

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



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

SCAN HERE



PPMP-2025-0515-272253

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2025

END-USER/UNIT: **Department of Business and Management**

CHARGED TO **TF**

Project, Programs and Activities(PPAs):

Project supplies and equipment

PPMP #: **PPMP-2025-043025-1140**

Project Code: **20201050-1.124**

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
	Communication/Courier Services															
	Courier services	10 unit	2,000.00	Shopping - A					5	5						
	Load Cards, Smart, PhP500	15 pcs	7,875.00	Shopping - A					3	3	3	3	3			
	Sub-Total		9,875.00													
	Food & Food Ingredients															
	Buffet-Style Meals (for Lunch or Dinner)	175 packs	56,000.00	Public Bidding					25	50	25	50		25		
	Heavy Snacks	900 pack	90,000.00	Public Bidding					75	75	150	150	150	75	150	75
	Sub-Total		146,000.00													
	Office Equipment															
	HDMI Cable, 10m	3 meters	2,100.00	NP - Small Value Procurement					1	2						
	Laptop, 14" (i7)	2 unit	150,000.00	Public Bidding					2							
	Printer ink Epson	5 sets	8,000.00	Shopping - A					5							
	Printer, Ink Tank, Print Only	2 unit	16,000.00	Public Bidding					2							
	Wireless Mouse	3 pcs	1,500.00	NP - Small Value Procurement					3							
	Sub-Total		177,600.00													
	Office Supplies															

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
	1" double sided tape	5 pcs	600.00	NP - Small Value Procurement					5							
	A4 Photo Paper	10 packs	1,500.00	NP - Small Value Procurement					5	5						
	Alcohol, Ethyl, 70% solution, 500mL	10 btls	1,250.00	NP - Small Value Procurement					5	5						
	Ballpen 50 Pieces, Blue	5 box of 50's	2,500.00	NP - Small Value Procurement					3	2						
	Binder Clip, 1-inch, 12 pcs/box	5 Box of 12's	500.00	NP - Small Value Procurement					5							
	Binder Clip, 2-inch, 12 pcs/box	5 boxes	750.00	NP - Small Value Procurement					5							
	bond paper, long	10 ream	3,500.00	NP - Small Value Procurement					5	5						
	Cartolina, US, Light Blue, at least 160gsm	15 pcs	300.00	NP - Small Value Procurement					5	5	5					
	Cartolina, US, Light Green, at least 160gsm	15 pcs	210.00	NP - Small Value Procurement					5	5	5					
	Cartolina, US, Neon Pink, at least 160gsm	15 pcs	210.00	NP - Small Value Procurement					5	5	5					
	Certificate Jacket A4	60 pcs	2,400.00	NP - Small Value Procurement					5	5	5	5	5	10	10	15
	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	30 box of 50's	900.00	NP - Small Value Procurement					10	10	10					
	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	30 boxes	600.00	NP - Small Value Procurement					10	10	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
	Cork Board, Wall Mount, w/ aluminum frame, 2' x 3'	1 pcs	880.00	NP - Small Value Procurement					1							
	Cutter, Big, Plastic (Ordinary), w/ lock	10 pcs	300.00	NP - Small Value Procurement					5	5						
	Envelope, Documentary, Brown, 150 lbs, Long	50 pc	350.00	NP - Small Value Procurement					10	10	10	10	10			
	Envelope, Expanding, Plastic, Long	20 pc	1,080.00	NP - Small Value Procurement					10	10						
	Glue, Multi-Purpose, White, at least 454g (473mL)	1 btls	495.00	NP - Small Value Procurement					1							
	Ink, Refill, for Permanent Marker, Black, 30mL	10 btls	1,150.00	NP - Small Value Procurement					5	5						
	Ink, Refill, for Whiteboard Marker, Black, 30mL	10 btls	1,650.00	NP - Small Value Procurement					5	5						
	Laminating Film, A4, 100 shts/box, 250 microns	1 boxes	1,430.00	NP - Small Value Procurement					1							
	Masking Tape, 1"	10 rolls	600.00	NP - Small Value Procurement					5	5						
	Memo Notebooks, 60 leaves	150 pieces	4,500.00	Shopping - A					10	10	10	10	30	30	30	20
	Mouse Pad, Rubber	3 pad	750.00	NP - Small Value Procurement					3							
	Paper, Bond, A4, S-24, 80 gsm	30 reams	8,670.00	Shopping - B					5	5	10	10				
	Paper, Manila	100 pcs	600.00	NP - Small Value Procurement					50	50						
	Paper, Mimeo, WW, Long, S-18	15 reams	3,270.00	Shopping - A					15							
	Pen, Permanent Marker, blue, fine tip	30 pieces	1,800.00	NP - Small Value Procurement						10	10	10				

