

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-USER/UNIT: **Information and Communication Technology Management Center**

PPMP #: **PPMP-2025-092524-0084**

CHARGED TO **GF-MOOE**

Project Code: **MIS 2025**

Project, Programs and Activities(PPAs):

1. Basic operational needs of the office.
2. Necessary for maintaining organized physical records and compliance with legal documentation requirements.
3. Help improve productivity and ensure that office equipment functions efficiently.
4. Communication services enable us to coordinate tasks among departments, faculty, staff, and administration, ensuring smooth daily operations.

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>Construction and Electrical Supplies</b>															
	P.E. Pipe 1", 100-meter per spool, SDR11	1 spool	8,500.00	NP - Small Value Procurement	1											
	Electrical PVC Pipe, #3/4, 3 meters	30 pcs	4,800.00	NP - Small Value Procurement	30											
	Cutting Disc, 4" (Super Thin)	30 pc	3,000.00	NP - Small Value Procurement	30											
	Makita GA5093X03 Angle Grinder 5" (Variable Speed) [Paddle Switch] 1900W (Same Fleet with existing t	1 set	15,500.00	NP - Small Value Procurement	1											
	Electrical Outlet, 3 gang universal outlet with ground, (surface type)	10 pcs	1,500.00	NP - Small Value Procurement	10											
	Electrical Tape, Vinyl	50 rolls	3,750.00	NP - Small Value Procurement	50											

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Electrical, male plug, 3 pin	30 pcs	1,950.00	NP - Small Value Procurement	30											
	Square Box with Cover and Screw, Electrical	40 pieces	4,000.00	NP - Small Value Procurement	40											
	Electrical, Junction Box (Octagonal) with cover, PVC	50 pcs	3,000.00	NP - Small Value Procurement	50											
	Multi-Purpose Penetrating Oil, 382mL	10 btl	6,500.00	NP - Small Value Procurement	10											
	Mild Steel Plate, 6mm(thickness) x 4' x 8'	1 piece	12,500.00	NP - Small Value Procurement	1											
	8m Tape Measure	2 pcs	1,000.00	NP - Small Value Procurement	2											
	Electrical Outlet, Convenience 2 gang, with ground(Flush type)	10 set	2,000.00	NP - Small Value Procurement	10											
	<b>Sub-Total</b>		<b>68,000.00</b>													
	<b>Food &amp; Food Ingredients</b>															
	Snacks AM (80.00)	300 packs	24,000.00	Public Bidding	300											
	Snacks PM (80.00)	300 packs	24,000.00	Public Bidding	300											
	<b>Sub-Total</b>		<b>48,000.00</b>													
	<b>Fuel &amp; Lubricants</b>															
	HD SAE 40 Diesel Engine Oil 1L	5 L	900.00	NP - Small Value Procurement	5											
	<b>Sub-Total</b>		<b>900.00</b>													
	<b>Hardware</b>															
	Expansion bolt, 3/8"	50 pc	2,250.00	NP - Small Value Procurement	50											
	Soldering Lead, 1mm	2 spool	240.00	NP - Small Value Procurement	2											

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Welding Rod, E-6013, 1/8"	20 kl	3,000.00	NP - Small Value Procurement	20											
	Screw, for gypsum, (phillips head), 1"	300 pcs	600.00	NP - Small Value Procurement	300											
	Pipe Fittings, (PE) coupling 1" (black)	10 pc	1,500.00	NP - Small Value Procurement	10											
	Plier, Side cutter, 6"	2 piece	370.00	NP - Small Value Procurement	2											
	Screwdriver, Philips(Cross Head), 6" Magnetic	2 piece	400.00	NP - Small Value Procurement	2											
	Screwdriver, Flat Head (Slotted), 6"	2 piece	300.00	NP - Small Value Procurement	2											
	Hacksaw Blade, 18 TPI x 12"	20 piece	2,000.00	NP - Small Value Procurement	20											
	Hot Dipped galvanized steel hex bolt (8mmx1.25mm coarse tread) with washer & nut-	100 set	1,000.00	NP - Small Value Procurement	100											
	<b>Sub-Total</b>		<b>11,660.00</b>													
	<b>Office Equipment</b>															
	Internet Subscription	12 Monthly	2,790,000.00	Public Bidding	12											
	uPVC Plastic moulding 1" thick white	40 length	6,000.00	NP - Small Value Procurement	40											
	Wire Tester RJ45 RJ11 Cable Tracker Line Finder Multifunction Wire Tracker Ethernet Network	3 set	3,000.00	NP - Small Value Procurement	3											
	HFC-236fa Clean Agent Fire Extinguisher, 10 lbs.	1 unit	21,000.00	NP - Small Value Procurement	1											
	<b>Sub-Total</b>		<b>2,820,000.00</b>													
	<b>Office Equipment and Appliances</b>															

