

to: PMRRO

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PR-2024-1007-228097

10-14-CY



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0574**

Dept./Office: **PMRRO**

PR No.: **GF-2024-10-02191**

Date: **10-07-2024**

Section/End-User: **Jessica L. Constantino**

Category: **Office Equipment**

Funding Source: **General Fund - MOOE**

Project Title/Code: **PMRRO-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Desktop Computer, Assembled, 12th Gen Core i5, SDD and HDD	sets	1	49,000.00		49,000.00

Specification:

- **Processor:** Intel® Core i5 12th Gen with Intel® UHD Graphics 730 or higher
- **Motherboard:**
 - Intel® H610 Chipset for 12th Gen Intel® Core™ Series Processors
 - Dual Channel Non-ECC Unbuffered DDR4, 2 DIMMs
 - 6+1+1 Hybrid Digital VRM Design
 - Intel® GbE LAN
 - NVMe PCIe 3.0 x4 M.2
 - High Quality Audio Capacitors and Audio Noise Guard
 - mATX form factor or higher
- **RAM:** 16GB DDR4 3200 MHz or higher
- **Storage:**
 - SSD: 512GB NVMe PCIe Gen 3x4
 - HDD: 1TB 7200 RPM
- **Power Supply:** 650W 80 Plus Bronze Certified
- **Casing:** mATX casing with transparent acrylic side panel
- **Monitor:** 24" IPS, 72% NTSC color gamut with 75Hz refresh rate
- **Keyboard and Mouse Combo:**
 - Spill-resistant design
 - Keyboard with up to 5 million keystrokes (excluding number lock key)
 - Full-sized ambidextrous optical mouse
- **Operating System:** Genuine Windows 11

2	External Hard Disk Drive (Portable, 2TB), USB 3.1	unit	1	4,200.00		4,200.00
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Specification:

- **Interface:** USB 3.1 (Max. 5Gb/s)
- **Capacity:** 2TB
- **Texture:** Plastic/Rubber
- **Shock-Absorbing:** Yes
- **Operating Voltage:** DC 5V, 900mA
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System Requirements:

- Windows XP / Vista / 7 / 8 / 8.1 / 10
- Mac OS X 10.6 or later
- Linux Kernel 2.6 or later

3	Headset, USB Wired, Noise Cancelling, Rotatable Mic. Boom	unit	1	1,500.00		1,500.00
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Specification:**Specifications:**

- **Design:** Lightweight
- **Ear Cushions:** Superior quality
- **Microphone:** Noise-cancelling unidirectional mic with a rotatable boom
- **Volume Control:** Built-in volume switch
- **Chipset:** Digital Signal Processing (DSP) Stereo Chipset
- **Speaker Unit:** 40mm HD driver
- **Headset Frequency Response:** 20Hz - 20kHz
- **Sensitivity:** 105dB
- **Impedance:** 32 ohms
- **Microphone Frequency Response:** 100Hz - 10kHz
- **Microphone Sensitivity:** -44dB
- **Connection:** USB Wired

Warranty:

- **Duration:** 1-Year Manufacturer Warranty

4	Ink, Epson 003,Genuine Black 65mL	btl	12	350.00		4,200.00
5	Ink, EPSON 003,Genuine Cyan 65mL	btl	5	350.00		1,750.00
6	Ink, EPSON 003,Genuine Magenta 65mL	btl	5	350.00		1,750.00
7	Ink, EPSON 003,Genuine Yellow 65mL	btl	5	350.00		1,750.00
	TOTAL					64,150.00

Purpose: for office use

Checked by:

NORMAN O. VILLAS

TWG - Office Equipment

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Prepared by:

JESSICA L. CONSTANTINO

Noted by:

HONEY SOFIA V. COLIS

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-2024-1001-226584

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) CY 2025

END-USER/UNIT: Performance Management and Rewards & Recognition Office

CHARGED TO GF-MOOE

Project, Programs and Activities (PPAs):

1. Enhancement of Strategic Performance Management System (SPMS)
2. Submission of OPCR and IPCR Performance review compliant to CSC/DBM circulars
3. Enhancement of R&R System
4. Crafting of PRAISE Manual
5. Grants of Rewards and Recognition & Observance of CSC Month Celebration and VSU Anniversary

