

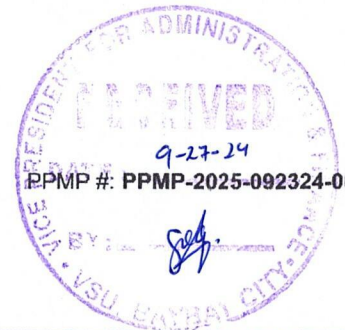
Original PPMP
 Revised (Changed items, same budget)
 Supplemental



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):

Disposition of Records/Caters to Request of Records/Facilitate Control of Records (Digitization of Records)/Archival of Records

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															
	Snacks AM (#1)	20 packs	1,600.00	Framework Agreement			20									
	Meals - Packed Lunch	20 pack	4,000.00	Framework Agreement			20									
	Sub-Total		5,600.00													
	IT Supplies and Equipment															
	UPS 1000VA-600W Uninterruptible Power Supply	3 unit	19,500.00	NP - Small Value Procurement		3										
	Keyboard And Mouse Combo Bundle, USB powered	3 set	1,800.00	NP - Small Value Procurement		3										
	Computer Printer, All-in-One/Multifunction Colored-Ink Tank	3 unit	42,000.00	NP - Small Value Procurement		3										
	Overhead Document Scanner	1 unit	25,000.00	Public Bidding		1										

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
	Epson LabelWorks Cartridge Label Tape 24 mm size	2 pcs	1,200.00	NP - Small Value Procurement		2										
	Sub-Total		89,500.00													
	Office Equipment															
	Labelling Printer	1 unit	8,500.00	NP - Small Value Procurement		1										
	Sub-Total		8,500.00													
	Office Supplies															
	Paper, Bond, A4, S-24, 80 gsm	50 reams	14,450.00	NP - Agency to Agency		50										
	Folder, File, Long, 14pts, White	300 piece	3,000.00	NP - Agency to Agency		300										
	Fastener, Paper, plastic, 50 sets/box	20 boxes	800.00	NP - Agency to Agency			20									
	Laminating Film, A4, 100 shts/box, 250 microns	1 boxes	1,430.00	NP - Small Value Procurement				1								
	Rubberband, #18, 350 gms/box	1 boxes	270.00	NP - Small Value Procurement			1									
	Tape, Packaging, 2" x 100 yards, Clear	5 rolls	375.00	NP - Agency to Agency			5									
	Cartolina, US, Yellow, at least 160gsm	50 pcs	700.00	NP - Agency to Agency				20							30	
	Cartolina, US, Red, at least 160gsm	50 pcs	700.00	NP - Agency to Agency				20							30	
	Cartolina, US, Light Blue, at least 160gsm	50 pcs	1,000.00	NP - Agency to Agency				20							30	
	Puncher, Heavy Duty	2 pieces	900.00	NP - Small Value Procurement				2								
	Stapler, HD No.35	3 pc	1,200.00	NP - Small Value Procurement				3								
	Staple Wire, #35	10 boxes	350.00	NP - Small Value Procurement	5		5									
	Air Purifier Large Room, 600 Sq Ft, 2021 Upgraded, True HEPA Filter, Active Charcoal, Ultraviolet Li	1 pcs	16,000.00	Public Bidding	1											
	Folder, Expanded, Long (Red)	100 piece	3,000.00	NP - Agency to Agency			100									

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, Duct, 2" x 25m, Black/Grey	2 rolls	360.00	NP - Agency to Agency			2									
	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	1 pcs	1,500.00	NP - Small Value Procurement				1								
	Staple wire, 1217FA-H, 120-160 sheets, 1000 staples per box	1 box of 50's	220.00	NP - Small Value Procurement				1								
	Transparent Tape (2")	10 rolls	400.00	NP - Agency to Agency			10									
	CONTINGENCY FUND	1 lot	15,000.00	Public Bidding	1											
	Sub-Total		61,655.00													
	Professional Services															
	Portrait of Canvass with Frame and Glass	5 piece	25,000.00	NP - Scientific, Scholarly			3		2							
	Sub-Total		25,000.00													
TOTAL BUDGET:			192,235.00													

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

Prepared by: 
MARIA ROBERTA S. MIRAFLOR

Submitted by: 
MARIA ROBERTA S. MIRAFLOR
 Unit Head/Project Leader


 Date: **09/27/2024**

ALICIA M. FLORES