

☒ Original PPMF

☐ 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: **Office of the RDE Network Secretariat**
CHARGED TO GF-MOOE
Project, Programs and Activities(PPAs):
Office Supplies

PPMP #: **PPMP-2025-011625-0854**
Project Code: **RDE Network.A.III.C**

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															
	Assorted coffee, milo, sugar, creamier	55 pc	962.50	NP - Small Value Procurement			55									
	Sub-Total		962.50													
	Fuel & Lubricants															
	Diesel Fuel	142 L	9,940.00	NP - Small Value Procurement			142									
	Gasoline, (Unleaded)	130 L	11,050.00	NP - Small Value Procurement			130									
	Sub-Total		20,990.00													
	Office Equipment															
	Epson Eco Tank L3210 A4 All-in one Ink Tank Printer	1 unit	9,000.00	NP - Small Value Procurement			1									
	Ink, Epson 003,Genuine Black 65mL	10 btl	3,500.00	NP - Small Value Procurement			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
	Ink, EPSON 003,Genuine Cyan 65mL	5 bitl	1,750.00	NP - Small Value Procurement			5									
	Ink, EPSON 003,Genuine Magenta 65mL	5 bitl	1,750.00	NP - Small Value Procurement			5									
	Ink, EPSON 003,Genuine Yellow 65mL	5 bitl	1,750.00	NP - Small Value Procurement			5									
	Sub-Total		17,750.00													
	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															
	A4 Matte Photo Paper	20 packs	1,400.00	NP - Small Value Procurement			20									
	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	5 pcs	1,000.00	NP - Small Value Procurement			5									
	Alcohol, Ethyl, 70% solution, 500mL	4 bitl	500.00	NP - Small Value Procurement			4									
	Bathroom Deodorizer, with holder, at least 100g, any scent	2 pcs	160.00	NP - Small Value Procurement			2									
	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	2 boxes	50.00	NP - Small Value Procurement			2									
	Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box	1 boxes	65.00	NP - Small Value Procurement			1									
	Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box	1 boxes	76.00	NP - Small Value Procurement			1									

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	5 box of 50's	150.00	NP - Small Value Procurement			5									
	Clip, Paper, Small, Plastic Coated, 100pcs/box, (38mm)	5 boxes	100.00	NP - Small Value Procurement			5									
	Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)	1 pcs	520.00	NP - Small Value Procurement			1									
	Disinfectant Spray, 340g	2 can	930.00	NP - Small Value Procurement			2									
	Envelope, Expanding, with garter tie, blue, long	20 pc	400.00	NP - Small Value Procurement			20									
	Eraser, Rubber, high quality	2 pc	90.00	NP - Small Value Procurement			2									
	Fastener, Paper, plastic, 50 sets/box	2 boxes	80.00	NP - Small Value Procurement			2									
	Folder, Pressboard, US, Blue, Long	10 pieces	400.00	NP - Small Value Procurement			10									
	Folder, Pressboard, US, Blue, Short	10 piece	290.00	NP - Small Value Procurement			10									
	Glue Stick, All-purpose, at least 21g	5 pcs	275.00	NP - Small Value Procurement			5									
	Glue, Multi-Purpose, White, at least 130g (118mL)	2 btl's	180.00	NP - Small Value Procurement			2									
	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	2 btl's	320.00	NP - Small Value Procurement			2									
	Laminating Film, A4, 100 shts/box, 250 microns	1 boxes	1,430.00	NP - Small Value Procurement			1									

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, beige	1 ream	450.00	NP - Small Value Procurement			1									
	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, cream	1 ream	450.00	NP - Small Value Procurement			1									
	Paper, Bond, A4, S-24, 80 gsm	20 reams	5,780.00	NP - Small Value Procurement			20									
	Paper, Bond, Long, S-24, 80 gsm	5 reams	1,640.00	NP - Small Value Procurement			5									
	Paper, Fluorescent blue 18 x 24	5 pieces	150.00	NP - Small Value Procurement			5									
	Paper, Fluorescent gray 20 x 30	5 pieces	150.00	NP - Small Value Procurement			5									
	Paper, Fluorescent green 18 x 24	5 pieces	150.00	NP - Small Value Procurement			5									
	Paper, Fluorescent orange 18 x 24	5 pieces	150.00	NP - Small Value Procurement			5									
	Paper, Fluorescent pink 18 x 24	5 pieces	150.00	NP - Small Value Procurement			5									
	Paper, Fluorescent red 18 x 24	5 pieces	150.00	NP - Small Value Procurement			5									
	Paper, Fluorescent yellow 18 x 24	5 pieces	150.00	NP - Small Value Procurement			5									
	Paper, Fluorescent yellow green 18x24	1 reams	280.00	NP - Small Value Procurement			1									
	Pen, Permanent Marker, black, fine tip	10 pieces	600.00	NP - Small Value Procurement			10									