PPMP #: PPMP-2025-092524-0574

Project Code: PMRRO-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
	Fuel & Lubricants															
	Diesel Fuel	50 L	3,500.00	Public Bidding			25				25					
	Sub-Total		3,500.00													
	IT Supplies and Equipment															
	Ink, Epson 003, Genuine Black 65mL	12 btl	4,200.00	Public Bidding	12											
	Ink, EPSON 003, Genuine Cyan 65mL	5 btl	1,750.00	Public Bidding	5											
	Ink, EPSON 003, Genuine Magenta 65mL	5 btl	1,750.00	Public Bidding	5											
	Ink, EPSON 003, Genuine Yellow 65mL	5 btl	1,750.00	Public Bidding	5											
	External Hard Disk Drive (Portable, 2TB), USB 3.1	1 unit	4,200.00	Public Bidding	1											
	Headset, USB Wired, Noise Cancelling, Rotatable Mic. Boom	1 unit	1,500.00	Public Bidding	1											

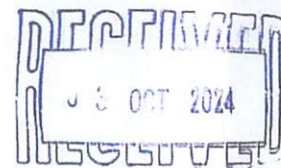
Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (In quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Desktop Computer, Assembled, 12th Gen Core i5, SSD and HDD	1 sets	49,000.00	Public Bidding	1											
	Sub-Total		64,150.00													
	Office Supplies															
	Paper, Bond, A4, S-24, 80 gsm	15 reams	4,335.00	Public Bidding	15											
	Paper, Bond, Long, S-24, 80 gsm	5 reams	1,640.00	Public Bidding	5											
	Approved Stamp with Date Line and Signature Line (BLUE)	1 pcs	320.00	Public Bidding	1											
	Alcohol, Ethyl, 70% solution, 500ml	5 btl	625.00	Public Bidding	5											
	Folder, File, Long, 14pts, White	20 piece	200.00	Public Bidding	20											
	Tape, Double Sided, 1" x 10m	5 rolls	225.00	Public Bidding	5											
	Tape, Double Sided, 2" x 10m	5 rolls	600.00	Public Bidding	5											
	Folder, Pressboard, US, Green, Long	20 pcs	700.00	Public Bidding	20											
	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	10 pack	2,500.00	Public Bidding	10											
	Paper, Photo, matte finish, 146GSM, 10 shts/pack	10 pack	750.00	Public Bidding	10											
	Record Book, Big, 300 pages	3 pcs	465.00	Public Bidding	3											
	Data Filer, Big size, Legal	5 pieces	2,500.00	Public Bidding	5											
	Binder Clip, 1.5", black	30 pcs	225.00	Public Bidding	30											
	Binder Clip, 2-inch, 12 pcs/box	5 boxes	500.00	Public Bidding	5											
	Pencil, Lead, #2, w/ eraser	10 pieces	100.00	Public Bidding	10											
	STICKY NOTE 3 X 3 ASSORTED COLORS	10 pad	790.00	Public Bidding	10											
	Vellum Paper A4	2 reams	580.00	Public Bidding	2											
	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	5 pack	250.00	Public Bidding	5											
	Pen, Highlighter, yellow	5 pieces	225.00	Public Bidding	5											
	Envelope, Expanding, with garter tie, green, long	10 pc	300.00	Public Bidding	10											
	40 sheets effortless Heavy Duty Stapler paper book binders stapling machine standard school office s	1 pc	800.00	Public Bidding	1											
	Staple Wire, #35	5 boxes	175.00	Public Bidding	5											
	Staple Wire, #10	5 boxes	100.00	Public Bidding	5											
	Clip Board, Plastic, with PVC Cover, Long, any color	2 pcs	444.00	Public Bidding	2											
	Pen, Sign, .5mm, Gel-type, Blue	10 piece	350.00	Public Bidding	10											
	L-Type Folder 12pcs Clear/Transparent A4	10 pack	840.00	Public Bidding	10											
	Sub-Total		20,539.00													

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:			88,189.00													

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

Prepared by: *Jessica L. Constantino*
JESSICA L. CONSTANTINO

Submitted by: *Honey Sofia V. Colis*
HONEY SOFIA V. COLIS
Unit Head/Project Leader



Date: 10/01/2024

