

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

SCAN HERE



PPMP-2024-0925-225168

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2025

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

CHARGED TO **STF**

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

PPMP #: **PPMP-2025-092524-0537**

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									
	Sub-Total		1,500.00													
	IT Supplies and 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									
	USB DOCKING 6-IN-1 HUB	5 pcs	2,500.00	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
	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									
	All In One Computer	5 unit	300,000.00	NP - Small Value Procurement			5									
	Power Supply for CPU	10 unit	40,000.00	NP - Small Value Procurement			10									
	Tablet-laptop 2 in 1	2 unit	140,000.00	NP - Small Value Procurement			2									
	External Hard Drive, 1 TB	3 unit	10,500.00	NP - Small Value Procurement			3									
	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	1 pcs	1,000.00	NP - Small Value Procurement			1									
	VoIP, Telephone	2 unit	30,000.00	NP - Small Value Procurement			2									
	Sub-Total		632,000.00													
	Laboratory Supplies															
	Emergency Lamp	7 unit	17,500.00	NP - Small Value Procurement		2			5							
	Sub-Total		17,500.00													
	Office Equipment															

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
	All in One Vacuum Cleaner	1 unit	5,000.00	NP - Small Value Procurement	1											
	Water Dispenser, Cabinet type	1 pc	10,000.00	NP - Small Value Procurement			1									
	Sub-Total		15,000.00													
	Office Supplies															
	Customized University Diploma Jacket	1500 pc	150,000.00	NP - Small Value Procurement			1500									
	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					
	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						

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
	Original Portable Electric Kettle Water Heater 1.2L	1 pc	1,000.00	NP - Small Value Procurement		1										
	Ruler, Plastic, 12"	15 pieces	525.00	NP - Small Value Procurement				15								
	Scissors, 6" heavy duty, good quality	10 piece	680.00	NP - Small Value Procurement		5			5							
	Coffee/tea mug with handle and teaspoon with cup saucer	24 pcs	4,800.00	NP - Small Value Procurement		24										
	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomic 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										
	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										

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, red, broad tip	5 pieces	300.00	NP - Small Value Procurement		5										
	Paper Construction, Gold 8.5x13"	1 pcs	50.00	NP - Small Value Procurement	1											
	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								
	Sub-Total		187,635.00													
	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									
	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															

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, Meals and Workshop Venue	1 unit	33,000.00	NP - Small Value Procurement												1
	<i>Sub-Total</i>		33,000.00													
	TOTAL BUDGET:		1,259,885.00													

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

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Prepared by:

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Submitted by:

Unit Head/Project Leader

Date: 09/27/2024