

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



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

SCAN HERE



PPMP-2024-0924-224784

## INDICATIVE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) CY 2025

END-USER/UNIT: **Department of Arts, Languages, and Literature**

PPMP #: **PPMP-2025-092424-0068**

**CHARGED TO GF-MOOE**

Project, Programs and Activities(PPAs):

DALL Office Supplies and Equipment needed for 2025

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
	<b>Construction and Electrical Supplies</b>															
	Circuit breaker box type 30 amperes (Single Phase)	8 set	5,200.00	Public Bidding	8											
	<b>Sub-Total</b>		<b>5,200.00</b>													
	<b>IT Supplies and Equipment</b>															
	Epson 003 Ink Bottle for Epson L3150, Black	10 btls	4,000.00	Public Bidding	10											
	Epson 003 Ink Bottle for Epson L3150, CYAN	10 btls	4,000.00	Public Bidding	10											
	Epson 003 Ink Bottle for Epson L3150, MAGENTA	10 btls	4,000.00	Public Bidding	10											
	Epson 003 Ink Bottle for Epson L3150, YELLOW	10 btls	4,000.00	Public Bidding	10											
	<b>Sub-Total</b>		<b>16,000.00</b>													
	<b>Office Furniture &amp; Fixture</b>															
	Steel Cabinet, 4 Drawers w/ lock, Vertical, Dirty White	1 pieces	11,000.00	Public Bidding	1											
	<b>Sub-Total</b>		<b>11,000.00</b>													
	<b>Office Supplies</b>															
	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	10 pack	1,250.00	Public Bidding	10											
	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	10 pack	1,150.00	Public Bidding	10											
	Paper, Bond, A4, S-24, 80 gsm	60 reams	17,340.00	Public Bidding	60											
	Envelope, Brown, long, good quality	100 pcs	500.00	Public Bidding	100											
	Envelope, brown, ordinary, A4 size	100 pcs	1,000.00	Public Bidding	100											

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
Folder, Expanded, Long (Light Blue)	201 pcs	6,030.00	Public Bidding	201											
Envelope, Expanding, with garter tie, blue, long	201 pc	4,020.00	Public Bidding	201											
Envelope, Mailing, white, long, 500pcs/box	1 boxes	525.00	Public Bidding	1											
Folder, File, Long, 14pts, White	100 piece	1,000.00	Public Bidding	100											
Multi-Purpose Glue, 130 g	10 btl	600.00	Public Bidding	10											
Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear	2 boxes	1,700.00	Public Bidding	2											
Record Book, Big, 500 pages	70 pcs	12,950.00	Public Bidding	70											
Paper Clips Small Vinyl (50mm)	20 Box of 100's	800.00	Public Bidding	20											
Paper Clips Small Vinyl (33MM)	25 Box of 100's	875.00	Public Bidding	25											
Pencil, Lead, #2, w/ eraser	20 pieces	200.00	Public Bidding	20											
Pin, Push, hammerhead type, asstd colors 50s/pack	10 boxes	350.00	Public Bidding	10											
Gel Ink Sign Pen 0.5, black	100 pcs	2,500.00	Public Bidding	100											
Gel Ink Sign Pen 0.5, blue	100 pcs	3,000.00	Public Bidding	100											
Dong A My Gel Sign Pen Gel Ink 0.5mm Refill (12Pcs), BLUE	25 boxes	6,250.00	Public Bidding	25											
STICKY NOTE 3 X 3 ASSORTED COLORS	20 pad	1,580.00	Public Bidding	20											
Ink, Refill, for Whiteboard Marker, Blue, 30mL	6 btls	990.00	Public Bidding	6											
Pen, Whiteboard Marker, blue,	10 pieces	500.00	Public Bidding	10											
Binder Clip, 1.5", black	100 pcs	750.00	Public Bidding	100											
Binder Clip, 2-inch, 12 pcs/box	20 boxes	2,000.00	Public Bidding	20											
.75hp window-type aircon	8 unit	120,000.00	Public Bidding	8											
Data filer A4 Size	6 pcs	1,500.00	Public Bidding	6											
Green Data Filer, Legal, Double	18 pc	3,600.00	Public Bidding	18											
40 sheets effortless Heavy Duty Stapler paper book binders stapling machine standard school office s	1 pc	800.00	Public Bidding	1											
Transparent Tape (1")	12 rolls	300.00	Public Bidding	12											
Alchol, Isopropyl, 70% solution, 500mL, pump type	13 btls	3,250.00	Public Bidding	13											
Ballpen 50 Pieces, Blue	3 box of 50's	1,500.00	Public Bidding	3											
<b>Sub-Total</b>		<b>198,810.00</b>													
<b>TOTAL BUDGET:</b>		<b>231,010.00</b>													



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

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