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Pen, Ball, blue	20 pieces	200.00	NP - Small Value Procurement			20									
	Pen, Ball, red	20 pieces	200.00	NP - Small Value Procurement			20									
	Pen, Highlighter, orange	10 pieces	460.00	NP - Small Value Procurement			10									
	Pen, Highlighter, yellow	10 pieces	450.00	NP - Small Value Procurement			10									
	Pen, Sign, .5mm, Gel-type, Black	20 piece	700.00	NP - Small Value Procurement			20									
	Pen, Sign, .5mm, Gel-type, Blue	38 piece	1,330.00	NP - Small Value Procurement			38									
	Pen, Sign, .5mm, Gel-type, Red	10 piece	350.00	NP - Small Value Procurement			10									
	Photo Paper Glossy A4	15 sheets	2,250.00	NP - Small Value Procurement			15									
	Pin, Map, round head, assid. Color	20 boxes	700.00	NP - Small Value Procurement			20									
	Plastic bag (sando bag) 100pcs/pack large	1 pack	110.00	NP - Small Value Procurement			1									
	Plastic bag (sando bag), jumbo size, 100 pcs/back	1 pack	200.00	NP - Small Value Procurement			1									
	Plastic bag (sando bag) 100 pc./pack medium	1 pack	90.00	NP - Small Value Procurement			1									
	Record Book, Big, 300 pages	2 pcs	310.00	NP - Small Value Procurement			2									

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
	Ring Binder, plastic, 10mm, 3/8" black	5 pieces	50.00	NP - Small Value Procurement			5									
	Ring Binder, plastic, 14mm, 9/16" black	5 pieces	75.00	NP - Small Value Procurement			5									
	Ring Binder, plastic, 20mm, 3/4" black	5 pieces	110.00	NP - Small Value Procurement			5									
	Ring Binder, plastic, 22mm, 7/8" black	5 pieces	135.00	NP - Small Value Procurement			5									
	Ring Binder, plastic, 38mm, 1-1/2" black	5 pieces	275.00	NP - Small Value Procurement			5									
	Ring Binder, plastic, 14mm, 5/8" black	5 pieces	90.00	NP - Small Value Procurement			5									
	Rolled Paper Towel, 2 plys good qty (Jumbo Towel)	70 rolls	7,700.00	NP - Small Value Procurement			70									
	Scissors, 6" heavy duty, good quality	2 piece	136.00	NP - Small Value Procurement			2									
	Scissors, 8" heavy duty, good quality	2 pieces	150.00	NP - Small Value Procurement			2									
	Soap, Dishwashing, Liquid, 250mL	4 blts	600.00	NP - Small Value Procurement			4									
	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	2 pack	170.00	NP - Small Value Procurement			2									
	Specialty board, short 8-1/2 x 11, 120 gsm, blue (10pcs/pack)	2 packs	130.00	NP - Small Value Procurement			2									
	Specialty board, short 8-1/2 x 11, 120 gsm, green (10pcs/pack)	2 pack	130.00	NP - Small Value Procurement			2									

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Specialty board, short 8-1/2 x 11, 120 gsm, light blue (10pcs/pack)	2 pack	130.00	NP - Small Value Procurement			2									
	Specialty board, short 8-1/2 x 11, 120 gsm, white (10pcs/pack)	10 pack	650.00	NP - Small Value Procurement			10									
	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	10 pack	650.00	NP - Small Value Procurement			10									
	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: light green (10pcs/pack)	10 pack	650.00	NP - Small Value Procurement			10									
	Sticky Note, 2 x 3, Yellow	5 pads	395.00	NP - Small Value Procurement			5									
	Tape, Double Sided, 1" x 10m	5 rolls	225.00	NP - Small Value Procurement			5									
	Tape, Double Sided, 2" x 10m	5 rolls	600.00	NP - Small Value Procurement			5									
	Tape, Double Sided, 3/4" x 10m	10 rolls	260.00	NP - Small Value Procurement			10									
	Tape, Masking, 1" x 25 yards	5 rolls	240.00	NP - Small Value Procurement			5									
	Tape, Masking, 1/2" x 25 yards	10 rolls	250.00	NP - Small Value Procurement			10									
	Tape, Packaging, 2" x 100 yards, Clear	2 rolls	150.00	NP - Small Value Procurement			2									
	Tape, Transparent, 12mm x 50m	5 rolls	340.00	NP - Small Value Procurement			5									
	white board	1 pcs	6,500.00	NP - Small Value Procurement			1									

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	White Board Marker Black	10 pc	850.00	NP - Small Value Procurement			10									
	White Board Marker Black Ink	1 500ml/bot	100.00	NP - Small Value Procurement			1									
	White Board Marker Blue	5 pc	425.00	NP - Small Value Procurement			5									
	White Board Marker Blue Ink	1 500ml/bot	100.00	NP - Small Value Procurement			1									
	Sub-Total		48,282.00													
TOTAL BUDGET:					99,984.50											

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

Prepared by: _____

MONICA E. SACMAR

Submitted by: _____

SANTIAGO TI PEÑA JR.
Unit Head/Project Leader

Date: 01/17/2025