



- ☒ 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: **Dean of Students Office**

CHARGED TO **STF**

Project, Programs and Activities(PPAs):

ANTI-CRIME SEMINAR

Stipend for Speakers 5 15,000

Venue Rentals 1 6,000

Meals for Working Committees 30 6,000

Meals for Invited Guests 5 1000

Certificates 5 1000

Tokens 5 2500

Snacks for Participants 120 9,600

Student's Night

Meal for the working committees 120 24,000.00

Lights & Sounds 1 70,000.00

Meals for performers and guests 60 12,000.00

Venue Rental 1 6,000.00

Accommodation package 6 lots 70,000.00

Transportation Gas/Fuel 100 liters 6,500.00

Overtime Pay 10 5,000.00

Professional Fee for Performers 40 300,000.00

PPMP #: **PPMP-2025-092624-0671**

GRAND WELCOME NIGHT

Meal for the working committees 60 12,000.00

Lights & Sounds 1 70,000.00

Meals for performers and guests 60 12,000.00

Venue Rental 1 6,000.00

Accommodation package 2 70,000.00

Transportation Gas/Fuel 50 6,500.00

Overtime Pay 8 4,000.00

Professional Fee for Performers 40 20,000.00

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
	Accommodation															
	Venue rental to be used for the activity	8 hour	12,000.00	Public Bidding			8									
	Accommodation (DAY 1)	10 lot	144,000.00	Public Bidding			10									
	Accommodation and Meals for Workshop	1 lot	50,000.00	Public Bidding			1									
	Sub-Total		206,000.00													
	Awards & Tokens															
	USB for VSU tokens	5 pcs	2,500.00	Public Bidding			5									
	Sub-Total		2,500.00													
	Food & Food Ingredients															
	Packed Meals (Lunch) Menu#1	30 pack	6,000.00	Public Bidding			30									
	Packed Meals (Lunch) Menu#2	5 pack	1,000.00	Public Bidding			5									
	Snacks AM	120 set	9,600.00	Public Bidding			120									
	Packed Meals (Lunch) Menu#3	120 pack	24,000.00	Public Bidding			120									
	Packed Meals (Dinner) Menu#1	60 packs	12,000.00	Public Bidding			60									
	Packed Meals (Lunch) Menu#4	60 pack	12,000.00	Public Bidding			60									
	Packed Meals (Dinner) Menu#2	60 packs	12,000.00	Public Bidding			60									
	Sub-Total		76,600.00													
	Fuel & Lubricants															
	Diesel	100 liters	6,500.00	Public Bidding			100									
	Gasoline (Unleaded) - For VSU Fuel Station	60 liters	5,100.00	Public Bidding			60									
	Sub-Total		11,600.00													

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
	Hardware															
	Glass Mirror, 1/4"(thick) x 12" x 24"	1 piece	500.00	Public Bidding			1									
	Sub-Total		500.00													
	IT Supplies and Equipment															
	Rental Light and Sound	4 sets	140,000.00	Public Bidding			4									
	Ink, Epson 003,Genuine Black 65mL	5 btl	1,750.00	Public Bidding			5									
	Ink, EPSON 003,Genuine Cyan 65mL	5 btl	1,750.00	Public Bidding			5									
	Ink, EPSON 003,Genuine Magenta 65mL	5 btl	1,750.00	Public Bidding			5									
	Desktop Computer w/ Monitor, Assembled, Core i5 12Gen, 8GB RAM, GTX 1050Ti or higher	1 set	50,000.00	Public Bidding			1									
	DSLR Camera Set	1 unit	33,000.00	Public Bidding			1									
	Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)	1 unit	11,000.00	Public Bidding			1									
	Television, UHD, Smart TV	1 unit	35,000.00	Public Bidding			1									
	Laptop 15", Intel Core i7 12th Gen, 8GB RAM, 256 GB NVMe PCIe SSD	1 sets	60,000.00	Public Bidding			1									
	HDMI Cable, 15M	1 pc	800.00	Public Bidding			1									
	LCD Projector, 3LCD Technology	1 unit	30,000.00	Public Bidding			1									
	Projector Screen	1 pc	15,000.00	Public Bidding			1									
	Sub-Total		380,050.00													
	Labor Services															
	Service Laborer(Overtime)	18 day	10,800.00	Public Bidding			18									
	Sub-Total		10,800.00													
	Office Furniture & Fixture															
	Steel Cabinet, 4 Drawers w/ lock, Vertical, Dirty White	1 pieces	11,000.00	Public Bidding			1									
	Office Chair Executive	2 pc	20,000.00	Public Bidding			2									
	Heavy Duty Folding Table	2 pc	4,000.00	Public Bidding			2									
	L shape sofa set, 4 seater with 1 seat extension plus 2 seater	1 set	38,000.00	Public Bidding			1									
	Executive Table	1 unit	25,000.00	Public Bidding			1									
	Sub-Total		98,000.00													
	Office Supplies															
	Certificate Frame	5 piece	1,000.00	Public Bidding			5									
	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	390 packs	17,550.00	Public Bidding			390									
	Paper, Bond, A4, S-24, 80 gsm	20 reams	5,780.00	Public Bidding			20									
	Paper, Bond, Long, S-24, 80 gsm	12 reams	3,936.00	Public Bidding			12									

