

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



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

SCAN HERE



PPMP-2024-1010-229719

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)  
 CY 2025

END- **University Disaster Risk Reduction and Management, Safety**  
 USER/UNIT: **and Security Office**

CHARGED TO **GF-MOOE**

Project, Programs and Activities(PPAs):

Office Supplies

PPMP #: **PPMP-2025-100224-0753**

Project Code: **UDRRMSSO 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
	<b>Office Equipment</b>															
	Mobile Phone (Android)	2 pcs	44,000.00	Public Bidding		2										
	<b>Sub-Total</b>		<b>44,000.00</b>													
	<b>Office Supplies</b>															
	Alcohol, Ethyl, 70% solution, 500mL	15 btls	1,875.00	NP - Agency to Agency	15											
	Battery, Alkaline, 9 volts	5 pcs	1,050.00	NP - Agency to Agency	5											
	Battery, Alkaline, Size: C, 2pcs/pack	12 pack	1,140.00	NP - Agency to Agency	12											
	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	5 box of 50's	150.00	NP - Agency to Agency	5											
	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	5 boxes	100.00	NP - Agency to Agency	5											
	Envelope, Document, Brown, 150 lbs, Short	10 pc	50.00	NP - Agency to Agency	10											
	Envelope, Document, Brown, 150 lbs, Long	20 pc	140.00	NP - Agency to Agency	20											
	Envelope, Mailing, white, long, 500pcs/box	4 boxes	2,100.00	NP - Agency to Agency	4											



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
	Laminating Film, A3, 100 shts/box, 250 microns	1 box of 50's	3,745.00	NP - Agency to Agency	1											
	Paper, Bond, A4, S-24, 80 gsm	30 reams	8,670.00	NP - Agency to Agency	15						15					
	Paper, Bond, Long, S-24, 80 gsm	10 reams	3,280.00	NP - Agency to Agency	5						5					
	Paper, Bond, Short, S-24, 80 gsm	10 reams	2,770.00	NP - Agency to Agency	5						5					
	Pen, Ball, blue	40 pieces	400.00	NP - Agency to Agency	40											
	Pin, Push, hammerhead type, asstd colors 50s/pack	3 boxes	105.00	NP - Agency to Agency	3											
	Staple Wire, #35	6 boxes	210.00	NP - Agency to Agency	6											
	Stapler, HD No.35	2 pc	800.00	NP - Agency to Agency	2											
	Record Book, Big, 300 pages	15 pcs	2,325.00	NP - Agency to Agency	10						5					
	Record Book, Big, 500 pages	29 pcs	5,365.00	NP - Agency to Agency	15						14					
	Toilet Bowl Cleaner, at least 500ml	5 btl	900.00	NP - Agency to Agency	5											
	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	2 pcs	400.00	NP - Agency to Agency	2											
	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	10 boxes	750.00	NP - Agency to Agency	10											
	Folder, File, Long, 14pts, White	50 piece	500.00	NP - Agency to Agency	25						25					
	Envelope, Expanding, with garter tie, blue, long	10 pc	200.00	NP - Agency to Agency	10											
	Glue, Multi-Purpose, White, at least 130g (118mL)	5 btls	450.00	NP - Agency to Agency	5											
	Flashlight, rechargeable, LED, 220-240V 50/60Hz, duration time: 10 hrs (low torch), 2.5 hrs (high torch)	10 pcs	16,750.00	NP - Agency to Agency				10								
	Infinity Rain Coat (free size)	55 pcs	33,000.00	NP - Agency to Agency				55								
	smartphone load	1 Yearly	7,400.00	NP - Agency to Agency	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 L6290 001 Ecotank Ink Black	7 btls	4,200.00	NP - Agency to Agency				7								
	Epson L6290 001 Ecotank Ink Yellow	5 btls	2,000.00	NP - Agency to Agency				5								
	Epson L6290 001 Ecotank Ink Magenta	5 btls	2,000.00	NP - Agency to Agency				5								
	Epson L6290 001 Ecotank Ink Cyan	5 btls	2,000.00	NP - Agency to Agency				5								
	<b>Sub-Total</b>		<b>104,825.00</b>													
	<b>Office Supplies and General Merchandise Products</b>															
	Heavy Duty Rain Boots	55 pcs	33,000.00	NP - Agency to Agency				55								
	<b>Sub-Total</b>		<b>33,000.00</b>													
	<b>TOTAL BUDGET:</b>		<b>181,825.00</b>													

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

Prepared by: \_\_\_\_\_

**JUDE D. JOSON**

Submitted by: \_\_\_\_\_

**JULIUS V. ABELA**  
Unit Head/Project Leader

Date: **10/10/2024**