

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



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

SCAN HERE



Amend-2024-1008-228875

**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
	<b>Accommodation</b>															
	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											
	<b>Sub-Total</b>		<b>259,000.00</b>													
	<b>Communication/Courier Services</b>															
	Search for PSR Printing and Publication	4 Monthly	10,000.00	Public Bidding			4									
	<b>Sub-Total</b>		<b>10,000.00</b>													
	<b>Food &amp; Food Ingredients</b>															
	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											
	<b>Sub-Total</b>		<b>289,760.00</b>													
	<b>Fuel &amp; Lubricants</b>															

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											
	<b>Sub-Total</b>		<b>19,950.00</b>													
	<b>Office Equipment</b>															
	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									
	<b>Sub-Total</b>		<b>224,705.00</b>													
	<b>Office Furniture &amp; Fixture</b>															
	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									
	<b>Sub-Total</b>		<b>182,500.00</b>													
	<b>Office Supplies</b>															
	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									
	<b>Sub-Total</b>		<b>52,249.00</b>													
	<b>Trainings</b>															
	Venue for Board Meetings	6 room	30,000.00	Public Bidding			2			2			2			
	<b>Sub-Total</b>		<b>30,000.00</b>													
	<b>Transportation</b>															
	Plane Tickets for BOR Meetings in Manila	18 pcs	259,200.00	Public Bidding	18											
	<b>Sub-Total</b>		<b>259,200.00</b>													
	<b>TOTAL BUDGET:</b>		<b>1,327,364.00</b>													

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

Prepared by:

  
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Submitted by:

  
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Date: **10/08/2024**