

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



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

SCAN HERE



PPMP-2024-0926-225319

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**  
**CY 2025**

END-USER/UNIT: **Department of Civil Engineering**

PPMP #: **PPMP-2025-092524-0550**

**CHARGED TO GF-MOOE**

Project, Programs and Activities(PPAs):

1. Benchmarking activity for improvement of curriculum, facilities and laboratories
2. Attendance and participation to IM writeshop
3. Preparation of documents for AACUP Level III Accreditation
4. Conduct in-house workshop/seminar for reskilling and upskilling of faculty members
5. Recognition of CELE passers
6. Conduct of Civil Engineering Student Research Colloquium
7. Attendance and participation to relevant national/regional/local meetings (e.g. academic linkages, consultations, etc.)
8. Preparation of office correspondence, monthly reports, minutes of meetings, etc.
9. Conduct of regular and special meetings
10. Provision of tools and materials for effective housekeeping

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>															
	Venue rental to be used for the activity	20 hour	30,000.00	NP - Small Value Procurement				6	8						6	
	<b>Sub-Total</b>		<b>30,000.00</b>													
	<b>Food &amp; Food Ingredients</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
	Snacks for regular/emergency/special meeting	14 packs	14,000.00	NP - Small Value Procurement							14					
	Food for the participants in recognition for the CELE passers	100 person	25,000.00	NP - Small Value Procurement				50							50	
	<b>Sub-Total</b>		<b>39,000.00</b>													
	<b>IT Supplies and Equipment</b>															
	Ink, EPSON 003,Genuine Cyan 65mL	10 btl	3,500.00	Public Bidding							10					
	Ink, Epson 003,Genuine Black 65mL	10 btl	3,500.00	Public Bidding							10					
	Ink, EPSON 003,Genuine Magenta 65mL	10 btl	3,500.00	Public Bidding							10					
	Ink, EPSON 003,Genuine Yellow 65mL	10 btl	3,500.00	Public Bidding							10					
	Ink, Epson 001 Cyan, Magenta, Yellow and Black (C,Y,M,K) set for L6170	2 set	3,200.00	Public Bidding							2					
	Ink, Epson, genuine, (BK) T664, 70 ml	10 pieces	3,500.00	Public Bidding							10					
	Ink, Epson, genuine (C) T664, 70 ml	10 pieces	3,500.00	Public Bidding							10					
	Ink, Epson, genuine (M) T664, 70 ml	10 pieces	3,500.00	Public Bidding							10					
	Ink, Epson, genuine, (Y) T664, 70 ml	10 pieces	3,500.00	Public Bidding							10					
	<b>Sub-Total</b>		<b>31,200.00</b>													
	<b>Office Equipment</b>															
	15 inch 500W Powered Portable Trolley Speaker With 2 Wireless Microphone	1 unit	15,000.00	Public Bidding							1					
	<b>Sub-Total</b>		<b>15,000.00</b>													
	<b>Office Supplies</b>															
	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	5 pack	1,200.00	Public Bidding							5					
	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	5 pack	800.00	Public Bidding							5					
	Paper, Bond, A4, S-24, 80 gsm	70 reams	20,230.00	Public Bidding							70					
	Paper, Bond, Long, S-24, 80 gsm	20 reams	6,560.00	Public Bidding							20					
	Paper, Photo, Waterproof Glossy Inkjet , A4, 230 GSM No Backprint, 20 shts/pack	3 pack	285.00	Public Bidding							3					
	white vellum board paper	3 pack	150.00	Public Bidding							3					
	Paper, Specialty 200gsm, A4, white	2 pack	120.00	Public Bidding							2					
	Paper, Specialty 200gsm 8-1/2x11,10s, Nashville	3 packs	114.00	Public Bidding							3					
	Envelope, Document, Brown, 150 lbs, Long	20 pc	140.00	Public Bidding							20					

