

☒ 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 2026

END-USER/UNIT: **Visca Educational Foundation Incorporated**

CHARGED TO STF

Project, Programs and Activities(PPAs):

For procurement of office supplies

PPMP #: **PPMP-2026-122724-0138**

Project Code: **VFES/Elementary**

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 Equipment															
	Ink, Epson 003,Genuine Black 65mL	6 btl	2,100.00	Public Bidding				6								
	Ink, EPSON 003,Genuine Cyan 65mL	4 btl	1,400.00	Public Bidding				4								
	Ink, EPSON 003,Genuine Magenta 65mL	4 btl	1,400.00	Public Bidding				4								
	Ink, EPSON 003,Genuine Yellow 65mL	4 btl	1,400.00	Public Bidding				4								
	Ink, Epson, genuine (C) T664, 70 ml	4 pieces	1,400.00	Public Bidding				4								
	Ink, Epson, genuine (M) T664, 70 ml	4 pieces	1,400.00	Public Bidding				4								
	Ink, Epson, genuine, (BK) T664, 70 ml	6 pieces	2,100.00	Public Bidding				6								
	Ink, Epson, genuine, (Y) T664, 70 ml	4 pieces	1,400.00	Public Bidding				4								
	Sub-Total		12,600.00													
	Office Supplies															
	Bleach, cleaner, 1 gal.	1 gallons	220.00	Public Bidding				1								
	Cartolina, Vellum, White, at least 180gsm	15 pcs	525.00	Public Bidding				15								
	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	10 boxes	200.00	Public Bidding				10								
	Envelope, Mailing, white, long, 500pcs/box	1 boxes	525.00	Public Bidding				1								
	Folder, File, Long, 14pts, White	20 piece	200.00	Public Bidding				20								
	Paper Laid A4, 90 gsm White	2 boxes	1,700.00	Public Bidding				2								
	Paper, Bond, A4, S-20, 70 gsm	28 reams	7,084.00	Public Bidding				28								
	Paper, Bond, Long, S-20, 70 gsm	40 reams	11,440.00	Public Bidding				40								
	Soap, Detergent, Powder, 1 kilo/pack, any scent	3 kl	450.00	Public Bidding				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
	<i>Sub-Total</i>		22,344.00													
TOTAL BUDGET:			34,944.00													

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

Prepared by: _____

CYNTHIA Y. MANZANO

Submitted by: _____

MARIA VANESSA E. GABUNADA
Unit Head/Project Leader

Date: **01/03/2025**