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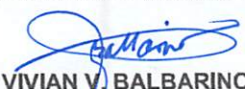




Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0574**Dept./Office: **PMRRO**PR No.: **GF-2024-10-02194**Date: **10-07-2024**Section/End-User: **Jessica L. Constantino**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **PMRRO-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	1	800.00		800.00
Specification: 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	Alcohol, Ethyl, 70% solution, 500mL	btls	5	125.00		625.00
Specification: ?Eliminates at least 99.9% of germs ?Safe on skin ?At least 70% solution Rubbing alcohol ?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan ?Brand offer should be at least 10 years in the market ?at least 5 years expiry						
3	Approved Stamp with Date Line and Signature Line (BLUE)	pcs	1	320.00		320.00
Specification: -With Date Line -With Signature Line						
4	Binder Clip, 1.5", black	pcs	30	7.50		225.00
5	Binder Clip, 2-inch, 12 pcs/box	boxes	5	100.00		500.00
Specification: - Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black						

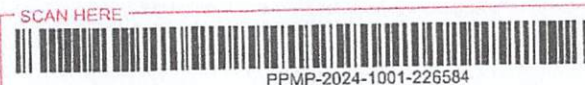
6	Clip Board, Plastic, with PVC Cover, Long, any color	pcs	2	222.00		444.00
7	Data Filer, Big size, Legal	pieces	5	500.00		2,500.00
8	Envelope, Expanding, with garter tie, green, long	pc	10	30.00		300.00
9	Folder, File, Long, 14pts, White	piece	20	10.00		200.00
10	Folder, Pressboard, US, Green, Long	pcs	20	35.00		700.00
11	L-Type Folder 12pcs Clear/Transparent A4	pack	10	84.00		840.00
Specification: Transparent L Type File Folder, A4 12 pcs/pack						
12	Paper, Bond, A4, S-24, 80 gsm	reams	15	289.00		4,335.00
Specification: bright white, high premium quality						
13	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
Specification: bright white, high premium quality						
14	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	10	250.00		2,500.00
15	Paper, Photo, matte finish, 146GSM, 10 shts/pack	pack	10	75.00		750.00
16	Pen, Highlighter, yellow	pieces	5	45.00		225.00
17	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00		350.00
18	Pencil, Lead, #2, w/ eraser	pieces	10	10.00		100.00
19	Record Book, Big, 300 pages	pcs	3	155.00		465.00
20	Staple Wire, #10	boxes	5	20.00		100.00
21	Staple Wire, #35	boxes	5	35.00		175.00
22	STICKY NOTE 3 X 3 ASSORTED COLORS	pad	10	79.00		790.00
23	Tape, Double Sided, 1" x 10m	rolls	5	45.00		225.00
24	Tape, Double Sided, 2" x 10m	rolls	5	120.00		600.00
25	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	pack	5	50.00		250.00
26	Vellum Paper A4	reams	2	290.00		580.00
Specification: 100pc/pack 220gsm A4 Vellum, white color						

TOTAL					20,539.00
Purpose: for office use					
Checked by:			Funds Available:		
 VIVIAN V. BALBARINO			 ALICIA M. FLORES m-25		
TWG - Office Supplies 10/7/24			HEAD, BUDGET OFFICE		
Signature: Printed Name: Designation:	Prepared by:		Noted by:		Approved by:
	 JESSICA L. CONSTANTINO		 HONEY SOFIA V. COLIS		 PROSE IVY G. YEPES
	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		

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



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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											

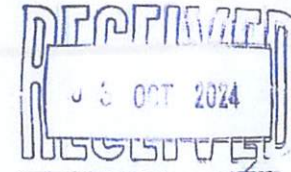
Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (in quantiles)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Desktop Computer, Assembled, 12th Gen Core i5, SSD and HDD	1 sets	49,000.00	Public Bidding	1											
	Sub-Total		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 btls	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	485.00	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

AUCIAM. FERRER

