

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
	Disinfectant Spray, 340g	3 can	1,395.00	NP - Agency to Agency			3									
	Paper, Bond, A4, S-24, 80 gsm	50 reams	14,450.00	NP - Agency to Agency			50									
	Paper, Bond, Long, S-24, 80 gsm	20 reams	6,560.00	NP - Agency to Agency			20									
	Paper, Bond, A3, S-24, 80 gsm	1 reams	580.00	NP - Agency to Agency			1									
	Folder, File, Long, 14pts, White	200 piece	2,000.00	NP - Agency to Agency			200									
	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	6 pack	1,500.00	NP - Agency to Agency			6									
	Waterproof Printable Vinyl Sticker Paper, Glossy A4 Size, (20 Sheet)	10 packs	3,000.00	NP - Agency to Agency			10									
	Glue Pen, Clear, 50mL	10 tubes	250.00	NP - Agency to Agency			10									
	Sub-Total		45,806.00													
	TOTAL BUDGET:		68,006.00													

68,006.00
paper

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

Prepared by: Elizabeth A. Itallio II

Submitted by: RYSAN C. GUINOCOR
Unit Head/Project Leader



Date: 09/25/2024

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
	Sub-Total		3,000.00													
	Office Furniture & Fixture															
	Monobloc chairs	10 piece	4,000.00	NP - Small Value Procurement			10									
	Sub-Total		4,000.00													
	Office Supplies															
	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	6 pack	690.00	NP - Agency to Agency			6									
	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	6 pack	750.00	NP - Agency to Agency			6									
	Alcohol, Ethyl, 70% solution, 1 gallon	5 gallons	3,000.00	NP - Agency to Agency			5									
	Cork Board, Wall Mount, w/ aluminum frame, 3' x 4'	1 pcs	1,640.00	NP - Agency to Agency			1									
	Pen, Sign, .5mm, Gel-type, Blue	108 piece	3,780.00	NP - Agency to Agency			108									
	Pen, Whiteboard Marker, black	10 pieces	500.00	NP - Agency to Agency			10									
	Pen, Whiteboard Marker, red	10 pieces	500.00	NP - Agency to Agency			10									
	Pen, Whiteboard Marker, blue,	10 pieces	500.00	NP - Agency to Agency			10									
	Pencil, Lead, #2, w/ eraser	30 pieces	300.00	NP - Agency to Agency			30									
	Clear Book (Display Book), Refillable, Legal, 20 shts, any color	4 pcs	312.00	NP - Agency to Agency			4									
	Tape, Double Sided, 3/4" x 10m	5 rolls	130.00	NP - Agency to Agency			5									
	Tape, Packaging, 2" x 100 yards, Clear	3 rolls	225.00	NP - Agency to Agency			3									
	Tape, Masking, 1" x 25 yards	3 rolls	144.00	NP - Agency to Agency			3									
	Tape, Transparent, 24mm x 50m	5 rolls	600.00	NP - Agency to Agency			5									
	DATA FILE BOX/BOX FILE/MAGAZINE BOX MADE OF CHIPBOARD SIZE: 15.5" X 9.5" X 4.5" RED/MAROON	20 piece	3,000.00	NP - Agency to Agency			20									

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

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PPMP-2024-0925-224884

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2025



END-USER/UNIT: Administrative Services Office

CHARGED TO GF-MOOE

Project, Programs and Activities (PPAs):

FOR OFFICE SUPPLY USE

DATE: 9-26-24

PPMP #: PPMP-2025-092424-0016

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
	IT Supplies and Equipment															
	2 Line VOIP Phone	1 unit	7,500.00	NP - Small Value Procurement			1									
	Ink, Epson 003, Genuine Black 65mL	5 btl	1,750.00	NP - Small Value Procurement			5									
	Ink, EPSON 003, Genuine Magenta 65mL	6 btl	2,100.00	NP - Small Value Procurement			6									
	Ink, EPSON 003, Genuine Yellow 65mL	5 btl	1,750.00	NP - Small Value Procurement			5									
	Ink, EPSON 003, Genuine Cyan 65mL	6 btl	2,100.00	NP - Small Value Procurement			6									
	photocopier monochrome	1 unit	50,000.00	Public Bidding			1									
	Sub-Total		65,200.00	15,200.00												
	Office Equipment															
	heavy duty foldable table	1 pcs	3,000.00	NP - Small Value Procurement			1									