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Makita Hammer Drill 5/8" 680W (Same Fleet with existing tools and accessories)	1 set	10,000.00	NP - Small Value Procurement	1											
	water dispenser	1 unit	10,000.00	NP - Small Value Procurement	1											
	<b>Sub-Total</b>		<b>20,000.00</b>													
	<b>Office Furniture &amp; Fixture</b>															
	White Board, 100x150cm	1 piece	4,515.00	NP - Small Value Procurement	1											
	3 layer magazine tray/storage/desk organizer/holder/rack	2 pcs	600.00	NP - Small Value Procurement	2											
	Office Steel Rack Shelves, 5 Layers	5 unit	50,000.00	NP - Small Value Procurement	5											
	<b>Sub-Total</b>		<b>55,115.00</b>													
	<b>Office Supplies</b>															
	Alcohol, Ethyl, 70% solution, 500mL	25 btls	3,125.00	NP - Small Value Procurement	25											
	Alcohol, Isopropyl, 70% solution, 500mL	25 btls	3,500.00	NP - Small Value Procurement	25											
	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	10 pack	1,600.00	NP - Small Value Procurement	10											
	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	10 pack	2,400.00	NP - Small Value Procurement	10											
	Paper, Art, glossy, assorted colors, 500shts/ream	1 reams	235.00	NP - Small Value Procurement	1											
	Paper, Bond, A4, S-24, 80 gsm	30 reams	8,670.00	NP - Small Value Procurement	30											

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Paper, Bond, Long, S-24, 80 gsm	5 reams	1,640.00	NP - Small Value Procurement	5											
	Paper, Bond, Short, S-24, 80 gsm	5 reams	1,385.00	NP - Small Value Procurement	5											
	Pen, Sign, .5mm, Gel-type, Blue	44 piece	1,540.00	NP - Small Value Procurement	44											
	Pen, Whiteboard Marker, black	10 pieces	500.00	NP - Small Value Procurement	10											
	Sign pen, Fine Tech, 0.3mm. blue	20 pieces	700.00	NP - Small Value Procurement	20											
	Pen, Highlighting, asstd color	10 pcs	250.00	NP - Small Value Procurement	10											
	Pencil, #2, Medium, Yellow, 12pcs/box	10 Box of 12's	1,200.00	NP - Small Value Procurement	10											
	Neck lanyard or ID sling (black)	50 pc	1,250.00	NP - Small Value Procurement	50											
	Certificate Holder (A4)	50 pcs	3,250.00	NP - Small Value Procurement	50											
	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	5 tubes	1,100.00	NP - Small Value Procurement	5											
	Broom, Soft (Tambo), Large, Heavy Duty	3 pcs	750.00	NP - Small Value Procurement	3											
	Cartolina, US, White, at least 160gsm	30 pcs	600.00	NP - Small Value Procurement	30											
	Cleaner, Glass, 500mL, spray type, any scent	3 btls	660.00	NP - Small Value Procurement	3											

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	Cleanser, Powder, 500g, any scent	10 btls	800.00	NP - Small Value Procurement	10											
	Tissue, Bathroom, 2 Ply, 12rolls/pack	20 pack	4,080.00	NP - Small Value Procurement	20											
	Mouse Pad, Rubber	20 pad	5,000.00	NP - Small Value Procurement	20											
	Sticky Note, 2 x 3, Yellow	10 pads	790.00	NP - Small Value Procurement	10											
	Sticky Note, 3 x 5, Yellow	10 pads	1,500.00	NP - Small Value Procurement	10											
	Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes	10 pack	1,460.00	NP - Small Value Procurement	10											
	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	200 packs	9,000.00	NP - Small Value Procurement	200											
	Laminating Film, A4, 100 shts/box, 250 microns	1 boxes	1,430.00	NP - Small Value Procurement	1											
	Folder, File, Long, 14pts, White	150 piece	1,500.00	NP - Small Value Procurement	150											
	Folder, File, Short, 14pts, White	10 piece	80.00	NP - Small Value Procurement	10											
	Folder, Sliding, Plastic, w/ Binder, A4, Transparent	30 piece	300.00	NP - Small Value Procurement	30											
	Soap, Detergent, Powder, 1 kilo/pack, any scent	10 kl	1,500.00	NP - Small Value Procurement	10											
	Glass cleaner 500ml lemon w/spray	5 btls	1,000.00	NP - Small Value Procurement	5											

