

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

SCAN HERE



PPMP-2024-1226-242770

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2024

END-USER/UNIT: Internal Audit Service

CHARGED TO GF-MOOE

Project, Programs and Activities(PPAs):

for office use

PPMP #: PPMP-2024-121024-0631

Project Code: IASO-2026

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															
	Packed Meals (Lunch) Menu#3	33 pack	6,600.00	Public Bidding												33
	Snacks AM	33 set	2,640.00	Public Bidding												33
	Snacks PM	33 packs	2,640.00	Public Bidding												33
	Sub-Total		11,880.00													
	IT Supplies and Equipment															
	ASUS battery Laptop	1 pc	3,000.00	NP - Small Value Procurement												1
	Sub-Total		3,000.00													
	Office Equipment															
	All-in-One Ink Tank Printer with ADF	4 piece	62,000.00	Public Bidding												4
	ASUS Battery Laptop	1 pc	3,000.00	NP - Small Value Procurement												1
	Ink, Brother BT5000C Cyan	8 btls	4,000.00	NP - Small Value Procurement												8
	Ink, Brother BT5000M Magenta	8 btls	4,000.00	NP - Small Value Procurement												8

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, Brother BT5000Y Yellow	8 btls	4,000.00	NP - Small Value Procurement												8
	Ink, Brother BTD60BK, Black	10 btls	5,000.00	NP - Small Value Procurement												10
	Ink, Epson 003, Genuine Black 65mL	5 btl	1,750.00	NP - Small Value Procurement												5
	Ink, EPSON 003, Genuine Cyan 65mL	5 btl	1,750.00	NP - Small Value Procurement												5
	Ink, EPSON 003, Genuine Magenta 65mL	5 btl	1,750.00	NP - Small Value Procurement												5
	Ink, EPSON 003, Genuine Yellow 65mL	5 btl	1,750.00	NP - Small Value Procurement												5
	Sub-Total		89,000.00													
	Office Supplies															
	Alcohol isopropyl 70% solution, 500 ml, scented and with moisturizer, antiseptic, disinfectant	20 btl	2,800.00	NP - Small Value Procurement												20
	Alcohol, Isopropyl, 70% solution, 500mL	20 btls	2,800.00	NP - Small Value Procurement												20
	Clear Book (Display Book), Refillable, A4, 20 shfts, any color	4 pcs	268.00	NP - Small Value Procurement												4
	Envelop, short, expandable, hard, garterized, color green	12 pc	360.00	NP - Small Value Procurement												12
	Envelope, Brown, long, good quality	12 pcs	60.00	NP - Small Value Procurement												12
	Envelope, Brown, short, good quality	12 pc	60.00	NP - Small Value Procurement												12

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
	Envelope, Expanding, with garter tie, green, long	12 pc	360.00	NP - Small Value Procurement												12
	Folder, Ordinary, A4	30 pcs	210.00	NP - Small Value Procurement												30
	Glass cleaner 500ml lemon w/spray	4 btls	800.00	NP - Small Value Procurement												4
	Ink, for stamp pad, violet, 30mL, w/ applicator	2 btls	70.00	NP - Small Value Procurement												2
	Paper Construction Green 8.5x13"	5 pcs	250.00	NP - Small Value Procurement												5
	Paper, Bond, A4, S-24, 80 gsm	25 reams	7,225.00	Public Bidding												25
	Pen, ball-point, smooth ink, 0.7mm, Black	4 boxes	956.00	NP - Small Value Procurement												4
	Pen, ball-point, smooth ink, 0.7mm, Green	4 boxes	956.00	NP - Small Value Procurement												4
	Pen, ball-point, smooth ink, 0.7mm, Blue	4 boxes	956.00	NP - Small Value Procurement												4
	Pen, Highlighter, yellow	20 pieces	900.00	NP - Small Value Procurement												20
	Pen, Whiteboard Marker, black	3 pieces	150.00	NP - Small Value Procurement												3
	Pen, Whiteboard Marker, blue,	3 pieces	150.00	NP - Small Value Procurement												3
	Photo Paper Matte A4	4 sheets	320.00	NP - Small Value Procurement												4

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
	Photopaper, satin	4 pack	360.00	NP - Small Value Procurement												4
	Scissors, 6" heavy duty, good quality	4 piece	272.00	NP - Small Value Procurement												4
	Staple wire 23/6-13mm	6 boxes	2,400.00	NP - Small Value Procurement												6
	Staple Wire, #10	20 boxes	400.00	NP - Small Value Procurement												20
	Staple Wire, #35	6 boxes	210.00	NP - Small Value Procurement												6
	Stapler, HD No.35	3 pc	1,200.00	NP - Small Value Procurement												3
	Stapler, HD-# 10	2 pieces	240.00	NP - Small Value Procurement												2
	Tissue, Bathroom 3 ply, high absorbency, strong, hygienic, 12roll/pack	2 pack	702.00	NP - Small Value Procurement												2
	Sub-Total		25,435.00													
	TOTAL BUDGET:		129,315.00													

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

Prepared by: 
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Date: **12/26/2024**