

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



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

SCAN HERE



PPMP-2024-0928-226003

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2025

END-USER/UNIT: **Institute for Strategic Research & Development Studies**

PPMP #: **PPMP-2025-092524-0555**

CHARGED TO **GF-MOOE**

Project, Programs and Activities(PPAs):

1. ISRDS 44th Anniversary Forum
2. Curriculum Development Workshop
3. Voter's Education Seminars and Assemblies and Candidates' Forums
4. Midyear Evaluation, Information Campaigns, and Team Building Activities
5. Staff Meetings and Workshops
6. Purchase of Office Supplies and Materials
7. Purchase of 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
	Accommodation															
	Hotel Accommodation for Resource Person	4 day	6,400.00	NP - Small Value Procurement									4			
	Sub-Total		6,400.00													
	Food & Food Ingredients															
	Lunch Buffet	70 person	17,500.00	NP - Small Value Procurement			15						55			
	Dinner Buffet	4 person	1,000.00	NP - Small Value Procurement									4			
	Meal (Breakfast)	4 pc	600.00	NP - Small Value Procurement									4			

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 PM (80.00)	70 packs	5,600.00	NP - Small Value Procurement			15						55			
	Snacks AM (80.00)	310 packs	24,800.00	NP - Small Value Procurement	10	10	25	130	10	10	10	10	65	10	10	10
	Sub-Total		49,500.00													
	Hardware															
	Bulb, LED, 9W	30 piece	7,500.00	Public Bidding	15		15									
	Sub-Total		7,500.00													
	IT Supplies and Equipment															
	Ink, Epson 003,Genuine Black 65mL	4 btl	1,400.00	Public Bidding	4											
	Ink, EPSON 003,Genuine Cyan 65mL	3 btl	1,050.00	Public Bidding			3									
	Ink, EPSON 003,Genuine Magenta 65mL	3 btl	1,050.00	Public Bidding			3									
	Ink, EPSON 003,Genuine Yellow 65mL	3 btl	1,050.00	Public Bidding			3									
	Television, UHD, Smart TV	1 unit	35,000.00	Public Bidding			1									
	Desktop Computer, Assembled, 12th Gen Core i5, SDD and HDD	1 sets	49,000.00	Public Bidding	1											
	Sub-Total		88,550.00													
	Office Supplies															
	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	10 pack	1,600.00	Public Bidding	3		3		4							
	Paper, Book, A4 size, 80 gsm	30 reams	8,550.00	Public Bidding	10		20									
	Paper, Book, Long, 8 x 13 S-18	5 ream	1,100.00	Public Bidding			5									
	Envelope, Document, Brown, 150 lbs, Long	12 pc	84.00	Public Bidding			12									
	Certificate Holder (A4)	12 pcs	780.00	Public Bidding	5		7									
	Folder, Expanded, Long (Light Blue)	20 pcs	600.00	Public Bidding			20									
	Envelope, Expanding, with garter tie, brown, long	12 pc	240.00	Public Bidding			12									
	White Mailing Envelope, Long, 9 1/2 x 4 1/8	100 pcs	100.00	Public Bidding			50		50							
	Folder, File, Long, 14pts, White	100 piece	1,000.00	Public Bidding			50		50							
	Glue, Multi-Purpose, White, at least 130g (118mL)	2 btls	180.00	Public Bidding					2							
	Index Tab, transparent, self-adhesive, transparent, 5sets/box	4 boxes	360.00	Public Bidding			4									
	Tape, Double Sided, 1" x 10m	10 rolls	450.00	Public Bidding			10									
	Tape, Transparent, 12mm x 50m	5 rolls	340.00	Public Bidding			5									
	Tape, Masking, 1" x 25 yards	5 rolls	240.00	Public Bidding			5									

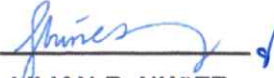
Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Record Book, Big, 500 pages	2 pcs	370.00	Public Bidding			2									
	Jumbo Paper Clips	5 Box of 100's	150.00	Public Bidding			5									
	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	10 box of 50's	250.00	Public Bidding			10									
	Pencil, #2, Medium, Yellow, 12pcs/box	3 Box of 12's	360.00	Public Bidding			3									
	Photo Paper Glossy A4	6 sheets	900.00	Public Bidding			6									
	Push Pins	3 boxes	120.00	Public Bidding			3									
	Pen, Sign, .5mm, Gel-type, Blue	15 piece	525.00	Public Bidding	5		5		5							
	Stapler, HD No.35	1 pc	400.00	Public Bidding	1											
	Staple Wire, #35	6 boxes	210.00	Public Bidding			6									
	STICKY NOTES 3 X 4 ASSORTED COLORS	5 pad	395.00	Public Bidding			5									
	Pen, Whiteboard Marker, black	10 pieces	500.00	Public Bidding	5		5									
	Ink, Refill, for Whiteboard Marker, Black, 30mL	2 btls	330.00	Public Bidding			2									
	Alcohol, Ethyl, 70% solution, 500mL	12 btls	1,500.00	Public Bidding	5		7									
	Wall Clock	1 pc	800.00	Public Bidding			1									
	Drinking glass cup glassware, set	2 sets	600.00	Public Bidding			2									
	Sub-Total		23,034.00													
	Office Supplies and General Merchandise Products															
	mugs breakable	6 pc	300.00	Public Bidding			6									
	Spoon & Fork set	2 dozen	200.00	Public Bidding			2									
	Sub-Total		500.00													
	Transportation															
	Airplane Tickets (Local)	4 pcs	20,000.00	NP - Small Value Procurement									4			
	Sub-Total		20,000.00													
TOTAL BUDGET:			195,484.00													

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

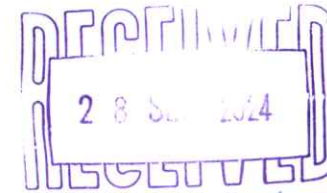
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Date: 09/28/2024




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