



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



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

SCAN HERE



PPMP-2024-0926-225417

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2025

END-USER/UNIT: Admissions Office

CHARGED TO GF-MOOE

Project, Programs and Activities(PPAs):

PPMP #: PPMP-2025-092624-0630

For office use.

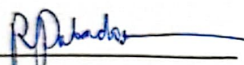
Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Food & Food Ingredients															
	Snacks AM	20 set	1,600.00	Public Bidding	6					8			6			
	Snacks PM	20 packs	1,600.00	Public Bidding			6			8					6	
	Sub-Total		3,200.00													
	IT Supplies and Equipment															
	Ink, Epson 003,Genuine Black 65mL	8 btl	2,800.00	NP - Small Value Procurement	8											
	Ink, EPSON 003,Genuine Cyan 65mL	8 btl	2,800.00	NP - Small Value Procurement	8											
	Ink, EPSON 003,Genuine Magenta 65mL	8 btl	2,800.00	NP - Small Value Procurement	8											
	Ink, EPSON 003,Genuine Yellow 65mL	8 btl	2,800.00	NP - Small Value Procurement	8											
	Sub-Total		11,200.00													
	Office Furniture & Fixture															
	Vacuum cleaner	1 unit	1,900.00	NP - Agency to Agency	1											

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
	Sub-Total		1,900.00													
	Office Supplies															
	Paper, Bond, A4, S-24, 80 gsm	50 reams	14,450.00	NP - Agency to Agency	20		20						10			
	Paper, Bond, Long, S-20, 70 gsm	20 reams	5,720.00	NP - Agency to Agency	20											
	Scissors, 6" heavy duty, good quality	2 piece	136.00	NP - Small Value Procurement	2											
	Envelope, Expanding, Plastic, Long, with Handle	50 pcs	5,000.00	NP - Agency to Agency	50											
	Sign pen, Fine Tech, 0.3mm. blue	100 pieces	3,500.00	NP - Small Value Procurement	100											
	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	2 pcs	3,000.00	NP - Small Value Procurement	2											
	Staple Wire, #35	10 boxes	350.00	NP - Small Value Procurement	10											
	Photo Paper Glossy A4	4 sheets	600.00	NP - Agency to Agency	4											
	Paper, Specialty 200gsm 8-1/2x11, 10s, White	4 packs	180.00	NP - Agency to Agency	4											
	Tape Dispenser, 1" tape, big core, any color	1 pcs	115.00	NP - Small Value Procurement	1											
	Pen, Pentel Pen, Fine blue & black	5 pcs	250.00	NP - Small Value Procurement	5											
	Pen, Permanent Marker, JUMBO blue	5 pieces	600.00	NP - Small Value Procurement	5											
	Pen, Whiteboard Marker, blue,	5 pieces	250.00	NP - Small Value Procurement	5											

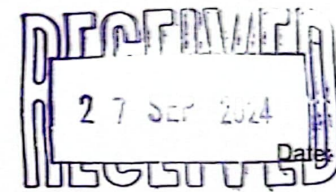
Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Pen, Permanent Marker, JUMBO black	5 pieces	700.00	NP - Small Value Procurement	5											
	Eraser, whiteboard, magnetic flannel	3 pc	225.00	NP - Small Value Procurement	3											
	Empty Water Bottle (5 gallon), round, blue	3 pc	570.00	NP - Agency to Agency	3											
	Data filer	10 pcs	3,000.00	NP - Agency to Agency	10											
	Alcohol, Ethyl, 70% solution, 500mL	10 btls	1,250.00	NP - Agency to Agency	10											
	Disinfectant spray, 400gms, lavender moist	3 tubes	1,500.00	NP - Agency to Agency	3											
	Soap, Detergent, Liquid, 1 gal, any scent	1 gal	400.00	NP - Agency to Agency	1											
	Broom, Soft (Tambo), Large, Heavy Duty	2 pcs	500.00	NP - Small Value Procurement	2											
	Tissue, Bathroom, 2 Ply, 12rolls/pack	5 pack	1,020.00	NP - Agency to Agency	5											
	Contingency Fund (Petty Expenses)	1 lot	10,000.00	NP - Emergency Cases	1											
	megabox, storage box	2 pcs	1,500.00	NP - Agency to Agency	2											
	Scotch Tape 1 inch x 100 meters	4 rolls	160.00	NP - Small Value Procurement	4											
	Binder Clip, 2-inch, 12 pcs/box	2 boxes	200.00	NP - Small Value Procurement	2											
	Binder Clip, 1.5", black	10 pcs	75.00	NP - Small Value Procurement	10											
	White Folders, 0.14mm long 100pcs/pack	1 packs	600.00	NP - Small Value Procurement	1											

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
	Sub-Total		55,851.00													
	Printing Services															
	Tarpaulin printing (3ft. x 4ft.)	7 piece	2,520.00	NP - Emergency Cases			7									
	Sub-Total		2,520.00													
TOTAL BUDGET:			74,671.00													

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: 
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Unit Head/Project Leader


Date: 09/26/2024

ALDAM FLORES