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PR-2025-0106-243856



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0464**Dept./Office: **IHK**PR No.: **STF-2025-01-00019**Date: **01-06-2025**Section/End-User: **Marvin B. Bandalan**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **IHK Lab Share**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Chalk, Colored, Dustless, 12 pcs/box	boxes	5	30.00		150.00
2	Dust pan, plastic, stand-up handle, small	pc	4	75.00		300.00
3	Duster, Feather	pcs	3	56.00		168.00
4	Nylon, #300, for grass cutter	kl	5	450.00		2,250.00
5	Pencil, Lead, #2, w/ eraser	pieces	2	10.00		20.00
6	Universal socket adapter	pc	8	34.00		272.00
7	Wax, Floor, paste type, red, at least 900g/can	cans	4	532.00		2,128.00
TOTAL						5,288.00

Purpose: For IHK use

Checked by: VIVIAN Y. BALBARINO TWG - Office Supplies <i>170-25</i>		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE <i>FF 49 UNIT 1ST</i>	
Signature: Printed Name: Designation:	Prepared by: MARVIN B. BANDALAN	Noted by: ANDREW A. MAZO UNIT HEAD, PROJECT LEADER	Approved by: PROSE IVY G. YEPES PRESIDENT, VSU

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



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PPMP-2024-0925-225012

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2025

END-USER/UNIT: Institute of Human Kinetics

PPMP #: PPMP-2025-092524-0464

CHARGED TO STF

Project, Programs and Activities (PPAs):

For IHK use

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
	Construction and Electrical Supplies															
	Electrical Wire, THHN/THWN, AWG 8 (8mm2), Stranded, 150 meters/box	1 boxes	9,750.00	Public Bidding			1									
	Electrical Circuit Breaker, 30A, (Box type)	6 pc	3,300.00	Public Bidding			6									
	Circuit breaker 15A, surface type, 2-pole	2 pcs	500.00	NP - Small Value Procurement			2									
	Electrical Wire, PDX Gauge 12, 75 meters per roll	2 roll	10,000.00	Public Bidding				2								
	Bulb, LED, 15W	20 pieces	6,000.00	Public Bidding				20								
	Bulb Socket, PVC	20 pc	1,000.00	Public Bidding				20								
	Electrical Tape, Vinyl	4 rolls	300.00	NP - Small Value Procurement				4								
	Electrical Outlet, 3 gang universal outlet with ground, (surface type)	6 pcs	900.00	NP - Small Value Procurement				6								
	Electrical, male plug, 3 pin	10 pcs	650.00	NP - Small Value Procurement				10								
	Stand Fan, 405 mm diameter, 220 volts	5 unit	12,500.00	Public Bidding								5				
	Good Lumber, 2"x 6" x 12'	5 length	7,000.00	Public Bidding				5								

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		51,900.00													
	Hardware															
	Plywood, Marine, 1/4"(thickness) x 4' x 8'	20 piece	11,600.00	Public Bidding				20								
	Plywood, Marine, 1/2"(thickness) x 4' x 8'	5 piece	5,500.00	Public Bidding				5								
	Plywood, Marine, 3/4"(thickness) x 4' x 8'	10 piece	16,500.00	Public Bidding				10								
	Wood Glue	1 gallon	1,000.00	Public Bidding				1								
	Nails, Common Wire, 3"	3 kl	270.00	Public Bidding				3								
	Nails, Common Wire, 4"	3 kl	270.00	Public Bidding				3								
	Nails, Common Wire, 2"	3 kl	270.00	Public Bidding				3								
	Nails, Common Wire, 1"	2 kl	180.00	Public Bidding				2								
	Sub-Total		35,590.00													
	IT Supplies and Equipment															
	RISO CV B4 Master 200 Cuts	6 roll	16,638.00	Direct Contracting			6									
	Sub-Total		16,638.00													
	Office Supplies															
	Nylon, #300, for grass cutter,	5 kl	2,250.00	Public Bidding			5									
	Universal socket adapter	8 pc	272.00	NP - Small Value Procurement			8									
	Duster, Feather	3 pcs	168.00	NP - Small Value Procurement			3									
	Dust pan, plastic, stand-up handle, small	4 pc	300.00	NP - Small Value Procurement			4									
	Chalk, Colored, Dustless, 12 pcs/box	5 boxes	150.00	NP - Small Value Procurement			5									
	Wax, Floor, paste type, red, at least 900g/can	4 cans	2,128.00	Public Bidding			4									
	Pencil, Lead, #2, w/ eraser	2 pieces	20.00	NP - Small Value Procurement			2									
	Sub-Total		5,288.00													

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
TOTAL BUDGET:			109,416.00													

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

Prepared by: 94
MARVIN B. BANDALAN

Submitted by: [Signature]
ANDREW A. MAZO
Unit Head/Project Leader

RECEIVED
J 2 OCT 2024
Date: 09/27/2024
AUCIAL FLORES