

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



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

SCAN HERE



PPMP-2024-0925-225025

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

END-USER/UNIT: **Office of the Vice President for the Student Affairs and Services**

**CHARGED TO GF-MOOE**

Project, Programs and Activities (PPAs):

\*Student On-boarding

\*SAS Research Agenda Workshop

\*Trainings and Capacity Building

PPMP #: **PPMP-2025-092424-0077**

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>															
	Room Accommodation (Good for 2 to 3 person per room)	1 unit	1,500.00	NP - Small Value Procurement						1						
	<b>Sub-Total</b>		<b>1,500.00</b>													
	<b>Food &amp; Food Ingredients</b>															
	Snacks PM	200 packs	16,000.00	NP - Small Value Procurement						100	100					
	Packed Meals for Lunch (200.00)	200 packs	40,000.00	Public Bidding						100	100					
	Snacks AM	200 set	16,000.00	NP - Small Value Procurement						100	100					
	<b>Sub-Total</b>		<b>72,000.00</b>													
	<b>Fuel &amp; Lubricants</b>															
	Gasoline, (Unleaded)	15 L	1,275.00	NP - Direct Retail Purchase (Section 53.14)								15				



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
	DIESEL	15 liters	1,350.00	NP - Direct RetailPurchase (Section 53.14)						5		5	5			
	<b>Sub-Total</b>		<b>2,625.00</b>													
	<b>IT Supplies and Equipment</b>															
	Document Scanner w/ ADF	1 unit	40,000.00	NP - Small Value Procurement	1											
	Epson 001 ink, Black, 127ml, Genuine	3 btls	1,800.00	NP - Small Value Procurement			3									
	Epson 001 ink, Cyan, Genuine	3 btls	1,050.00	NP - Small Value Procurement			3									
	Epson 001 ink, Magenta, Genuine	3 btls	1,050.00	NP - Small Value Procurement			3									
	Epson 001 ink, Yellow, Genuine	3 btls	1,050.00	NP - Small Value Procurement			3									
	Epson 003 Original Ink Bottle Set of 4 Colors Black, Cyan, Yellow, Magenta	3 set	4,200.00	NP - Small Value Procurement			3									
	Desktop Computer, with Monitor, Core i5 12th Gen, 8GB RAM (Assembled) or higher	1 sets	49,000.00	Public Bidding		1										
	Graphics Processing Unit, Nvidia RTX 4060	1 unit	25,000.00	NP - Small Value Procurement	1											
	SSD, NVMe 1TB	1 piece	7,500.00	NP - Small Value Procurement	1											
	Random Access Memory (RAM), DDR4 3600Mhz 32GB (16GB x 2)	1 pieces	14,000.00	NP - Small Value Procurement	1											
	2.5" Internal Solid State Drive (SSD)	1 pcs	2,500.00	NP - Small Value Procurement	1											
	<b>Sub-Total</b>		<b>147,150.00</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
	<b>Office Equipment</b>															
	Industrial Air Cooler Fan	1 unit	45,000.00	Public Bidding			1									
	<b>Sub-Total</b>		<b>45,000.00</b>													
	<b>Office Furniture &amp; Fixture</b>															
	24" Heavy Duty Industrial Fan	1 pc	10,000.00	NP - Small Value Procurement			1									
	<b>Sub-Total</b>		<b>10,000.00</b>													
	<b>Office Supplies</b>															
	Folder, Pressboard, US, Blue, Long	10 pieces	400.00	NP - Small Value Procurement			10									
	Folder, Pressboard, A4, US Green, Double Fold	10 pcs	500.00	NP - Small Value Procurement			10									
	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	10 pcs	1,950.00	NP - Small Value Procurement			10									
	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	10 pcs	2,000.00	NP - Small Value Procurement			10									
	Envelope, Document, Brown, 150 lbs, Long	10 pc	70.00	NP - Small Value Procurement			10									
	Envelope, Expanding, with garter tie, brown, long	20 pc	400.00	NP - Small Value Procurement			20									
	Fastener, Paper, plastic, 50 sets/box	10 boxes	400.00	NP - Agency to Agency			10									
	A4 Paper One bond paper	10 ream	15,000.00	NP - Small Value Procurement			10									
	Vellum Paper A4	200 reams	58,000.00	NP - Small Value Procurement			100	100								
	Pen, Whiteboard Marker, blue,	3 pieces	150.00	NP - Agency to Agency			3									



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, 200 Pages	2 piece	180.00	NP - Agency to Agency			2									
	Staple Wire, #35	3 boxes	105.00	NP - Agency to Agency			3									
	Tape, Double Sided, 1" x 10m	3 rolls	135.00	NP - Agency to Agency			3									
	Tape, Packaging, 2" x 100 yards, Tan	3 rolls	225.00	NP - Agency to Agency		3										
	Tape, Masking, 1" x 25 yards	3 rolls	144.00	NP - Agency to Agency		3										
	Tape, Transparent, 12mm x 50m	3 rolls	204.00	NP - Agency to Agency		3										
	Tape, Duct, 2" x 25m, Black/Grey	3 rolls	540.00	NP - Agency to Agency		3										
	CONTINGENCY FUND	1 lot	15,000.00	Shopping - A			1									
	<b>Sub-Total</b>		<b>95,403.00</b>													
	<b>Printing Services</b>															
	Sintra Board (with Sticker) 1.5ft x 3 ft	1 pc	1,100.00	NP - Small Value Procurement			1									
	<b>Sub-Total</b>		<b>1,100.00</b>													
	<b>Trainings</b>															
	Training Venue (CCE 2nd Floor)	1 day	4,000.00	Direct Contracting						1						
	<b>Sub-Total</b>		<b>4,000.00</b>													
	<b>Transportation</b>															
	Airfare tickets (MNL-TAC vv)	1 person	6,000.00	NP - Direct Retail Purchase (Section 53.14)						1						
	Boat Ticket (Baybay-Cebu) & Plane Ticket Local (Cebu-Manila)	1 unit	7,000.00	NP - Direct Retail Purchase (Section 53.14)						1						
	<b>Sub-Total</b>		<b>13,000.00</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
TOTAL BUDGET:			391,778.00													

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

Prepared by:

  
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 Administrative Aide VI

Submitted by:

  
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 Unit Head/Project Leader



Date: 09/27/2024

  
**ALICIA M. FLORES**