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PR-2024-1004-227841



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0080**Dept./Office: **PLBO**PR No.: **GF-2024-10-02100**Date: **10-04-2024**Section/End-User: **Reinalyn P. Gumba**Category: **Office Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **PLBO-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Desktop Computer, Assembled, 12th Gen Core i5, SSD 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

**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	15	350.00		5,250.00
5	Ink, EPSON 003, Genuine Cyan 65mL	btl	4	350.00		1,400.00
6	Ink, EPSON 003, Genuine Magenta 65mL	btl	4	350.00		1,400.00
7	Ink, EPSON 003, Genuine Yellow 65mL	btl	4	350.00		1,400.00
8	TN2560XL Toner Cart	btls	2	3,840.00		7,680.00

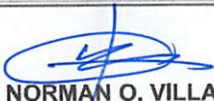

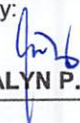

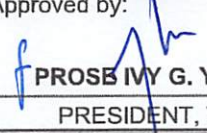
**Specification:****Brother TN- 2560XL Genuine Toner Cartridge Black**

Use for Brother DCP-L2640DW HL-L2460DN HL-L2460DW MFC-L2885DW

Standard Yield Toner print 3,000 Pages

	<b>TOTAL</b>					<b>71,830.00</b>
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Purpose: For office use

Checked by:  <b>NORMAN O. VILLAS</b> TWG - Office Equipment		Funds Available:  <b>ALICIA M. FLORES</b> <i>Nov 25</i> HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Prepared by:  <b>REINALYN P. GUMBA</b>	Noted by:  <b>FLORANTE G. DIDAL</b> UNIT HEAD, PROJECT LEADER	Approved by:  <b>PROSPERO G. YEPES</b> PRESIDENT, VSU

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



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PPMP-2024-0926-225283

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)  
 CY 2025

END-USER/UNIT: Payroll and Leave Benefits Office

PPMP #: PPMP-2025-092524-0080

CHARGED TO GF-MOOE

Project, Programs and Activities (PPAs):

1. Crafting of Work Attendance and Leave Manual for Faculty and Staff
2. Payroll preparation
3. Leave administration

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
	<b>Fuel &amp; Lubricants</b>															
	Diesel Fuel	100 L	7,000.00	Public Bidding	100											
	<b>Sub-Total</b>		<b>7,000.00</b>													
	<b>IT Supplies and Equipment</b>															
	External Hard Disk Drive (Portable, 2TB), USB 3.1	1 unit	4,200.00	Public Bidding	1											
	Ink, Epson 003, Genuine Black 65mL	15 btl	5,250.00	Public Bidding	15											
	Ink, EPSON 003, Genuine Cyan 65mL	4 btl	1,400.00	Public Bidding	4											
	Ink, EPSON 003, Genuine Magenta 65mL	4 btl	1,400.00	Public Bidding	4											
	Headset, USB Wired, Noise Cancelling, Rotatable Mic. Boom	1 unit	1,500.00	Public Bidding	1											
	Ink, EPSON 003, Genuine Yellow 65mL	4 btl	1,400.00	Public Bidding	4											
	TN2560XL Toner Cart	2 btls	7,680.00	Public Bidding	2											
	Desktop Computer, Assembled, 12th Gen Core i5, SSD and HDD	1 sets	49,000.00	Public Bidding	1											
	<b>Sub-Total</b>		<b>71,830.00</b>													
	<b>Office Supplies</b>															
	Fastener, Paper, non-rust metal, 50 sets/box	8 boxes	400.00	Public Bidding	8											

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
	Paper, Bond, Long, S-24, 80 gsm	20 reams	6,560.00	Public Bidding	20											
	Paper, Bond, A4, S-24, 80 gsm	20 reams	5,780.00	Public Bidding	20											
	Folder, Pressboard, US, Blue, Long	10 pieces	400.00	Public Bidding	10											
	Folder, Pressboard, US, Green, Long	30 pcs	1,050.00	Public Bidding	30											
	40 sheets effortless Heavy Duty Stapler paper book binders stapling machine standard school office s	3 pc	2,400.00	Public Bidding	3											
	Staple Wire, #35	8 boxes	280.00	Public Bidding	8											
	Correction Tape, 10 meters	8 pcs	256.00	Public Bidding	8											
	Pencil, #2, Medium, Yellow, 12pcs/box	5 Box of 12's	600.00	Public Bidding	5											
	Ruler, Plastic, 12"	4 pieces	60.00	Public Bidding	4											
	Binder Clip, 2-inch, 12 pcs/box	5 boxes	500.00	Public Bidding	5											
	Binder Clip, 1.5", black	50 pcs	375.00	Public Bidding	50											
	Pen, Sign, .5mm, Gel-type, Blue	12 piece	420.00	Public Bidding	12											
	Pen, Highlighter, yellow	8 pieces	360.00	Public Bidding	8											
	STICKY NOTE 3 X 3 ASSORTED COLORS	5 pad	395.00	Public Bidding	5											
	Rubberband, #18, 350 gms/box	1 boxes	270.00	Public Bidding	1											
	<b>Sub-Total</b>		<b>20,106.00</b>													
<b>TOTAL BUDGET:</b>			<b>98,936.00</b>													

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

Prepared by: Reinalyn P. Gumba 9/30/24  
**REINALYN P. GUMBA**

Submitted by: Florante G. Didal  
**FLORANTE G. DIDAL**  
 Unit Head/Project Leader

**RECEIVED**  
 Date: 09/30/2024  
**ATENCION & ORE**