

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

SCAN HERE



PPMP-2024-0926-225486

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2025

END-USER/UNIT: **Office of the President**
CHARGED TO GF-MOOE

PPMP #: **PPMP-2025-092524-0482**

Project, Programs and Activities(PPAs):

1. Accommodating regional, national, and international visitors and guests.
2. Conduct of regular management committee meetings with key officials.
3. Preparation of executive office correspondence, reports, and directives.
4. Attendance and participation in national and international meeting and conferences.
5. Supervision and oversight of university governance and administrative functions.
6. Provision of effective housekeeping and maintenance for the Office of the President.

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															
	Accommodation (VSU Guests/Visitors)	100 lot	50,000.00	NP - Small Value Procurement	5	5	10	20	5	5	15	5	5	5	5	15
	Sub-Total		50,000.00													
	Awards & Tokens															
	Token (Assorted Goods/Food Products)	50 pcs	32,500.00	NP - Small Value Procurement	5		5	10		5	5	10		5		5
	VSU cap/Hat for Tokens	50 pcs	15,000.00	NP - Small Value Procurement	5		5	10		5	5	10		5		5
	Folding VSU Umbrella for tokens	50 pcs	13,750.00	NP - Small Value Procurement	5		5	10		5	5	10		5		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
	VSU Mugs for Tokens	30 pcs	6,000.00	NP - Small Value Procurement				15				15				
	Token (Tote bag and food products)	50 pcs	32,500.00	NP - Small Value Procurement	5		5	10		5	5	10		5		5
	Diploma folder, yellow, with VSU logo, for certificates of recognition	10 pcs	1,000.00	NP - Small Value Procurement	10											
	Leis	20 pc	5,000.00	NP - Small Value Procurement				10				10				
	Sub-Total		105,750.00													
	Food & Food Ingredients															
	Meals Dinner (Buffet style)	100 packs	25,000.00	NP - Small Value Procurement	5	5	5	20	5	5	5	20	5	5	5	15
	Lunch Buffet	150 person	37,500.00	NP - Small Value Procurement	10	10	10	25	10	10	10	25	10	10	10	10
	Meals (Breakfast Buffet Style)	65 person	10,400.00	NP - Small Value Procurement	5	5	5	10	5	5	5	5	5	5	5	5
	Management Committee Meetings (Meals and Snacks)	1 lot	81,600.00	NP - Small Value Procurement	1											
	Sub-Total		154,500.00													
	IT Supplies and Equipment															
	FUJIXEROX DC-V 2265, Toner Cartridge K (Black)	5 pcs	80,000.00	NP - Small Value Procurement	3						2					
	FUJIXEROX DC-V 2265, Toner Cartridge C (Cyan)	5 pcs	90,000.00	NP - Small Value Procurement	3						2					
	FUJIXEROX DC-V 2265, Toner Cartridge M (Magenta)	5 pcs	90,000.00	NP - Small Value Procurement	3						2					

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
	FUJIXEROX DC-V 2265, Toner Cartridge Y (Yellow)	5 pcs	90,000.00	NP - Small Value Procurement	3						2					
	FUJIXEROX DC-V 2265, Waste Toner Cartridge	2 pcs	7,000.00	NP - Small Value Procurement	1						1					
	FUJIXEROX DC-V 2265, Developer Unit	1 unit	8,000.00	NP - Small Value Procurement	1											
	FUJIXEROX DC-V 2265, LL Drum Cartridge (imaging unit)	4 pcs	88,000.00	NP - Small Value Procurement	4											
	Epson 003 Ink Bottle for Epson L3150, YELLOW	5 btls	2,000.00	NP - Small Value Procurement	3						2					
	Epson 003 Ink Bottle for Epson L3150, MAGENTA	5 btls	2,000.00	NP - Small Value Procurement	3						2					
	Epson 003 Ink Bottle for Epson L3150, CYAN	5 btls	2,000.00	NP - Small Value Procurement	3						2					
	Epson 003 Ink Bottle for Epson L3150, Black	5 btls	2,000.00	NP - Small Value Procurement	3						2					
	Sub-Total		461,000.00													
	Laboratory Equipment															
	Automatic Voltage Regulator (AVR)	1 unit	10,000.00	NP - Small Value Procurement	1											
	Sub-Total		10,000.00													
	Office Supplies															
	Pen, Sign, .5mm, Gel-type, Blue	50 piece	1,750.00	NP - Small Value Procurement	25						25					
	Sign Pen, Fine Tech, 0.3 mm, Blue (12 pcs/box)	4 boxes	1,400.00	NP - Small Value Procurement	2						2					