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
	Paper, Bond, Short, S-24, 80 gsm	12 reams	3,324.00	Public Bidding			12									
	Pen, Sign, .5mm, Gel-type, Blue	50 piece	1,750.00	Public Bidding			50									
	Stapler, HD No.35	2 pc	800.00	Public Bidding			2									
	Staple Wire, #35	2 boxes	70.00	Public Bidding			2									
	Pen, Permanent Marker, blue, fine tip	4 pieces	240.00	Public Bidding			4									
	Pen, Whiteboard Marker, black	5 pieces	250.00	Public Bidding			5									
	Pen, Whiteboard Marker, blue,	5 pieces	250.00	Public Bidding			5									
	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	12 boxes	360.00	Public Bidding			12									
	Tape, Double Sided, 1" x 10m	12 rolls	540.00	Public Bidding			12									
	Vellum Board, Pale Cream, A4, 220 GSM, 10 sheets per pack	33 pack of 10's	1,980.00	Public Bidding			33									
	Stamp Pad, 4 x 2.75" (Purple)	4 pc	240.00	Public Bidding			4									
	Ink, for stamp pad, violet, 30mL, w/ applicator	4 btls	140.00	Public Bidding			4									
	Alcohol, Ethyl, 70% solution, 500mL	8 btls	1,000.00	Public Bidding			8									
	Disinfectant spray, 400gms, lavender moist	12 tubes	6,000.00	Public Bidding			12									
	Soap, Detergent, Liquid, 1 gal, any scent	4 gal	1,600.00	Public Bidding			4									
	Soap, Dishwashing, Liquid, 250mL	8 btls	1,200.00	Public Bidding			8									
	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	3 tubes	660.00	Public Bidding			3									
	Liquid Hand Soap	21 gallon	12,600.00	Public Bidding			21									
	Broom, Soft (Tambo), Large, Heavy Duty	2 pcs	500.00	Public Bidding			2									
	Sub-Total		61,770.00													
	Professional Services															
	Honorarium	5 person	15,000.00	Public Bidding			5									
	Professional Fee	80 person	480,000.00	Public Bidding			80									
	Sub-Total		495,000.00													
	Trainings															
	Venue rental for the training - Convention Center	2 day	5,000.00	Public Bidding			2									
	Travel allowance	20 person	260,000.00	Public Bidding			20									
	Sub-Total		265,000.00													
	TOTAL BUDGET:		1,607,820.00													

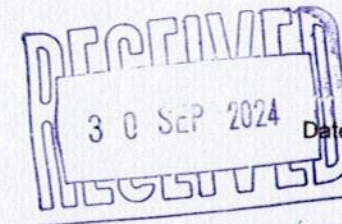
Note: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared by: _____


JUNARD C. GUCELA

Submitted by: _____

ALELI A. VILLOCINO
Unit Head/Project Leader



Date: 09/27/2024


Alicia M. Flores