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PR-2025-0219-255211



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-021725-0972**Dept./Office: **PO**PR No.: **GF-2025-02-00203**Date: **02-19-2025**Section/End-User: **Junegil S. Fabular**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU-COA 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	10	140.00		1,400.00
2	Bundy Clock	unit	1	10,500.00		10,500.00
Specification: <ul style="list-style-type: none"> · 2-color printing accurately identifies tardiness · Power failure backup battery · Supports 12hr or 24hr time format · Automatic card feed and release · Automatic column shifting · Time programmable alarm with musical melody · For a maximum of 100 employees <p>Power Supply: AC220V / 230V (50 / 60Hz) Power Consumption: Min. 3W; Max. 20W Printing Speed: 26 timed per minute (max.) Mounting Type: Wall-mount or Desk-mount</p>						
3	Bundy Clock Time Card	pack of 100's	1	250.00		250.00
Specification: <p>Standard Time Card for Bundy Clocks.</p> <ul style="list-style-type: none"> > Standard Time Card > 3.35 x 7.48 inches (L x H) > 6 Columns > 100 pcs 						
4	Floor Mop	pieces	3	300.00		900.00
Specification: <p>plastic, with handle, heavy duty</p>						
5	Folder, File, Long, 14pts, White	piece	250	10.00		2,500.00

6	Glue, Multi-Purpose, White, atleast 130g (118mL)	btls	10	90.00		900.00
7	Masking Tape, 1"	rolls	3	60.00		180.00
8	Paper, Bond, Long, S-24, 80 gsm	reams	25	328.00		8,200.00

Specification:

bright white, high premium quality


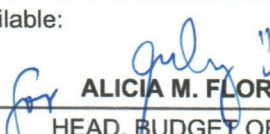
9	Paper, Bond, Short, S-24, 80 gsm	reams	25	277.00		6,925.00
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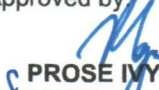
Specification:

bright white, high premium quality

10	Ring Binder, plastic, 22mm, 7/8" black	pieces	10	27.00		270.00
11	Ring Binder, plastic, 38mm, 1-1/2" black	pieces	10	55.00		550.00
12	Rubber band	boxes	5	30.00		150.00
13	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	5	125.00		625.00
TOTAL						33,350.00

Purpose: FOR OFFICE USE

Checked by:	Funds Available:
 VIVIAN V. BALBARINO	 ALICIA M. FLORES
TWG - Office Supplies & 2/20/25	HEAD, BUDGET OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
	 JUNEGIL S. FABULAR	 FLERIDA RUTH R. QUIMBO	 PROSEMY G. YEPES
Printed Name:		STATE AUDITOR III / OIC, AUDIT TEAM LEADER	PRESIDENT, VSU
Designation:			2/24/25

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



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PPMP-2025-0217-254443

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2025

END-USER/UNIT: **Commission on Audit**

CHARGED TO GF-MOOE

Project, Programs and Activities(PPAs):

VSU COA

PPMP #: **PPMP-2025-021725-0972**

Project Code: **VSU-COA 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
	Hardware															
	LED Bulb, 13 watts, 87% Energy Saving	20 pcs	5,000.00	Public Bidding							20					
	Sub-Total		5,000.00													
	Office Equipment															
	Computer Keyboard USB	1 pcs	400.00	Public Bidding							1					
	Computer Printer, All-in-One/Multifunction Colored-Ink Tank	1 unit	14,000.00	Public Bidding							1					
	Ink Cartridge, HP680, black	3 pcs	1,395.00	Public Bidding							3					
	Ink Cartridge, HP680, tri color	3 pcs	1,395.00	Public Bidding							3					
	Ink, Epson 003,Genuine Black 65mL	3 btl	1,050.00	Public Bidding							3					
	Ink, EPSON 003,Genuine Cyan 65mL	3 btl	1,050.00	Public Bidding							3					
	Ink, EPSON 003,Genuine Magenta 65mL	3 btl	1,050.00	Public Bidding							3					
	Ink, EPSON 003,Genuine Yellow 65mL	3 btl	1,050.00	Public Bidding							3					
	Ink, Epson, genuine (C) T664, 70 ml	5 pieces	1,750.00	Public Bidding							5					
	Ink, Epson, genuine (M) T664, 70 ml	5 pieces	1,750.00	Public Bidding							5					
	Ink, Epson, genuine, (BK) T664, 70 ml	5 pieces	1,750.00	Public Bidding							5					
	Ink, Epson, genuine, (Y) T664, 70 ml	5 pieces	1,750.00	Public Bidding							5					
	Sub-Total		28,390.00													
	Office Supplies															
	Alcohol, Isopropyl, 70% solution, 500mL	10 btl	1,400.00	Public Bidding							10					

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
	Bundy Clock	1 unit	10,500.00	Public Bidding							1					
	Bundy Clock Time Card	1 pack of 100's	250.00	Public Bidding							1					
	Floor Mop	3 pieces	900.00	Public Bidding							3					
	Folder, File, Long, 14pts, White	250 piece	2,500.00	Public Bidding							250					
	Glue, Multi-Purpose, White, at least 130g (118mL)	10 btls	900.00	Public Bidding							10					
	Masking Tape, 1"	3 rolls	180.00	Public Bidding							3					
	Paper, Bond, Long, S-24, 80 gsm	25 reams	8,200.00	Public Bidding							25					
	Paper, Bond, Short, S-24, 80 gsm	25 reams	6,925.00	Public Bidding							25					
	Ring Binder, plastic, 22mm, 7/8" black	10 pieces	270.00	Public Bidding							10					
	Ring Binder, plastic, 38mm , 1-1/2" black	10 pieces	550.00	Public Bidding							10					
	Rubber band	5 boxes	150.00	Public Bidding							5					
	Toilet Bowl and Urinal Cleaner, at least 500mL	5 btls	625.00	Public Bidding							5					
	Sub-Total		33,350.00													
	Office Supplies and General Merchandise Products															
	CONTINGENCY FUND COA	1 lot	8,000.00	Public Bidding							1					
	Sub-Total		8,000.00													
TOTAL BUDGET:			74,740.00													

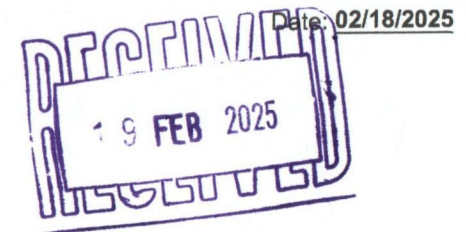
Note: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared by: _____

JUNEGIL S. FABULAR
State Auditor I/Audit Team Member

Submitted by: _____

FLERIDA RUTH R. QUIMBO
State Auditor III / OIC, Audit Team Leader



AUCIAM FLORES