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	Microfiber cleaning cloths wiping rags double layer	20 pcs	500.00	NP - Small Value Procurement	20											
	Disinfectant Spray, 340g	3 can	1,395.00	NP - Small Value Procurement	3											
	Disinfectant spray, 400gms, lavender moist	2 tubes	1,000.00	NP - Small Value Procurement	2											
	Soap, Dishwashing, Liquid, 250mL	10 btls	1,500.00	NP - Small Value Procurement	10											
	Fiber Doormat	5 pc	750.00	NP - Small Value Procurement	5											
	Bleach, cleaner, 1 gal.	5 gallons	1,100.00	NP - Small Value Procurement	5											
	Pen, Whiteboard Marker, red	5 pieces	250.00	NP - Small Value Procurement	5											
	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)	10 pcs	1,500.00	NP - Small Value Procurement	10											
	Throw pillow	5 pcs	750.00	NP - Small Value Procurement	5											
	Wall Clock	1 pc	800.00	NP - Small Value Procurement	1											
	Pen, Permanent Marker, black, broad tip	10 pieces	600.00	NP - Small Value Procurement	10											
	Pen, Permanent Marker, red, fine tip	5 pieces	300.00	NP - Small Value Procurement	5											
	Scissors, 8" heavy duty, good quality	2 pieces	150.00	NP - Small Value Procurement	2											

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Staple wire remover	5 pieces	200.00	NP - Small Value Procurement	5											
	Staple Wire, #10	10 boxes	200.00	NP - Small Value Procurement	10											
	Staple Wire, #35	10 boxes	350.00	NP - Small Value Procurement	10											
	Fastener, Paper, plastic, 50 sets/box	2 boxes	80.00	NP - Small Value Procurement	2											
	Paper Fastener Long Size 8 1/2"	1 box of 50's	150.00	NP - Small Value Procurement	1											
	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	10 boxes	250.00	NP - Small Value Procurement	10											
	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	10 boxes	750.00	NP - Small Value Procurement	10											
	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	20 boxes	600.00	NP - Small Value Procurement	20											
	Paper Clips Small Vinyl (33MM)	5 Box of 100's	175.00	NP - Small Value Procurement	5											
	Jumbo Paper Clips	5 Box of 100's	150.00	NP - Small Value Procurement	5											
	Stapler, HD No.35	3 pc	1,200.00	NP - Small Value Procurement	3											
	Calculator, heavy duty, 12 digit display solar and battery	2 pc	1,060.00	NP - Small Value Procurement	2											
	Binder Clip, 2-inch, 12 pcs/box	10 boxes	1,500.00	NP - Small Value Procurement	10											



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	Binder Clip, 1-inch, 12 pcs/box	10 Box of 12's	1,000.00	NP - Small Value Procurement	10											
	Battery, Alkaline, 9 volts	10 pcs	2,100.00	NP - Small Value Procurement	10											
	Paper Cutter Knife, 6" steel blade, plastic handle, good quality	5 pcs	750.00	NP - Small Value Procurement	5											
	<b>Sub-Total</b>		<b>83,905.00</b>													
	<b>Office Supplies and General Merchandise Products</b>															
	spin mop head refill	5 pcs	175.00	NP - Small Value Procurement	5											
	<b>Sub-Total</b>		<b>175.00</b>													
	<b>Software Subscriptions</b>															
	SMS API Subscription	1 Yearly	150,000.00	NP - Small Value Procurement	1											
	<b>Sub-Total</b>		<b>150,000.00</b>													
	<b>Trainings</b>															
	Training Venue (CCE 2nd Floor)	20 day	80,000.00	NP - Small Value Procurement	20											
	<b>Sub-Total</b>		<b>80,000.00</b>													
	<b>Vehicle Supplies</b>															
	Coolant Ready to use	8 liter	2,240.00	NP - Small Value Procurement	8											
	<b>Sub-Total</b>		<b>2,240.00</b>													
	<b>TOTAL BUDGET:</b>		<b>3,339,995.00</b>													

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

Prepared by: by  
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Submitted by: [Signature]  
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Unit Head/Project Leader

Date: 10/24/2024

RECEIVED  
24 OCT 2024

[Signature]  
LUCIA M. FLORES