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PR-2024-1004-227835

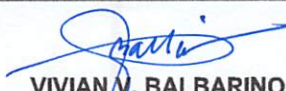
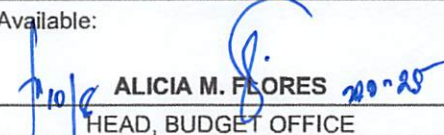


Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
 Visca, Baybay City, Leyte

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0080**Dept./Office: **PLBO**PR No.: **GF-2024-10-02101**Date: **10-04-2024**Section/End-User: **Reinalyn P. Gumba**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **PLBO-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	40 sheets effortless Heavy Duty Stapler paper book binders stapling machine standard school office s	pc	3	800.00		2,400.00
<b>Specification:</b>  Stapling Thickness: 40 Sheets Uses 24/8mm and 26/8mm staples Material: Plastic, Metal Size: approx.15x4x9.5cm/5.91x1.57x3.74in Optional Colors: Light Gray, Deep Gray, Black Quantity: 1 Pc						
2	Binder Clip, 1.5", black	pcs	50	7.50		375.00
3	Binder Clip, 2-inch, 12 pcs/box	boxes	5	100.00		500.00
<b>Specification:</b>  - Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black						
4	Correction Tape, 10 meters	pcs	8	32.00		256.00
5	Fastener, Paper, non-rust metal, 50 sets/box	boxes	8	50.00		400.00
6	Folder, Pressboard, US, Blue, Long	pieces	10	40.00		400.00
<b>Specification:</b>  <b>Feature:</b> The board must be thick and firm						
7	Folder, Pressboard, US, Green, Long	pcs	30	35.00		1,050.00
8	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00

<b>Specification:</b>						
bright white, high premium quality						
9	Paper, Bond, Long, S-24, 80 gsm	reams	20	328.00		6,560.00
<b>Specification:</b>						
bright white, high premium quality						
10	Pen, Highlighter, yellow	pieces	8	45.00		360.00
11	Pen, Sign, .5mm, Gel-type, Blue	piece	12	35.00		420.00
12	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	5	120.00		600.00
<b>Specification:</b>						
?Attr: Pencil Medium #2 with black lead						
?Color: Yellow						
?Packaging Size: 12 pencils per box						
13	Rubberband, #18, 350 gms/box	boxes	1	270.00		270.00
14	Ruler, Plastic, 12"	pieces	4	15.00		60.00
15	Staple Wire, #35	boxes	8	35.00		280.00
16	STICKY NOTE 3 X 3 ASSORTED COLORS	pad	5	79.00		395.00
<b>TOTAL</b>						<b>20,106.00</b>
Purpose: For office use						
Checked by:				Funds Available:		
 <b>VIVIAN V. BALBARINO</b> TWG - Office Supplies <i>px 10/12/24</i>				 <b>ALICIA M. FLORES</b> <i>2024-25</i> HEAD, BUDGET OFFICE		
Signature:	Prepared by:	Noted by:		Approved by:		
Printed Name:	<b>REINALYN P. GUMBA</b>	<b>FLORANTE G. DIDAL</b>		<b>PROSE IVY G. YEPES</b>		
Designation:		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		



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



Republic of the Philippines  
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PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)  
 CY 2025

END-USER/UNIT: **Payroll and Leave Benefits Office**

CHARGED TO **GF-MOOE**

Project, Programs and Activities (PPAs):

PPMP #: **PPMP-2025-092524-0080**

1. Crafting of Work Attendance and Leave Manual for Faculty and Staff
2. Payroll preparation
3. Leave administration

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>Fuel &amp; Lubricants</b>															
	Diesel Fuel	100 L	7,000.00	Public Bidding	100											
	<b>Sub-Total</b>		<b>7,000.00</b>													
	<b>IT Supplies and Equipment</b>															
	External Hard Disk Drive (Portable, 2TB), USB 3.1	1 unit	4,200.00	Public Bidding	1											
	Ink, Epson 003, Genuine Black 65mL	15 btl	5,250.00	Public Bidding	15											
	Ink, EPSON 003, Genuine Cyan 65mL	4 btl	1,400.00	Public Bidding	4											
	Ink, EPSON 003, Genuine Magenta 65mL	4 btl	1,400.00	Public Bidding	4											
	Headset, USB Wired, Noise Cancelling, Rotatable Mic. Boom	1 unit	1,500.00	Public Bidding	1											
	Ink, EPSON 003, Genuine Yellow 65mL	4 btl	1,400.00	Public Bidding	4											
	TN2560XL Toner Cart	2 btls	7,680.00	Public Bidding	2											
	Desktop Computer, Assembled, 12th Gen Core i5, SSD and HDD	1 sets	49,000.00	Public Bidding	1											
	<b>Sub-Total</b>		<b>71,830.00</b>													
	<b>Office Supplies</b>															
	Fastener, Paper, non-rust metal, 50 sets/box	8 boxes	400.00	Public Bidding	8											



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
	Paper, Bond, Long, S-24, 80 gsm	20 reams	6,560.00	Public Bidding	20											
	Paper, Bond, A4, S-24, 80 gsm	20 reams	5,780.00	Public Bidding	20											
	Folder, Pressboard, US, Blue, Long	10 pieces	400.00	Public Bidding	10											
	Folder, Pressboard, US, Green, Long	30 pcs	1,050.00	Public Bidding	30											
	40 sheets effortless Heavy Duty Stapler paper book binders stapling machine standard school office s	3 pc	2,400.00	Public Bidding	3											
	Staple Wire, #35	8 boxes	280.00	Public Bidding	8											
	Correction Tape, 10 meters	8 pcs	256.00	Public Bidding	8											
	Pencil, #2, Medium, Yellow, 12pcs/box	5 Box of 12's	600.00	Public Bidding	5											
	Ruler, Plastic, 12"	4 pieces	60.00	Public Bidding	4											
	Binder Clip, 2-inch, 12 pcs/box	5 boxes	500.00	Public Bidding	5											
	Binder Clip, 1.5", black	50 pcs	375.00	Public Bidding	50											
	Pen, Sign, .5mm, Gel-type, Blue	12 piece	420.00	Public Bidding	12											
	Pen, Highlighter, yellow	8 pieces	360.00	Public Bidding	8											
	STICKY NOTE 3 X 3 ASSORTED COLORS	5 pad	395.00	Public Bidding	5											
	Rubberband, #18, 350 gms/box	1 boxes	270.00	Public Bidding	1											
	<b>Sub-Total</b>		<b>20,106.00</b>													
<b>TOTAL BUDGET:</b>			<b>98,936.00</b>													

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

Prepared by: Reinalyn P. Gumba 9/30/24  
**REINALYN P. GUMBA**

Submitted by: Florante G. Didal  
**FLORANTE G. DIDAL**  
 Unit Head/Project Leader

**RECEIVED**  
 Date: 09/30/2024  
**ATILAN G. NILES**