwashing Paste 400g	5 tubes	450.00	Public Bidding				5								
	Folder, File, Long, 14pts, White	34 piece	340.00	Public Bidding			34									

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
	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	1 pcs	1,500.00	Public Bidding			1									
	Battery, Rechargeable, Nickel-Metal Hydride, Size: AAA, 2 pcs/pack	2 pack	1,570.00	Public Bidding		2										
	Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack	1 pack	785.00	Public Bidding		1										
	Battery, Rechargeable, AA (4pcs) w/ Charger	1 set	3,680.00	Public Bidding		1										
	<b>Sub-Total</b>		<b>18,550.00</b>													
<b>TOTAL BUDGET:</b>			<b>25,000.00</b>													

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

Prepared by:   
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Submitted by:   
**MARCELO T. ABRERA JR.**  
Unit Head/Project Leader

Date: **11/20/2024**