

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



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

SCAN HERE



PPMP-2024-0925-224987

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2025

END-USER/UNIT: **Department of Veterinary Para-Clinical Sciences**

PPMP #: **PPMP-2025-092524-0513**

CHARGED TO GF-MOOE

Project, Programs and Activities(PPAs):

Office supplies for the Department of Veterinary Paraclinical Sciences, College of Veterinary Medicine

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
	Construction and Electrical Supplies															
	Bulb, LED, 15W	36 pieces	10,800.00	NP - Small Value Procurement			12			12			12			
	Socket, Rubberized	12 pc	1,200.00	NP - Small Value Procurement			12									
	Louver Housing with LED Fluorescent Lamp(2 x 36W), Surface Type	5 set	6,000.00	NP - Small Value Procurement			5									
	Sub-Total		18,000.00													
	Food & Food Ingredients															
	Snacks AM	50 set	4,000.00	NP - Small Value Procurement				50								
	Snacks PM	50 packs	4,000.00	NP - Small Value Procurement				50								
	Sub-Total		8,000.00													
	Fuel & Lubricants															

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
	Gasoline (Unleaded) - For VSU Fuel Station	300 liters	25,500.00	NP - Small Value Procurement			100		100				100			
	Sub-Total		25,500.00													
	Hardware															
	Teflon Tape, 1/2"Ø x 10m	10 roll	500.00	NP - Small Value Procurement			5			5						
	Sub-Total		500.00													
	IT Supplies and Equipment															
	Epson 001 ink, Black, 127ml, Genuine	3 btls	1,800.00	NP - Small Value Procurement			3									
	Epson 001 ink, Magenta, Genuine	3 btls	1,050.00	NP - Small Value Procurement			3									
	Epson 001 ink, Yellow, Genuine	3 btls	1,050.00	NP - Small Value Procurement			3									
	Ink, Epson 003,Genuine Black 65mL	10 btl	3,500.00	NP - Small Value Procurement			10									
	Ink, EPSON 003,Genuine Cyan 65mL	5 btl	1,750.00	NP - Small Value Procurement			5									
	Computer Printer, All-in-One/Multifunction Colored-Ink Tank	2 unit	28,000.00	NP - Small Value Procurement			2									
	UPS 800W (for Computer)	3 unit	15,000.00	NP - Small Value Procurement			3									
	Sub-Total		52,150.00													
	Office Furniture & Fixture															
	Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,	2 pc	24,000.00	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
	Office table, metal legs, woodgrain top, good quality	1 pcs	15,000.00	NP - Small Value Procurement			1									
	Sub-Total		39,000.00													
	Office Supplies															
	5-Tier File Rack Metal Mesh Stackable Letter Tray Scratch-Resistant Magazine Letter Paper Document Home Office Desk Supplies	1 unit	450.00	NP - Small Value Procurement			1									
	Folder, File, Long, 14pts, White	200 piece	2,000.00	NP - Small Value Procurement			100			100						
	Envelope, Expanding, Plastic, Long	100 pc	5,400.00	NP - Small Value Procurement			50			50						
	Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	5 pcs	2,225.00	NP - Small Value Procurement			5									
	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	2 pcs	3,000.00	NP - Small Value Procurement			2									
	Photo Paper Matte A4	20 sheets	1,600.00	NP - Small Value Procurement			20									
	Pencil, #2, Medium, Yellow, 12pcs/box	6 Box of 12's	720.00	NP - Small Value Procurement			6									
	Nylon, #300, for grass cutter	5 kl	2,250.00	NP - Small Value Procurement			5									
	Pen Sign 0.7mm Gel type, blue	40 pc	1,960.00	NP - Small Value Procurement			20			20						
	Disinfectant Cleaner, multi-surface, scented	10 gal	4,200.00	NP - Small Value Procurement			10									
	Disinfectant Spray, 170g	8 can	2,240.00	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
	Alcohol, Ethyl, 70% solution, 1 gallon	3 gallons	1,800.00	NP - Small Value Procurement			3									
	Alcohol, Isopropyl, 70% solution, 500mL	3 btls	420.00	NP - Small Value Procurement			3									
	Soap, Dishwashing, Liquid, 250mL	12 btls	1,800.00	NP - Small Value Procurement			12									
	Soap, Toilet, regular size	30 pieces	1,350.00	NP - Small Value Procurement			30									
	Paper, Specialty 200gsm 8-1/2x11, 10s, White	20 packs	900.00	NP - Small Value Procurement			20									
	Correction Tape, 10 meters	12 pcs	384.00	NP - Small Value Procurement			12									
	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	10 pack	1,600.00	NP - Small Value Procurement			10									
	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	10 pack	2,400.00	NP - Small Value Procurement			5			5						
	Soap, Detergent, Liquid, 1 gal, any scent	2 gal	800.00	NP - Small Value Procurement			2									
	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	3 pcs	4,500.00	NP - Small Value Procurement			3									
	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	5 boxes	750.00	NP - Small Value Procurement			5									
	Tape, Masking, 1" x 25 yards	10 rolls	480.00	NP - Small Value Procurement			10									
	Tape, Masking, 1/2" x 25 yards	10 rolls	250.00	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
	Tape, Masking, 2" x 25 yards	10 rolls	950.00	NP - Small Value Procurement			10									
	Tape, Duct, 2" x 25m, Black/Grey	10 rolls	1,800.00	NP - Small Value Procurement			10									
	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	10 pcs	1,950.00	NP - Small Value Procurement			10									
	Paper, Bond, A4, S-24, 80 gsm	50 reams	14,450.00	NP - Small Value Procurement			25			25						
	Sub-Total		62,629.00													
	Vehicle Supplies															
	Diesel fuel	300 liters	25,200.00	NP - Small Value Procurement			100		100				100			
	Sub-Total		25,200.00													
	TOTAL BUDGET:		230,979.00													

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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Unit Head/Project Leader

Date: **09/25/2024**