

- ☒ Original PMP
- ☐ 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: College of Agricultural & Food Science
CHARGED TO TF
 Project, Programs and Activities(PPAs):
 Day to day operation of the ASTHRDP office.

PPMP #: **PPMP-2025-112824-0801**
 Project Code: **ASTHRDP-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
	Office Equipment and Appliances															
	Hot & Cold water dispenser	1 unit	14,500.00	NP - Small Value Procurement			1									
	Sub-Total		14,500.00													
	Office Supplies															
	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	4 tubes	880.00	NP - Small Value Procurement			4									
	Alcohol, Isopropyl, 70% solution, 500mL, pump type	6 btl's	1,500.00	NP - Small Value Procurement			6									
	Alcohol, Isopropyl, 70% solution, 500mL	12 btl's	1,680.00	NP - Small Value Procurement			12									
	Broom, Soft (Tambo), Large, Heavy Duty	1 pcs	250.00	NP - Small Value Procurement			1									
	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	10 boxes	300.00	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
	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	10 boxes	600.00	NP - Small Value Procurement			10									
	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	10 boxes	250.00	NP - Small Value Procurement			10									
	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	10 boxes	750.00	NP - Small Value Procurement			10									
	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	10 boxes	250.00	NP - Small Value Procurement			10									
	Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box	5 boxes	325.00	NP - Small Value Procurement			5									
	Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box	5 boxes	715.00	NP - Small Value Procurement			5									
	Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box	5 boxes	380.00	NP - Small Value Procurement			5									
	Clip, Metal Bulldog, 3" (approx. 76.2mm), 12 pcs/box	5 boxes	960.00	NP - Small Value Procurement			5									
	Correction Pen, rolling ball-metal tip	4 pc	880.00	NP - Small Value Procurement			4									
	Correction Tape, 8m x 5mm wide	4 pc	160.00	NP - Small Value Procurement			4									
	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	2 pcs	500.00	NP - Small Value Procurement			2									
	Dust pan, plastic, stand-up handle, large	1 pc	140.00	NP - Small Value Procurement			1									
	Empty Water Bottle (5 gallon), round, blue	2 pc	380.00	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
	Envelope, Document, Brown, 150 lbs, Long	10 pc	70.00	NP - Small Value Procurement			10									
	EPSON INK bit 664 black	5 bit	2,500.00	NP - Small Value Procurement			5									
	Folder, File, Long, 14pts, White	107 piece	1,070.00	NP - Small Value Procurement	57		50									
	Hand Sprayer, plastic, 200 ml cap.	2 pieces	260.00	NP - Small Value Procurement	2											
	Magazine Box / Data File Box / Datafilter, horizontal, made of chipboards, closed ends, Legal (Double)	10 pcs	1,950.00	NP - Small Value Procurement		10										
	Notebook, ordinary 60 leaves, 60 gsm	4 pieces	52.00	NP - Small Value Procurement			4									
	Paper, Bond, A4, S-24, 80 gsm	30 reams	8,670.00	NP - Small Value Procurement		15	15									
	Pen, Ball, blue	10 pieces	100.00	NP - Small Value Procurement			10									
	Pen, Sign, .5mm, Gel-type, Blue	2 piece	70.00	NP - Small Value Procurement			2									
	Pen, Technical , 0.5 mm	1 piece	800.00	NP - Small Value Procurement			1									
	Pencil, Charcoal	4 pieces	400.00	NP - Small Value Procurement			4									
	Puncher, 2 holes, heavy duty	2 pieces	1,800.00	NP - Small Value Procurement			2									
	Scissors, 6" heavy duty, good quality	2 piece	136.00	NP - Small Value Procurement			2					7				

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
	Soap, Detergent, Liquid, 1 gal, any scent	3 gal	1,200.00	NP - Small Value Procurement			3									
	Soap, Detergent, Powder, 1 kilo/pack, any scent	3 kl	450.00	NP - Small Value Procurement			3									
	Soap, Dishwashing, Liquid, 250ml	4 bls	600.00	NP - Small Value Procurement			4									
	Soap, Toilet, guest size	4 pieces	140.00	NP - Small Value Procurement			4									
	Staple Wire No. 35-5M Leg Length 6mm (1/4")	10 boxes	800.00	NP - Small Value Procurement			10									
	Sticky Note, 2 x 3, Yellow	8 pads	632.00	NP - Small Value Procurement			8									
	Sticky Note, 3 x 3, Yellow	8 pads	672.00	NP - Small Value Procurement			8									
	Tape, Foam, Double Sided, 1/2" x 5m	6 rolls	312.00	NP - Small Value Procurement			6									
	Tape, Transparent, 12mm x 50m	6 rolls	408.00	NP - Small Value Procurement			6									
	Tissue, Bathroom, 2 Ply, 12rolls/pack	6 pack	1,500.00	NP - Small Value Procurement			6									
	Sub-Total		35,492.00													
	TOTAL BUDGET:		49,992.00													

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

Prepared by: _____

RICA ROSE . MAHIPOS

Submitted by: _____

VICTOR B. ASIO
Unit Head/Project Leader

Date: 12/09/2024