

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



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

SCAN HERE



PPMP-2024-1113-234872

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2025

END-USER/UNIT: **University Registrar**

CHARGED TO STF

PPMP #: **PPMP-2025-111124-0787**

Project Code: **STF-Registration Fee**

Project, Programs and Activities(PPAs):

1. Commencement exercises for undergraduate students and graduate students.
2. Digitalization of student permanent records
3. Purchase of supplies and materials for preparation and processing of requested documents and for the daily operation of the office.
4. Conduct of year-end evaluation and target setting workshop

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															
	Extension Cord (8M)	3 pcs	1,500.00	NP - Small Value Procurement			3									
	Emergency Lamp	7 unit	17,500.00	NP - Small Value Procurement		2			5							
	Sub-Total		19,000.00													
	Office Equipment															
	USB Type Keyboard	10 pcs	10,000.00	NP - Small Value Procurement			10									
	Mouse Pad	20 pcs	10,000.00	NP - Small Value Procurement			20									
	Mouse (USB Type)	10 pcs	10,000.00	NP - Small Value Procurement			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
	SSD (Internal/External)	10 pcs	40,000.00	NP - Small Value Procurement			10									
	UPS (6 socket)	5 unit	25,000.00	NP - Small Value Procurement			5									
	Power Supply for CPU	20 unit	80,000.00	NP - Small Value Procurement			20									
	Printer, Wireless All-In-One, Smart Ink Tank	1 unit	12,000.00	NP - Small Value Procurement			1									
	HDMI to HDMI cable, 2M	4 piece	1,000.00	NP - Small Value Procurement			4									
	HDMI to HDMI cable, 20 meters	2 pcs	2,000.00	NP - Small Value Procurement			2									
	YMCKOK Ribbon Kit for Smart 51 ID Machine	12 boxes	81,600.00	NP - Small Value Procurement			12									
	Laptop, 14" (i7)	2 unit	150,000.00	NP - Small Value Procurement			2									
	Electronic Signature Pad	2 unit	36,000.00	NP - Small Value Procurement		2										
	ID Machine smart 51	1 unit	80,000.00	NP - Small Value Procurement	1											
	2 Line VOIP Phone	2 unit	15,000.00	NP - Small Value Procurement		2										
	Sub-Total		552,600.00													
	Office Equipment and Appliances															
	All in One Vacuum Cleaner	1 unit	5,000.00	NP - Small Value Procurement			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
	Water Dispenser, Cabinet type	1 pc	10,000.00	NP - Small Value Procurement		1										
	Sub-Total		15,000.00													
	Office Furniture & Fixture															
	Venetian Blinds for Window (1&5) Lecture room	6 pcs	3,600.00	NP - Small Value Procurement		6										
	Window Blinds Block-out Roll-up Roller Shade, 60" x 76"	9 pcs	144,000.00	NP - Small Value Procurement		9										
	White Board 4x6 Ft.	1 unit	9,000.00	NP - Small Value Procurement		1										
	Sub-Total		156,600.00													
	Office Supplies															
	Customized University Diploma Jacket	500 pc	50,000.00	NP - Small Value Procurement			500									
	Notarial Seal, #24-21/8", Gold, Shiny, Self Adhesive, 1000 pcs/roll	10 rolls	10,000.00	NP - Small Value Procurement			10									
	Time Card for COMIX Time Recorder machine	3 pack of 100's	900.00	NP - Small Value Procurement	1			2								
	Eraser, Rubber, high quality	23 pc	1,035.00	NP - Small Value Procurement	13			10								
	String Doormat/Rug/Basahan	12 pieces	1,200.00	NP - Small Value Procurement		10		2								
	Glass cleaner 500ml lemon w/spray	2 btls	400.00	NP - Small Value Procurement						2						
	Paper, Towel, Interfolded , 1 ply, 175 pulls	15 pack	1,125.00	NP - Small Value Procurement	5			5			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
	Flashlight, rechargeable, LED, 220-240V 50/60Hz, duration time: 10 hrs (low torch), 2.5 hrs (high torch)	2 pcs	3,350.00	NP - Small Value Procurement		2										
	Puncher, 2 holes, heavy duty	3 pieces	2,700.00	NP - Small Value Procurement		3										
	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	2 pack	320.00	NP - Small Value Procurement						2						
	Glass Wiper	3 piece	900.00	NP - Small Value Procurement			3									
	Coffee Maker	1 pc	1,200.00	NP - Small Value Procurement			1									
	Ruler, Plastic, 12"	15 pieces	525.00	NP - Small Value Procurement				15								
	Coffee/tea mug with handle and teaspoon with cup saucer	12 pcs	2,400.00	NP - Small Value Procurement		12										
	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	1 pcs	1,500.00	NP - Small Value Procurement		1										
	Index Card, 5" x 8", ruled both sides, 100 pcs/pack	10 pack	540.00	NP - Small Value Procurement		5			5							
	Pen, Highlighter, yellow	10 pieces	450.00	NP - Small Value Procurement		5			5							
	Pen, Highlighter, orange	10 pieces	460.00	NP - Small Value Procurement		5			5							
	Pen, Permanent Marker, black, broad tip	5 pieces	300.00	NP - Small Value Procurement		5										
	Pen, Permanent Marker, blue, fine tip	5 pieces	300.00	NP - Small Value Procurement		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
	Pen, Permanent Marker, blue, broad tip	5 pieces	300.00	NP - Small Value Procurement		5										
	Pen, Permanent Marker, black, fine tip	5 pieces	300.00	NP - Small Value Procurement		5										
	Pen, Permanent Marker, red, fine tip	5 pieces	300.00	NP - Small Value Procurement		5										
	Pen, Permanent Marker, red, broad tip	5 pieces	300.00	NP - Small Value Procurement		5										
	Paper Construction Green 8.5x13"	1 pcs	50.00	NP - Small Value Procurement		1										
	Pen, Whiteboard Marker, black	5 pieces	250.00	NP - Small Value Procurement			5									
	Sticker paper, Matte	50 packs	4,500.00	NP - Small Value Procurement				50								
	Sling/ ID Holder	1500 pcs	75,000.00	NP - Small Value Procurement					1500							
	Scissors, 6" heavy duty, good quality	10 piece	680.00	NP - Small Value Procurement			10									
	Paper Construction, Gold 8.5x13"	1 pcs	50.00	NP - Small Value Procurement	1											
	Sub-Total		161,335.00													
	Printing Services															
	Medals, big gold plated with VSU seal & with engraving with 2" diameter and 31" long ribbon, with r	105 pcs	36,750.00	NP - Small Value Procurement			105									
	Medals, small gold plated with VSU seal & with engraving with 1.5 diameter and 31" long ribbon, wit	200 pcs	50,000.00	NP - Small Value Procurement			200									

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
	Printing of Permanent record Envelope	3000 pcs	90,000.00	NP - Small Value Procurement			3000									
	Printing of Transcript of Record Form	50 reams	122,500.00	NP - Small Value Procurement			50									
	Printing of Diploma Form (Sheepskin)	1500 pcs	60,000.00	NP - Small Value Procurement			1500									
	Medals (With No Engraving) - Big	40 pcs	14,000.00	NP - Small Value Procurement			40									
	Sub-Total		373,250.00													
	Trainings															
	Accommodation, Meals and Workshop	1 unit	7,200.00	NP - Small Value Procurement												1
	Sub-Total		7,200.00													
	TOTAL BUDGET:		1,284,985.00													

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

Prepared by: _____

GINA A. LORETO

Submitted by: _____

RAYMUND M. IGCASAMA
Unit Head/Project Leader



Date: 11/18/2024