



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

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

SCAN HERE



PPMP-2024-0927-225916

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2025

END-USER/UNIT: College of Management & Economics

CHARGED TO GF-MOOE

Project, Programs and Activities(PPAs):

For office use and services

PPMP #: PPMP-2025-092524-0549

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															
	Accommodation for 2-3 persons (deluxe room)	2 room	4,000.00	NP - Agency to Agency			2									
	Sub-Total		4,000.00													
	Awards & Tokens															
	token for 2 service providers	8 person	16,000.00	NP - Agency to Agency			8									
	Sub-Total		16,000.00													
	Food & Food Ingredients															
	Lunch Buffet Style	2 person	500.00	NP - Agency to Agency			2									
	Lunch (Buffet Style) Menu#4	2 packs	500.00	NP - Agency to Agency			2									
	Breakfast (Buffet Style) #1	2 person	400.00	NP - Agency to Agency			2									
	Meals Dinner (Buffet style)	2 packs	500.00	NP - Agency to Agency			2									
	Dinner- buffet style	2 heads	500.00	NP - Agency to Agency			2									
	Snacks AM (80.00)	500 packs	40,000.00	NP - Agency to Agency			500									

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
	Snacks AM (#1)	50 packs	4,000.00	NP - Agency to Agency			50									
	Snacks (PM)	50 person	4,000.00	NP - Agency to Agency			50									
	Snacks for CME Orientation	934 pcs	42,030.00	NP - Agency to Agency						934						
	Sub-Total		92,430.00													
	Hardware															
	Bulb, LED, 9W	12 piece	3,000.00	NP - Small Value Procurement			12									
	Lockset, For sliding door	1 set	370.00	NP - Small Value Procurement			1									
	Sub-Total		3,370.00													
	IT Supplies and Equipment															
	Ink, Epson 003, Genuine Black 65mL	4 btl	1,400.00	NP - Agency to Agency	4											
	Ink, EPSON 003, Genuine Cyan 65mL	4 btl	1,400.00	NP - Agency to Agency	1		3									
	Ink, EPSON 003, Genuine Magenta 65mL	4 btl	1,400.00	NP - Agency to Agency			4									
	Ink, EPSON 003, Genuine Yellow 65mL	4 btl	1,400.00	NP - Agency to Agency	1		3									
	Ink, EPSON T9481 XL for WF-C878R Printer, Black	1 tube	8,000.00	NP - Agency to Agency			1									
	Ink, EPSON T9481 XL for WF-C878R Printer, Cyan	1 tube	8,000.00	NP - Agency to Agency			1									
	Laptop, Intel Core i5 11th Gen, 15.6" FHD	1 unit	45,000.00	Public Bidding			1									
	Ink, EPSON T9481 XL for WF-C878R Printer, Magenta	1 tube	8,000.00	NP - Agency to Agency	1											
	Sub-Total		74,600.00													
	Office Furniture & Fixture															
	saucer breakable	12 pc	240.00	NP - Small Value Procurement			12									
	Sub-Total		240.00													

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
	Office Supplies															
	Ink, EPSON T9481	2 tube	3,000.00	NP - Agency to Agency			2									
	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	3 pack	480.00	NP - Small Value Procurement			3									
	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	2 pack	480.00	NP - Small Value Procurement			2									
	Paper, Bond, Long, S-24, 80 gsm	4 reams	1,312.00	NP - Agency to Agency			4									
	Paper, Bond, A4, S-24, 80 gsm	17 reams	4,913.00	NP - Agency to Agency			17									
	Envelope, Brown, long, good quality	31 pcs	155.00	NP - Small Value Procurement			31									
	Certificate Jacket A4	20 pcs	800.00	NP - Small Value Procurement			20									
	Folder, Expanded, Long (Brown)	30 pcs	900.00	NP - Small Value Procurement			30									
	Envelope, Expanding, with garter tie, brown, long	20 pc	400.00	NP - Small Value Procurement			20									
	Folder, File, Long, 14pts, White	55 piece	550.00	NP - Small Value Procurement			55									
	Index Tab, transparent, self-adhesive, transparent, 5sets/box	3 boxes	270.00	NP - Small Value Procurement			3									
	Tape, Masking, 1" x 25 yards	2 rolls	96.00	NP - Small Value Procurement			2									
	Record Book, Big, 500 pages	2 pcs	370.00	NP - Small Value Procurement			2									

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
	Pencil, #2, Medium, Yellow, 12pcs/box	3 Box of 12's	360.00	NP - Small Value Procurement			3									
	Photo Paper Glossy A4	7 sheets	1,050.00	NP - Small Value Procurement			7									
	Pin, Push, hammerhead type, assld colors 50s/pack	2 boxes	70.00	NP - Small Value Procurement			2									
	Pen, Sign, 0.4mm, Gel type, Black	1 boxes	300.00	NP - Small Value Procurement			1									
	Pen, Sign, 0.4mm, Gel-type, Blue	2 boxes	600.00	NP - Small Value Procurement			2									
	Dong A My Gel Sign Pen Gel Ink 0.5mm Refill (12Pcs), BLUE	1 boxes	250.00	NP - Small Value Procurement			1									
	Stapler, HD No.35	1 pc	400.00	NP - Small Value Procurement			1									
	Sticky Note, 3x5 Colored	2 pads	100.00	NP - Small Value Procurement			2									
	Pen, Whiteboard Marker, blue,	3 pieces	150.00	NP - Small Value Procurement			3									
	Alcohol, Ethyl, 70% solution, 500mL	6 btls	750.00	NP - Agency to Agency			6									
	Drinking glass cup glassware, set	2 sets	600.00	NP - Small Value Procurement			2									
	Staple wire 23/17	4 boxes	480.00	NP - Agency to Agency			4									
	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	5 tubes	1,100.00	NP - Small Value Procurement			5									
	Sub-Total		19,936.00													
	Office Supplies and General Merchandise Products															

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
	mugs breakable	7 pc	350.00	NP - Small Value Procurement			7									
	Spoon & Fork set	2 dozen	200.00	NP - Small Value Procurement			2									
	Sub-Total		550.00													
	Transportation															
	Roundtrip Airfare	2 person	20,000.00	NP - Agency to Agency			2									
	Sub-Total		20,000.00													
	TOTAL BUDGET:		231,126.00													

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

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Date: 09/27/2024