

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

SCAN HERE



PPMP-2024-0925-224940

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2025

END-USER/UNIT: Legal Office

CHARGED TO GF-MOOE

Project, Programs and Activities(PPAs):

OFFICE EQUIPMENT/SUPPLY

PPMP #: PPMP-2025-092424-0026

| 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 |
| | IT Supplies and Equipment | | | | | | | | | | | | | | | |
| | Ink, Epson 003,Genuine Black 65mL | 12 btl | 4,200.00 | NP - Small Value Procurement | 12 | | | | | | | | | | | |
| | Sub-Total | | 4,200.00 | | | | | | | | | | | | | |
| | Office Equipment | | | | | | | | | | | | | | | |
| | 18" STAND FAN | 1 pcs | 2,500.00 | NP - Small Value Procurement | 1 | | | | | | | | | | | |
| | Air Conditioner, 1.5HP, Split Type, Wall Mounted, Deluxe Inverter | 1 unit | 40,000.00 | NP - Small Value Procurement | 1 | | | | | | | | | | | |
| | Sub-Total | | 42,500.00 | | | | | | | | | | | | | |
| | Office Furniture & Fixture | | | | | | | | | | | | | | | |
| | Lounge Sofa set with center table | 1 set | 16,400.00 | NP - Small Value Procurement | 1 | | | | | | | | | | | |
| | Office Table with Mobile Pedestal | 1 pc | 12,500.00 | NP - Small Value Procurement | 1 | | | | | | | | | | | |
| | Sub-Total | | 28,900.00 | | | | | | | | | | | | | |
| | Office Supplies | | | | | | | | | | | | | | | |

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|------|--|-----------------|------------------|-----------------------|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | | | | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| | Paper, Bond, A4, S-24, 80 gsm | 10 reams | 2,890.00 | NP - Agency to Agency | 10 | | | | | | | | | | | |
| | Paper, Bond, Long, S-24, 80 gsm | 10 reams | 3,280.00 | NP - Agency to Agency | 10 | | | | | | | | | | | |
| | Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box | 5 boxes | 125.00 | NP - Agency to Agency | 5 | | | | | | | | | | | |
| | Ink, Refill, for Whiteboard Marker, Blue, 30mL | 4 btls | 660.00 | NP - Agency to Agency | 4 | | | | | | | | | | | |
| | Whiteboard, Wall Mount, 3' x 4', w/ aluminum frame | 1 pcs | 1,680.00 | NP - Agency to Agency | 1 | | | | | | | | | | | |
| | Pen, Whiteboard Marker, blue, | 5 pieces | 250.00 | NP - Agency to Agency | 5 | | | | | | | | | | | |
| | Stamp Pad, 4 x 2.75" (Purple) | 2 pc | 120.00 | NP - Agency to Agency | 2 | | | | | | | | | | | |
| | STICKY NOTE 3 X 3 ASSORTED COLORS | 5 pad | 395.00 | NP - Agency to Agency | 5 | | | | | | | | | | | |
| | Sticky Note, 2 x 3, Yellow | 5 pads | 395.00 | NP - Agency to Agency | 5 | | | | | | | | | | | |
| | Stapler, HD No.35 | 2 pc | 800.00 | NP - Agency to Agency | 2 | | | | | | | | | | | |
| | Staple wire remover, Plier type, Metal | 3 piece | 300.00 | NP - Agency to Agency | 3 | | | | | | | | | | | |
| | Staple Wire, #35 | 20 boxes | 700.00 | NP - Agency to Agency | 20 | | | | | | | | | | | |
| | Dong A My Gel Sign Pen Gel Ink 0.5mm Refill (12Pcs), BLUE | 20 boxes | 5,000.00 | NP - Agency to Agency | 20 | | | | | | | | | | | |
| | Pencil, #2, Medium, Yellow, 12pcs/box | 2 Box of 12's | 240.00 | NP - Agency to Agency | 2 | | | | | | | | | | | |
| | Scissors, 8" heavy duty, good quality | 2 pieces | 150.00 | NP - Agency to Agency | 2 | | | | | | | | | | | |
| | Green Data Filer, Legal, Double | 31 pc | 6,200.00 | NP - Agency to Agency | 31 | | | | | | | | | | | |
| | Eraser, whiteboard, magnetic flannel | 2 pc | 150.00 | NP - Agency to Agency | 2 | | | | | | | | | | | |
| | Photo Paper Glossy A4 | 1 sheets | 150.00 | NP - Agency to Agency | 1 | | | | | | | | | | | |
| | Tape, Double Sided, 2" x 10m | 2 rolls | 240.00 | NP - Agency to Agency | 2 | | | | | | | | | | | |

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|----------------------|--------------------------------|-----------------|-------------------|-----------------------|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | | | | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| | Transparent Tape (1") | 11 rolls | 275.00 | NP - Agency to Agency | 11 | | | | | | | | | | | |
| | Correction Tape, 8m x 5mm wide | 10 pc | 400.00 | NP - Agency to Agency | 10 | | | | | | | | | | | |
| | Sub-Total | | 24,400.00 | | | | | | | | | | | | | |
| TOTAL BUDGET: | | | 100,000.00 | | | | | | | | | | | | | |

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

Prepared by: _____

GRECILDA F. PABROQUEZ

Submitted by: _____

RYSAN C. GUINOCOR
Unit Head/Project Leader

Date: **09/25/2024**



ALICIA M. FLORES ✓