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
	Envelope, Document, Brown, 150 lbs, Short	20 pc	100.00	Public Bidding							20					
	Certificate Holder (A4)	20 pcs	1,300.00	Public Bidding							20					
	Folder, Expanded, Long (Light Blue)	30 pcs	900.00	Public Bidding							30					
	Folder, Expanded, Long (Brown)	30 pcs	900.00	Public Bidding							30					
	Folder, File, Long, 14pts, White	50 piece	500.00	Public Bidding							50					
	Envelope, Expanding, with garter tie, blue, long	30 pc	600.00	Public Bidding							30					
	Envelope, Expanding, with garter tie, green, long	30 pc	900.00	Public Bidding							30					
	Envelope, Expanding, with garter tie, violet, long	40 pc	600.00	Public Bidding							40					
	Envelope, Expanding, Kraft board, w/ garter tie, Legal	43 pcs	602.00	Public Bidding							43					
	Envelope, Expanding, Plastic, Long	10 pc	540.00	Public Bidding							10					
	Permanent Marker, Black, Broad tip, 12pcs	1 boxes	700.00	Public Bidding							1					
	Permanent Marker, Blue, Broad tip, 12pcs	1 boxes	700.00	Public Bidding							1					
	Pen, Permanent Marker, red, broad tip	12 pieces	720.00	Public Bidding							12					
	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	30 pieces	2,700.00	Public Bidding							30					
	Gel Ink Sign Pen 0.5, red	100 pcs	3,000.00	Public Bidding							100					
	Dong A My Gel Sign Pen Gel Ink 0.5mm Refill (12Pcs), BLUE	3 boxes	750.00	Public Bidding							3					
	Sign Here Sticky Notes	10 pack	590.00	Public Bidding							10					
	Glue, Multi-Purpose, White, at least 130g (118mL)	5 btls	390.00	Public Bidding							5					
	Pen, Whiteboard Marker, black	50 pieces	2,500.00	Public Bidding							50					
	Pen, Whiteboard Marker, red	20 pieces	1,000.00	Public Bidding							20					
	Pen, Whiteboard Marker, blue,	20 pieces	1,000.00	Public Bidding							20					
	Tape, Double Sided, 1" x 10m	10 rolls	450.00	Public Bidding							10					
	Tape, Double Sided, 2" x 10m	10 rolls	1,200.00	Public Bidding							10					
	Masking Tape, 1"	10 rolls	600.00	Public Bidding							10					
	Transparent Tape (1")	10 rolls	250.00	Public Bidding							10					
	Transparent Tape (2")	10 rolls	400.00	Public Bidding							10					
	Record Book, Big, 500 pages	5 pcs	925.00	Public Bidding							5					
	Paper Clips Small Vinyl (33MM)	10 Box of 100's	350.00	Public Bidding							10					
	Paper Clips Small Vinyl (50mm)	10 Box of 100's	400.00	Public Bidding							10					
	Pencil, #2, Medium, Yellow, 12pcs/box	3 Box of 12's	360.00	Public Bidding							3					
	Pin, Push, hammerhead type, asstd colors 50s/pack	2 boxes	70.00	Public Bidding							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
	Eraser, whiteboard, magnetic flannel	10 pc	750.00	Public Bidding							10					
	Alcohol, Ethyl, 70% solution, 500mL	15 btls	1,875.00	Public Bidding							15					
	Staple Wire No. 35-5M Leg Length 6mm (1/4")	10 boxes	800.00	Public Bidding							10					
	Staple wire remover, Plier type, Metal	1 piece	100.00	Public Bidding							1					
	Pail, Utility, Plastic 100 liter cap/drum/water container	3 pieces	3,000.00	Public Bidding							3					
	Soap, Dishwashing, Liquid, 250mL	10 btls	1,500.00	Public Bidding							10					
	Toilet Bowl Cleaner, at least 1 liter	10 btl	2,500.00	Public Bidding							10					
	Broom, Soft (Tambo), Large, Heavy Duty	5 pcs	1,250.00	Public Bidding							5					
	Broom, Stick Broom, Tukog	5 pc	300.00	Public Bidding							5					
	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	Public Bidding							1					
	Scrub Sponge, Heavy Duty	9 pcs	720.00	Public Bidding							9					
	Stapler, HD No. 35, flat-clinch	2 pcs	2,200.00	Public Bidding							2					
	Tissue, Bathroom, 2 Ply, 12rolls/pack	5 pack	1,020.00	Public Bidding							5					
	<b>Sub-Total</b>		<b>73,111.00</b>													
	<b>Trainings</b>															
	Food for the participants and resource person	15 person	6,000.00	NP - Small Value Procurement									15			
	Food package and Accommodation	12 person	31,800.00	NP - Small Value Procurement		12										
	<b>Sub-Total</b>		<b>37,800.00</b>													
<b>TOTAL BUDGET:</b>			<b>226,111.00</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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Unit Head/Project Leader



Date: 09/26/2024

AUCIAM. FLORES