

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

—SCAN HERE—



PPMP-2024-0730-213189

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **Office of the Director for Research**

Project Code: **IGPR.12(20401010-002)**

Purpose: **Trainings and Workshops**

Total Budget : **738,414.47**

Funding : **IGP**

PPMP #: **PPMP-2024-073024-0320**

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Awards & Tokens																
VSU Planner Notebook for tokens	20	pcs	150.00	3,000.00									20			
Folding VSU Umbrella for tokens	20	pcs	275.00	5,500.00									20			
VSU Tote Bag 2023	20	pcs	200.00	4,000.00									20			
Sub-Total				12,500.00												
Food & Food Ingredients																
Snacks AM	300	set	80.00	24,000.00										300		
Lunch (Buffet Style) Menu#1	300	person	200.00	60,000.00										300		
Lunch (Buffet Style) Menu#2	200	pcs	250.00	50,000.00										200		
Snacks PM	300	packs	80.00	24,000.00										300		
Snacks PM (#4)	200	packs	80.00	16,000.00										200		
Snacks AM (#7)	200	packs	80.00	16,000.00										200		
Assorted coffee, milk and chocate powder, sugar etc for In House Review committee and evaluators	2	pcs	3,000.00	6,000.00									1	1		
Lunch (Buffet Style) Menu#3	200	person	250.00	50,000.00									200			
Snacks AM #14	200	person	80.00	16,000.00									200			
Snacks AM (#6)	200	packs	80.00	16,000.00									200			
Sub-Total				278,000.00												
Office Supplies																
Envelope, Expanding, with garter tie, brown, long	400	pc	20.00	8,000.00												
A4 Paper One bond paper	5	ream	1,500.00	7,500.00									400			
													5			

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Ballpen 50 Pieces, Blue	10	box of 50's	500.00	5,000.00									10			
Pencil, #2, Medium, Yellow, 12pcs/box	25	Box of 12's	120.00	3,000.00									25			
ID Jacket, ziplocked, size 4R	250	pc	35.00	8,750.00									250			
Neck lanyard or ID sling (black)	250	pc	25.00	6,250.00									250			
Disposable paper cup, approx. 12 oz. cap., 50 pcs. per pack	4	packs	130.00	520.00									4			
Sub-Total				39,020.00												
Printing Services																
Centennial Paper Bag	20	pieces	38.00	760.00									20			
Sub-Total				760.00												
Grand Total				330,280.00												

Prepared by:  **JHANN MAE S. MARQUEZ**

Submitted by:  **IVY C. EMNACE**
Unit Head/Project Leader

Date: **07/31/2024**

*Funding Sources: General Fund(GF), Trust Fund(TF, Special Trust Fund(STF), IGP, Supplemental or Augmentation
Note: Please make a separate PPMP for each funding source.
Categorize the entries such as Office Supplies, Office Appliance & Equipment, Office Furniture, Laboratory Supplies, IT Equipment, Construction & Electrical Supplies, Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies