

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



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



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2025

END-USER/UNIT: **BOR & University Secretary**

CHARGED TO GF-MOOE

Project, Programs and Activities(PPAs):

For Board of Regents (BOR) Activities

PPMP #: **PPMP-2025-092724-0681**

Project Code: **OUS- 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
	Accommodation															
	1 night stay for the conduct of Regular and Special BOR and Council Meetings	42 room	189,000.00	Public Bidding	42											
	accomodation and venue for Committee Meetings	28 room	70,000.00	Public Bidding	28											
	Sub-Total		259,000.00													
	Communication/Courier Services															
	Search for PSR Printing and Publication	4 Monthly	10,000.00	Public Bidding			4									
	Sub-Total		10,000.00													
	Food & Food Ingredients															
	Food for Board Meetings - Snacks	180 person	18,000.00	Public Bidding	180											
	Food for Board Meetings - Dinner	90 person	36,000.00	Public Bidding	90											
	Food for Board Meetings - Lunch	90 person	36,000.00	Public Bidding	90											
	Food for Council Meetings - Snacks	540 person	43,200.00	Public Bidding	540											
	Food for Council Meetings - Lunch	500 person	135,000.00	Public Bidding	500											
	Food/Meals during Committee Meetings - Breakfast	28 person	4,200.00	Public Bidding	28											
	Food/Meals during Committee - Lunch	28 person	7,560.00	Public Bidding	28											
	Food/Meals during Committee Meetings- Dinner	28 person	7,560.00	Public Bidding	28											
	Food/Meals during Committee Meetings - Snacks	28 person	2,240.00	Public Bidding	28											
	Sub-Total		289,760.00													
	Fuel & Lubricants															

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
	Diesel	150 liters	9,750.00	Public Bidding	150											
	Gasoline	150 liter	10,200.00	Public Bidding	150											
	Sub-Total		19,950.00													
	Office Equipment															
	Portable Scanner	1 unit	18,665.00	Public Bidding			1									
	Subscription to Grammarly	12 Monthly	8,400.00	Public Bidding			12									
	External Hard Disk Drive (Portable, 1TB), USB 3.1	2 unit	7,000.00	Public Bidding			2									
	All-In-One PC	4 unit	166,640.00	Public Bidding			4									
	Canon cartridge 318 Black	2 pc	16,000.00	Public Bidding			2									
	Canon cartridge 318 Cyan	1 pcs	8,000.00	Public Bidding			1									
	Sub-Total		224,705.00													
	Office Furniture & Fixture															
	Standard Frameless 10mm Clear Glass Door	1 unit	10,000.00	Public Bidding			1									
	Metal Rack Shelves	4 unit	20,000.00	Public Bidding			4									
	office chairs	4 pcs	14,000.00	Public Bidding			4									
	curtains 8 panels	8 panels	8,000.00	Public Bidding			8									
	2 seater sofa	1 pc	15,000.00	Public Bidding			1									
	executive table	1 set	25,500.00	Public Bidding			1									
	office cubicles	2 sets	90,000.00	Public Bidding			2									
	Sub-Total		182,500.00													
	Office Supplies															
	File Tabbing	30 boxes	6,600.00	Public Bidding			30									
	Book Paper	6 reams	2,100.00	Public Bidding			6									
	long book paper	6 reams	2,700.00	Public Bidding			6									
	expanded envelope legal	10 pcs	250.00	Public Bidding			10									
	heavy duty stamp with self-inking pad	1 unit	1,915.00	Public Bidding			1									
	durable rubber bands	2 boxes	160.00	Public Bidding			2									
	1" double sided tape	5 pcs	600.00	Public Bidding			5									
	blue ballpens	12 pcs	300.00	Public Bidding			12									
	good quality correction tape	6 pcs	360.00	Public Bidding			6									
	green clear book	3 pcs	669.00	Public Bidding			3									
	permanent marker blue	10 pcs	800.00	Public Bidding			10									
	permanent marker ink	5 pcs	1,400.00	Public Bidding			5									
	Photo paper	10 packs	3,000.00	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
	Sticker paper	5 packs	475.00	Public Bidding			5									
	storage box	20 pcs	13,000.00	Public Bidding			20									
	Laminating film	20 pcs	500.00	Public Bidding			20									
	A4 Book Paper	6 reams	2,100.00	Public Bidding			6									
	Long Book Paper	6 reams	2,700.00	Public Bidding			6									
	Plastic Folders	100 pcs	3,500.00	Public Bidding			100									
	record book	4 pcs	1,000.00	Public Bidding			4									
	Stamp Pad	2 pcs	500.00	Public Bidding			2									
	stamp pad ink	4 boxes	300.00	Public Bidding			4									
	Ring Binder 38mm	10 pcs	560.00	Public Bidding			10									
	Ring Binder 51mm	10 pcs	780.00	Public Bidding			10									
	Ring Binder 25mm	10 pcs	450.00	Public Bidding			10									
	Ring Binder 6mm	12 pcs	240.00	Public Bidding			12									
	Ring Binder 12mm	10 pcs	250.00	Public Bidding			10									
	Pen, Sign, .5mm, Gel-type, Blue	24 piece	840.00	Public Bidding			24									
	Epson L6290 001 Ecotank Ink Black	3 btls	1,800.00	Public Bidding			3									
	Epson L6290 001 Ecotank Ink Yellow	2 btls	800.00	Public Bidding			2									
	Epson L6290 001 Ecotank Ink Magenta	2 btls	800.00	Public Bidding			2									
	Epson L6290 001 Ecotank Ink Cyan	2 btls	800.00	Public Bidding			2									
	Sub-Total		52,249.00													
	Trainings															
	Venue for Board Meetings	6 room	30,000.00	Public Bidding			2			2			2			
	Sub-Total		30,000.00													
	Transportation															
	Plane Tickets for BOR Meetings in Manila	18 pcs	259,200.00	Public Bidding	18											
	Sub-Total		259,200.00													
TOTAL BUDGET:			1,327,364.00													

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

Prepared by:


ANTONIETA CORAZON D. ISRAEL

Submitted by:


HAZELLE V. ASALDO
Unit Head/Project Leader

Date: **10/08/2024**