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Pen, Highlighter, yellow	10 pieces	450.00	NP - Small Value Procurement					5	5						
	Pen, Whiteboard Marker, black	20 pieces	1,000.00	NP - Small Value Procurement					5	5	5	5				
	Pencil, Wooden	5 dozen	600.00	NP - Small Value Procurement					5							
	Puncher, Heavy Duty	1 pieces	450.00	NP - Small Value Procurement					1							
	Push Pins	10 boxes	400.00	NP - Small Value Procurement					5	5						
	Ruler, Plastic, 12"	10 pieces	350.00	NP - Small Value Procurement					5	5						
	Scissors, 6" heavy duty, good quality	3 piece	204.00	NP - Small Value Procurement					3							
	Scotch Tape 1 inch x 100 meters	10 rolls	400.00	NP - Small Value Procurement					5	3	2					
	Scotch Tape 4.7cm	5 pc	325.00	NP - Small Value Procurement					5							
	Staple Wire No. 35-5M Leg Length 6mm (1/4")	10 boxes	800.00	NP - Small Value Procurement					3	3	4					
	Stapler, HD No.35	3 pc	1,200.00	Shopping - A					3							
	Sticker paper	10 packs	950.00	NP - Small Value Procurement					5	5						
	STICKY NOTES 2 X 3 ASSORTED COLORS	10 pad	790.00	NP - Small Value Procurement					5	5						

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Tape Dispenser, 1" tape, big core, any color	3 pcs	345.00	NP - Small Value Procurement					3							
	Tissue, Bathroom, 2 Ply, 12rolls/pack	4 pack	1,000.00	NP - Small Value Procurement					4							
	Toner TN 114 (Genuine), for Develop Ineo 161/163 Copier	5 btls	18,750.00	Shopping - A					5							
	Vellum Board, Canary, A4, 220 GSM, 10 sheets per pack	50 pack of 10's	3,000.00	Shopping - A					10	10	10	20				
	White Folders, 0.14mm long 100pcs/pack	2 packs	1,200.00	NP - Small Value Procurement					2							
	Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	1 pcs	880.00	NP - Small Value Procurement					1							
	Sub-Total		75,839.00													
	Printing Services															
	Polo shirt with embroidered logos	14 pcs	4,900.00	NP - Small Value Procurement					14							
	Tarpaulin printing	102 sq. ft	3,060.00	Shopping - A					10	10	20	20	20	10	12	
	Sub-Total		7,960.00													
	Trainings															
	Token	20 bag	20,000.00	Shopping - B					10	10						
	Sub-Total		20,000.00													
	Transportation															
	Airplane Tickets (Local)	4 pcs	20,000.00	NP - Emergency Cases							4					
	University vehicle/van rental	10 day	50,000.00	Public Bidding					5	5						
	Van Rental (SOUTHERN LEYTE Area)	6 unit	39,000.00	Public Bidding					6							
	Van Rental (BILIRAN Area)	6 unit	42,000.00	Public Bidding					6							
	Sub-Total		151,000.00													
	Vehicle Supplies															
	Diesel fuel	650 liters	54,600.00	Public Bidding					150	150	150	50	50	50	50	
	Sub-Total		54,600.00													

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TOTAL BUDGET:			642,874.00													

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

Prepared by:


SHEILLO G. CATORCE

Submitted by:


MARK C. RATILLA
Unit Head/Project Leader

Date: **05/16/2025**


NICK FREDDY R. BELLO