

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



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

SCAN HERE



PPMP-2024-0229-182198

INDICATIVE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2025

Unit/Office/Dept/Div: **Department of Mathematics**
 Project Code: **DMath-2025**
 Purpose: **For Higher Education Services**

Total Budget : **230,000.00**

Funding : **GF-MOOE**

PPMP #: **201-5-1503-2025-1-0-0**

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Fuel & Lubricants																
Gasoline	111	liter	68.00	7,548.00	111											
Sub-Total				7,548.00												
IT Supplies and Equipment																
RISO CV Ink 800 ml	3	btl	1,332.00	3,996.00	3											
RISO CV B4 Master 200 Cuts	2	roll	2,773.00	5,546.00	2											
Toner MP 2014H NRG Brand	2	btls	3,700.00	7,400.00	2											
OPC Drum for Gestetner MP2014D	1	pc	8,341.09	8,341.09	1											
Charge Roller for Gestetner MP2014D	1	pc	3,527.21	3,527.21	1											
Cleaning Blade for Gestetner MP2014D	1	pc	1,000.00	1,000.00	1											
Developer for Gestetner MP2014D	1	bag	5,577.50	5,577.50	1											
Computer Printer	1	unit	15,000.00	15,000.00	1											
HDMI to HDMI cable, 2M	3	piece	250.00	750.00	3											
Ink, EPSON 003,Genuine Cyan 65mL	7	btl	350.00	2,450.00	7											
Ink, EPSON 003,Genuine Magenta 65mL	9	btl	350.00	3,150.00	9											
Ink, Epson 003,Genuine Black 65mL	15	btl	350.00	5,250.00	15											
Ink, EPSON 003,Genuine Yellow 65mL	7	btl	350.00	2,450.00	7											
Ink, Epson, genuine (C) T664, 70 ml	3	pieces	350.00	1,050.00	3											
Ink, Epson, genuine (M) T664, 70 ml	5	pieces	350.00	1,750.00	5											
Ink, Epson, genuine, (BK) T664, 70 ml	8	pieces	350.00	2,800.00	8											
Ink, Epson, genuine, (Y) T664, 70 ml	3	pieces	350.00	1,050.00	3											
Sub-Total				71,087.80												

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Office Furniture & Fixture																
Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,	1	pc	12,000.00	12,000.00	1											
Office Table with 3 drawers, 150cm (W)x 70cm (D) x 75cm (H)	1	unit	14,999.00	14,999.00	1											
Projector Screen 100-inch pull up projector screen with stand	1	pcs	4,500.00	4,500.00	1											
Sub-Total				31,499.00												
Office Supplies																
Envelope, Expanding, Plastic, Long	20	pc	54.00	1,080.00	20											
Envelope, Expanding, with garter tie, brown, short	20	pc	20.00	400.00	20											
Envelope, Expanding, with garter tie, brown, long	20	pc	20.00	400.00	20											
Envelope, Document, White	50	pcs	10.00	500.00	50											
Folder, File, Long, 14pts, White	50	piece	10.00	500.00	50											
Folder, Expanded, Long (Brown)	50	pcs	30.00	1,500.00	50											
Staple Wire, #35	20	boxes	35.00	700.00	20											
Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	1	pcs	1,500.00	1,500.00	1											
Paper, Bond, A4, S-20, 70 gsm	90	reams	253.00	22,770.00	90											
Paper, Bond, A4, S-24, 80 gsm	20	reams	289.00	5,780.00	20											
Ink, Refill, for Whiteboard Marker, Blue, 30mL	60	btls	165.00	9,900.00	60											
Ink, Refill, for Whiteboard Marker, Red, 30mL	10	btls	165.00	1,650.00	10											
Pen, Whiteboard Marker, blue,	40	pieces	50.00	2,000.00	40											
Pen, Whiteboard Marker, red	15	pieces	50.00	750.00	15											
Dishwashing Paste	10	pc	70.00	700.00	10											
Dishwashing Liquid Soap, Refill 350ml	15	pack	150.00	2,250.00	15											
Eraser, whiteboard, magnetic flannel	4	pc	75.00	300.00	4											
Stapler, HD No.35	4	pc	400.00	1,600.00	4											
Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	10	pcs	140.00	1,400.00	10											
Detergent Soap Powder with Antibacterial, 500g	7	packs	60.00	420.00	7											
Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	11	pack	40.00	440.00	11											
A4 Photo Paper	10	packs	150.00	1,500.00	10											

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Index Tab, transparent, self-adhesive, transparent, 5sets/box	10	boxes	90.00	900.00	10											
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	10	tubes	220.00	2,200.00	10											
white vellum board paper	25	pack	33.00	825.00	25											
Folder, Expanded, Long (Light Blue)	30	pcs	30.00	900.00	30											
White Mailing Envelope, Long, 9 1/2 x 4 1/8	72	pcs	1.00	72.00	72											
Paper, Bond, Long, S-20, 70 gsm	18	reams	286.00	5,148.00	18											
Paper, Bond, Long, S-24, 80 gsm	10	reams	328.00	3,280.00	10											
Office Sofa Bed	1	pc	14,000.00	14,000.00	1											
Sub-Total				85,365.00												
Repair and Maintenance Services																
Repair and Maintenance (labor & materials needed)	1	lot	17,000.00	17,000.00	1											
Sub-Total				17,000.00												
Transportation																
Travel expenses	1	lot	17,500.00	17,500.00	1											
Sub-Total				17,500.00												
Grand Total				229,999.80												

Prepared by: 
GENALYN M. APAS

Submitted by: 
EUSEBIO R. LINA JR.
Unit Head/Project Leader

{{- Date: 02/29/2024

*Funding Sources: General Fund(GF), Trust Fund(TF, Special Trust Fund(STF), IGP, Supplemental or Augmentation

Note: Please make a separate PPMP for each funding source.

Categorize the entries such as Office Supplies, Office Appliance & Equipment, Office Furniture, Laboratory Supplies, IT Equipment, Construction & Electrical Supplies, Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies