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PR-2025-0219-255209



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





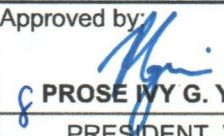
## PURCHASE REQUEST

PPMP No. : **PPMP-2025-021725-0972**Dept./Office: **PO**PR No.: **GF-2025-02-00202**Date: **02-19-2025**Section/End-User: **Junegil S. Fabular**Category: **Office Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU-COA 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Computer Keyboard USB</b>	pcs	1	400.00		400.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• <b>Type:</b> Standard Keyboard with 104 Keys</li> <li>• <b>Connection:</b> USB</li> <li>• <b>Key Caps:</b> Low profile</li> <li>• <b>Key Noise:</b> Minimum</li> <li>• <b>Key Layout:</b> Laser printed</li> <li>• <b>Design:</b> Spill resistant</li> </ul>						
2	<b>Computer Printer, All-in-One/Multifunction Colored-Ink Tank</b>	unit	1	14,000.00		14,000.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• <b>Type:</b> All-in-One/Multifunction Colored-Ink Tank</li> <li>• <b>Functions:</b> Print, Copy, Scan</li> <li>• <b>Printing Technology:</b> Dye Ink</li> <li>• <b>Print Resolution:</b> 5,760 x 1,440 DPI</li> <li>• <b>Nozzle Configuration:</b> 180 Nozzles Black, 59 Nozzles per Color</li> <li>• <b>Minimum Droplet Size:</b> 3 pl with Variable-Sized Droplet Technology</li> <li>• <b>Ink Technology:</b> Dye Ink</li> <li>• <b>Ultra-Low-Cost Printing:</b> <ul style="list-style-type: none"> <li>◦ <b>Black:</b> Up to 4,500 pages</li> <li>◦ <b>Color:</b> Up to 7,500 pages</li> </ul> </li> <li>• <b>Ink Filling System:</b> Next-generation ink bottles for hassle and mess-free refills</li> <li>• <b>Connectivity:</b> <ul style="list-style-type: none"> <li>◦ <b>Wi-Fi</b></li> <li>◦ <b>Wi-Fi Direct</b></li> <li>◦ <b>Mobile Printing Apps</b></li> </ul> </li> <li>• <b>Special Features:</b> Borderless photo printing</li> </ul>						
3	<b>Ink Cartridge, HP680, black</b>	pcs	3	465.00		1,395.00
4	<b>Ink Cartridge, HP680, tri color</b>	pcs	3	465.00		1,395.00
5	<b>Ink, Epson 003,Genuine Black 65mL</b>	btl	3	350.00		1,050.00

6	Ink, EPSON 003,Genuine Cyan 65mL	btl	3	350.00		1,050.00
7	Ink, EPSON 003,Genuine Magenta 65mL	btl	3	350.00		1,050.00
8	Ink, EPSON 003,Genuine Yellow 65mL	btl	3	350.00		1,050.00
9	Ink, Epson, genuine (C) T664, 70 ml	pieces	5	350.00		1,750.00
10	Ink, Epson, genuine (M) T664, 70 ml	pieces	5	350.00		1,750.00
11	Ink, Epson, genuine, (BK) T664, 70 ml	pieces	5	350.00		1,750.00
12	Ink, Epson, genuine, (Y) T664, 70 ml	pieces	5	350.00		1,750.00
<b>TOTAL</b>						<b>28,390.00</b>

Purpose: FOR OFFICE USE

Checked by:  <b>NORMAN O. VILLAS</b> TWG - Office Equipment		Funds Available:  <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE	
Signature:	Prepared by:  <b>JUNEGIL S. FABULAR</b>	Noted by:  <b>FLERIDA RUTH R. QUIMBO</b>	Approved by:  <b>PROSE W. G. YEPES</b>
Printed Name:		STATE AUDITOR III / OIC, AUDIT TEAM LEADER	PRESIDENT, VSU 2/24/25
Designation:			



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



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PPMP-2025-0217-254443

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)  
 CY 2025

END-USER/UNIT: **Commission on Audit**

CHARGED TO **GF-MOOE**

Project, Programs and Activities(PPAs):

VSU COA

PPMP #: **PPMP-2025-021725-0972**

Project Code: **VSU-COA 2025**

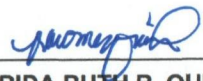
Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	<b>Hardware</b>															
	LED Bulb, 13 watts, 87% Energy Saving	20 pcs	5,000.00	Public Bidding							20					
	<b>Sub-Total</b>		<b>5,000.00</b>													
	<b>Office Equipment</b>															
	Computer Keyboard USB	1 pcs	400.00	Public Bidding							1					
	Computer Printer, All-in-One/Multifunction Colored-Ink Tank	1 unit	14,000.00	Public Bidding							1					
	Ink Cartridge, HP680, black	3 pcs	1,395.00	Public Bidding							3					
	Ink Cartridge, HP680, tri color	3 pcs	1,395.00	Public Bidding							3					
	Ink, Epson 003,Genuine Black 65mL	3 btl	1,050.00	Public Bidding							3					
	Ink, EPSON 003,Genuine Cyan 65mL	3 btl	1,050.00	Public Bidding							3					
	Ink, EPSON 003,Genuine Magenta 65mL	3 btl	1,050.00	Public Bidding							3					
	Ink, EPSON 003,Genuine Yellow 65mL	3 btl	1,050.00	Public Bidding							3					
	Ink, Epson, genuine (C) T664, 70 ml	5 pieces	1,750.00	Public Bidding							5					
	Ink, Epson, genuine (M) T664, 70 ml	5 pieces	1,750.00	Public Bidding							5					
	Ink, Epson, genuine, (BK) T664, 70 ml	5 pieces	1,750.00	Public Bidding							5					
	Ink, Epson, genuine, (Y) T664, 70 ml	5 pieces	1,750.00	Public Bidding							5					
	<b>Sub-Total</b>		<b>28,390.00</b>													
	<b>Office Supplies</b>															
	Alcohol, Isopropyl, 70% solution, 500mL	10 btl	1,400.00	Public Bidding							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
	Bundy Clock	1 unit	10,500.00	Public Bidding							1					
	Bundy Clock Time Card	1 pack of 100's	250.00	Public Bidding							1					
	Floor Mop	3 pieces	900.00	Public Bidding							3					
	Folder, File, Long, 14pts, White	250 piece	2,500.00	Public Bidding							250					
	Glue, Multi-Purpose, White, at least 130g (118mL)	10 btls	900.00	Public Bidding							10					
	Masking Tape, 1"	3 rolls	180.00	Public Bidding							3					
	Paper, Bond, Long, S-24, 80 gsm	25 reams	8,200.00	Public Bidding							25					
	Paper, Bond, Short, S-24, 80 gsm	25 reams	6,925.00	Public Bidding							25					
	Ring Binder, plastic, 22mm, 7/8" black	10 pieces	270.00	Public Bidding							10					
	Ring Binder, plastic, 38mm , 1-1/2" black	10 pieces	550.00	Public Bidding							10					
	Rubber band	5 boxes	150.00	Public Bidding							5					
	Toilet Bowl and Urinal Cleaner, at least 500mL	5 btls	625.00	Public Bidding							5					
	<b>Sub-Total</b>		<b>33,350.00</b>													
	<b>Office Supplies and General Merchandise Products</b>															
	CONTINGENCY FUND COA	1 lot	8,000.00	Public Bidding							1					
	<b>Sub-Total</b>		<b>8,000.00</b>													
<b>TOTAL BUDGET:</b>			<b>74,740.00</b>													

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

Prepared by:   
**JUNEGIL S. FABULAR**  
 State Auditor I/Audit Team Member

Submitted by:   
**FLERIDA RUTH R. QUIMBO**  
 State Auditor III / OIC, Audit Team Leader

RECEIVED  
 19 FEB 2025  
  
**ALICIA M. FLORES**  
 Date: 02/18/2025