

- ☒ Original PPMP
- ☐ 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: **Records and Archives Office**
CHARGED TO GF-MOOE
 Project, Programs and Activities (PPAs):
 For Office use

PPMP #: **PPMP-2025-011325-0845**
 Project Code: **RMA-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
	Communication/Courier Services															
	E-load card, Globe	3 piece	990.00	NP - Small Value Procurement		3										
	E-load card, Smart	3 piece	990.00	NP - Small Value Procurement		3										
	Sub-Total		1,980.00													
	Food & Food Ingredients															
	Meals - Packed Lunch	20 pack	4,000.00	Framework Agreement				20								
	Snacks AM (#1)	20 packs	1,600.00	Framework Agreement				20								
	Sub-Total		5,600.00													
	IT Supplies and Equipment															
	Power Supply	1 pc	4,000.00	NP - Small Value Procurement	1											
	Sub-Total		4,000.00													
	Office Equipment															

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
	Computer Printer, All-in-One/Multifunction Colored-Ink Tank	3 unit	42,000.00	NP - Small Value Procurement				3								
	Epson 001 ink, Black, 127ml, Genuine	1 btls	600.00	NP - Small Value Procurement						1						
	Epson 001 ink, Cyan, Genuine	1 btls	350.00	NP - Small Value Procurement						1						
	Epson 001 ink, Magenta, Genuine	1 btls	350.00	NP - Small Value Procurement						1						
	Epson 001 ink, Yellow, Genuine	1 btls	350.00	NP - Small Value Procurement						1						
	Epson LabelWorks Cartridge Label Tape 24 mm size	2 pcs	1,200.00	NP - Small Value Procurement			2									
	Ink, Epson 003,Genuine Black 65mL	1 btl	350.00	NP - Small Value Procurement						1						
	Ink, EPSON 003,Genuine Cyan 65mL	1 btl	350.00	NP - Small Value Procurement						1						
	Ink, EPSON 003,Genuine Magenta 65mL	1 btl	350.00	NP - Small Value Procurement						1						
	Ink, EPSON 003,Genuine Yellow 65mL	1 btl	350.00	NP - Small Value Procurement						1						
	Keyboard And Mouse Combo Bundle, USB powered	3 set	1,800.00	NP - Small Value Procurement					3							
	Overhead Document Scanner	1 unit	25,000.00	Public Bidding					1							
	UPS 1000VA-600W Uninterruptible Power Supply	3 unit	19,500.00	NP - Small Value Procurement			3									
	Sub-Total		92,550.00													
	Office Equipment and Appliances															

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
	Labelling Printer	1 unit	8,500.00	NP - Small Value Procurement			1									
	Sub-Total		8,500.00													
	Office Supplies															
	Air Purifier Large Room, 600 Sq Ft, 2021 Upgraded, True HEPA Filter, Active Charcoal, Ultraviolet Li	1 pcs	16,000.00	Public Bidding			1									
	Alcohol, Ethyl, 75% solution, 1 gallon	2 gallon	1,300.00	NP - Small Value Procurement			2									
	Cartolina, US, Light Blue, at least 160gsm	50 pcs	1,000.00	NP - Small Value Procurement				20						30		
	Cartolina, US, Red, at least 160gsm	50 pcs	700.00	NP - Small Value Procurement				20						30		
	Cartolina, US, Yellow, at least 160gsm	50 pcs	700.00	NP - Small Value Procurement				20						30		
	Correction Tape, 10 meters	5 pcs	160.00	NP - Small Value Procurement			5									
	Fastener, Paper, plastic, 50 sets/box	20 boxes	800.00	NP - Small Value Procurement			20									
	Folder, Expanded, Long (Red)	100 piece	3,000.00	NP - Small Value Procurement			100									
	Folder, File, Long, 14pts, White	300 piece	3,000.00	NP - Small Value Procurement			300									
	Laminating Film, A4, 100 shts/box, 250 microns	1 boxes	1,430.00	NP - Small Value Procurement				1								
	Neon Colored Paper assorted 250sheets per pack	2 pack	300.00	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
	Paper, Bond, A4, S-24, 80 gsm	50 reams	14,450.00	NP - Small Value Procurement			50									
	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	4 pack	1,000.00	NP - Small Value Procurement				4								
	Pen, Ball, blue	24 pieces	240.00	NP - Small Value Procurement		24										
	Puncher, Heavy Duty	2 pieces	900.00	NP - Small Value Procurement			2									
	Rubberband, #18, 350 gms/box	1 boxes	270.00	NP - Small Value Procurement				1								
	Staple Wire, #35	10 boxes	350.00	NP - Small Value Procurement				5						5		
	Staple wire, 1217FA-H, 120-160 sheets, 1000 staples per box	1 box of 50's	220.00	NP - Small Value Procurement				1								
	Stapler, HD No.35	3 pc	1,200.00	NP - Small Value Procurement					3							
	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	1 pcs	1,500.00	NP - Small Value Procurement			1									
	Tape Dispenser, 2" big, any color	1 piece	350.00	NP - Small Value Procurement				1								
	Tape, Duct, 2" x 25m, Black/Grey	20 rolls	3,600.00	NP - Small Value Procurement				10						10		
	Tape, Packaging, 2" x 100 yards, Clear	15 rolls	1,125.00	NP - Small Value Procurement				15								
	Transparent Tape (1")	10 rolls	250.00	NP - Small Value Procurement				10								

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	Transparent Tape (2")	10 rolls	400.00	NP - Small Value Procurement				10								
	Sub-Total		54,245.00													
	Professional Services															
	Portrait of Canvass with Frame and Glass	5 piece	25,000.00	NP-Scientific Scholarly or Artistic Work Exclusive Technology and Media Services				5								
	Sub-Total		25,000.00													
	TOTAL BUDGET:		191,875.00													

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:


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ALICIA M. FLORES

Date: **01/15/2025**