

Scanned  
Accepted 9/28

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



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

SCAN HERE



PPMP-2024-0925-225166

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)  
CY 2025

END-USER/UNIT: **Gender Resource Center**  
**CHARGED TO GF-MOOE**

PPMP #: **PPMP-2025-092524-0476**

Project, Programs and Activities(PPAs):

1. Functional GRC
2. Functional ASHU
3. Functional GAD Database
4. GFPS Capacity Development Program
5. University Women's Month Celebration
6. GRC Anniversary Celebration
7. 18 Days campaign to END VAW
8. GBP and GAD AR Preparation Workshops
9. Gender, Climate and Disaster Resilience Program
10. Mainstreaming Gender in VSU's Instruction and RDEI Mandates (Capacity Development for VSU faculty/researchers/community development workers)

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)	5 unit	7,500.00	NP - Small Value Procurement			2						1		2	
	<b>Sub-Total</b>		<b>7,500.00</b>													
	<b>Food &amp; Food Ingredients</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
	Snacks AM	1000 set	80,000.00	NP - Small Value Procurement			300	50		50	300				300	
	Meals Dinner (Buffet Style) Menu#1	100 person	36,000.00	NP - Small Value Procurement			50								50	
	<b>Sub-Total</b>		<b>116,000.00</b>													
	<b>IT Supplies and Equipment</b>															
	LCD PROJECTOR	1 unit	30,000.00	Public Bidding				1								
	<b>Sub-Total</b>		<b>30,000.00</b>													
	<b>Office Equipment</b>															
	Portable Sound System (2 Way)	1 unit	14,500.00	Public Bidding		1										
	<b>Sub-Total</b>		<b>14,500.00</b>													
	<b>Office Supplies</b>															
	A4 Bond Paper, 70 GSM (5 reams/box)	10 boxes	12,500.00	Public Bidding	10											
	Folder, File, Long, 14pts, White	100 piece	1,000.00	Public Bidding	100											
	Puncher, Heavy Duty	2 pieces	900.00	Public Bidding	2											
	Scissors, 6" heavy duty, good quality	5 piece	340.00	Public Bidding	5											
	Ballpen 50 Pieces, Blue	5 box of 50's	2,500.00	Public Bidding	5											
	Fastener, Paper, plastic, 50 sets/box	3 boxes	120.00	Public Bidding	3											
	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	20 packs	900.00	Public Bidding	20											
	Paper, Specialty 200gsm 8-1/2x11, 10s, White	20 packs	900.00	Public Bidding	20											
	Certificate Holder (A4)	50 pcs	3,250.00	Public Bidding	50											
	Sign Here Sticky Notes	10 pack	590.00	Public Bidding	10											
	STICKY NOTES 2 X 3 ASSORTED COLORS	10 pad	790.00	Public Bidding	10											
	Stapler, HD-# 10	3 pieces	360.00	Public Bidding	3											
	Staple wire remover	5 pieces	200.00	Public Bidding	5											
	Cartolina, US, Violet, at least 160gsm	50 pcs	700.00	Public Bidding	50											
	Pen, Permanent Marker, blue, broad tip	15 pieces	900.00	Public Bidding	15											
	Envelope, Expanding, with garter tie, violet, long	100 pc	1,500.00	Public Bidding	100											
	Staple Wire, #10	10 boxes	200.00	Public Bidding	10											
	Soap, Detergent, Powder, 1 kilo/pack, any scent	5 kl	750.00	Public Bidding	5											
	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	5 gallon	1,500.00	Public Bidding	5											
	Alcohol, Ethyl, 70% solution, 1 gallon	4 gallons	2,400.00	Public Bidding	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
	Air Freshener, Lavender Scent	5 pcs	950.00	Public Bidding	5											
	<b>Sub-Total</b>		<b>33,250.00</b>													
	<b>Office Supplies and General Merchandise Products</b>															
	Bamboo Tumbler with laser engraved VSU Branding, #GoGreen and #SDG	30 pcs	21,000.00	Public Bidding	30											
	<b>Sub-Total</b>		<b>21,000.00</b>													
	<b>Trainings</b>															
	Accommodation and Meals Package	60 pc	270,000.00	NP - Small Value Procurement		30	30									
	<b>Sub-Total</b>		<b>270,000.00</b>													
	<b>Transportation (Plane &amp; Boat Tickets)</b>															
	Airfare ticket (Local)	2 lot	60,000.00	NP - Small Value Procurement			1								1	
	<b>Sub-Total</b>		<b>60,000.00</b>													
	<b>TOTAL BUDGET:</b>		<b>552,250.00</b>													

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

Prepared by: \_\_\_\_\_

LETTY JEAN C. LOR

Submitted by: \_\_\_\_\_

MARIA AURORA TERESITA W. TABADA

Unit Head/Project Leader

Date: 09/27/2024



*[Signature]*  
ALICIA M. FEORES