

Draft

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



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

SCAN HERE



PPMP-2024-0926-225386

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2025

END-USER/UNIT: College of Arts and Sciences / Humanities and Social Sciences

PPMP #: PPMP-2025-092624-0626

CHARGED TO GF-MOOE

Project, Programs and Activities (PPAs):

For office supplies

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	7 set	560.00	Direct Contracting	7											
	Snacks PM	7 packs	560.00	Direct Contracting	7											
	Packed Meals for Lunch (200.00)	7 packs	1,400.00	Direct Contracting	7											
	Sub-Total		2,520.00													
	IT Supplies and Equipment															
	Document Scanner (2 sided colour scan)	1 pc	27,000.00	NP - Small Value Procurement	1											
	Ink, Epson 003,Genuine Black 65mL	30 btl	10,500.00	NP - Agency to Agency	30											
	Ink, EPSON 003,Genuine Cyan 65mL	7 btl	2,450.00	NP - Agency to Agency	7											
	Ink, EPSON 003,Genuine Magenta 65mL	7 btl	2,450.00	NP - Agency to Agency	7											
	Ink, EPSON 003,Genuine Yellow 65mL	7 btl	2,450.00	NP - Agency to Agency	7											
	Sub-Total		44,850.00													

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															
	1.0 HP Window Type Aircon inverter	7 unit	133,000.00	NP - Small Value Procurement	7											
	Sub-Total		133,000.00													
	Office Furniture & Fixture															
	Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,	1 pc	12,000.00	NP - Small Value Procurement	1											
	Sub-Total		12,000.00													
	Office Supplies															
	String Doormat/Rug/Basahan	4 pieces	400.00	NP - Agency to Agency	4											
	Paper, Bond, A4, S-24, 80 gsm	50 reams	14,450.00	NP - Agency to Agency	50											
	Paper, Bond, Long, S-24, 80 gsm	20 reams	6,560.00	NP - Agency to Agency	20											
	Pen, Ball, blue	30 pieces	300.00	NP - Agency to Agency	30											
	Gel Ink Sign Pen 0.5, blue	20 pcs	600.00	NP - Agency to Agency	20											
	Folder, Pressboard, US, Blue, Long	30 pieces	1,200.00	NP - Agency to Agency	30											
	Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm	1 pcs	820.00	NP - Agency to Agency	1											
	Record Book, Big, 300 pages	5 pcs	775.00	NP - Agency to Agency	5											
	Pen, Whiteboard Marker, black	10 pieces	500.00	NP - Agency to Agency	10											
	Ink, Refill, for Whiteboard Marker, Black, 30mL	5 btls	825.00	NP - Agency to Agency	5											
	STICKY NOTES 2 X 3 ASSORTED COLORS	14 pad	1,106.00	NP - Agency to Agency	14											
	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	1 pcs	300.00	NP - Agency to Agency	1											
	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	10 pack	650.00	NP - Agency to Agency	10											

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
	Tape, Double Sided, 1" x 10m	20 rolls	900.00	NP - Agency to Agency	20											
	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	4 pack	960.00	NP - Agency to Agency	4											
	7 in 1 set Office Supplies Organizer	1 unit	350.00	NP - Agency to Agency	1											
	Rag, (for cleaning & wiping)	10 pieces	50.00	NP - Agency to Agency	10											
	Wall Clock	1 pc	800.00	NP - Agency to Agency	1											
	Sub-Total		31,546.00													
TOTAL BUDGET:			223,916.00													

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: 
GLENN G. PAJARES
Unit Head/Project Leader


J 2 OCT 2024 Date: 09/26/2024

LUCIA M. FLORES