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
	Index Tab, transparent, self-adhesive, transparent, 5sets/box	5 boxes	450.00	NP - Small Value Procurement	5											
	Alcohol, Ethyl, 70% solution, 500mL	25 btls	3,125.00	NP - Small Value Procurement	15						10					
	Tissue, Bathroom, 2 Ply, 12rolls/pack	4 pack	816.00	NP - Small Value Procurement	2						2					
	Disinfectant Spray, 170g	20 can	5,600.00	NP - Small Value Procurement	10						10					
	Furniture Polish	6 btls	2,100.00	NP - Small Value Procurement	3						3					
	Stapler, HD No.35	4 pc	1,600.00	NP - Small Value Procurement	4											
	Scissors, 8" heavy duty, good quality	8 pieces	600.00	NP - Small Value Procurement	8											
	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	5 pack	325.00	NP - Small Value Procurement	5											
	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	5 pack	425.00	NP - Small Value Procurement	5											
	Sign pen, Fine Tech, 0.8mm. blue	50 pcs	1,750.00	NP - Small Value Procurement	25						25					
	Bookmark Index Label Stickers (Large)	10 sheets	400.00	NP - Small Value Procurement	5						5					
	Bookmark Index Label Stickers (Medium)	10 sheets	400.00	NP - Small Value Procurement	5						5					
	Long Reach Stapler - Long Arm for Booklet Binding - Black	1 pc	1,400.00	NP - Small Value Procurement	1											

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
	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	5 boxes	100.00	NP - Small Value Procurement	5											
	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	3 box of 50's	90.00	NP - Small Value Procurement	3											
	Soap, Detergent, Powder, 1 kilo/pack, any scent	3 kl	450.00	NP - Small Value Procurement	2						1					
	Soap, Dishwashing, Liquid, 250mL	24 btls	3,600.00	NP - Small Value Procurement	12						12					
	Soap, hand, liquid, 250 ml	12 btls	1,860.00	NP - Small Value Procurement	6						6					
	Specialty, board, long 8-1/2 x 13, 220 gsm, white, vellum, 10pcs/pack	10 pack	850.00	NP - Small Value Procurement	10											
	Vellum Board, Canary, Long, 220 GSM, 10 sheets per pack	10 pack of 10's	700.00	NP - Small Value Procurement	10											
	Vellum Board, Pale Cream, A4, 220 GSM, 10 sheets per pack	10 pack of 10's	600.00	NP - Small Value Procurement	10											
	Envelope, Document, Brown, 150 lbs, Long	100 pc	700.00	NP - Small Value Procurement	50						50					
	Envelope, Document, Brown, 150 lbs, Short	50 pc	250.00	NP - Small Value Procurement	25						25					
	Envelope, Expanding, with garter tie, green, long	6 pc	180.00	NP - Small Value Procurement	6											
	Envelope, Expanding, with garter tie, brown, long	6 pc	120.00	NP - Small Value Procurement	6											
	Fastener, Paper, plastic, 50 sets/box	6 boxes	240.00	NP - Small Value Procurement	3						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
	Folder, File, Long, 14pts, White	100 piece	1,000.00	NP - Small Value Procurement	50						50					
	Folder, Pressboard, US, Green, Long	100 pcs	3,500.00	NP - Small Value Procurement	50						50					
	Envelope, Mailing, white, long, 500pcs/box	1 boxes	525.00	NP - Small Value Procurement	1											
	Staple Wire, #35	6 boxes	210.00	NP - Small Value Procurement	3						3					
	STICKY NOTE PAGE 1/2X2IN set with assorted color	2 set	520.00	NP - Small Value Procurement	2											
	STICKY NOTES 2 X 3 ASSORTED COLORS	6 pad	474.00	NP - Small Value Procurement	6											
	STICKY NOTE 3 X 3 ASSORTED COLORS	6 pad	474.00	NP - Small Value Procurement	6											
	STICKY NOTES 3 X 4 ASSORTED COLORS	6 pad	474.00	NP - Small Value Procurement	6											
	Sharpener, Pencil Heavy Duty good qlty	1 pieces	350.00	NP - Small Value Procurement	1											
	Pencil, Lead, #2, w/ eraser	5 pieces	50.00	NP - Small Value Procurement	3						2					
	Paper, Bond, A4, S-24, 80 gsm	10 reams	2,890.00	NP - Small Value Procurement	5						5					
	Tape, Double Sided, 1" x 10m	3 rolls	135.00	NP - Small Value Procurement	2						1					
	Tape, Double Sided, 2" x 10m	3 rolls	360.00	NP - Small Value Procurement	2						1					

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
	Tape, Masking, 1" x 25 yards	3 rolls	144.00	NP - Small Value Procurement	2						1					
	Tape, Masking, 2" x 25 yards	3 rolls	285.00	NP - Small Value Procurement	2						1					
	Tape, Packaging, 2" x 100 yards, Clear	3 rolls	225.00	NP - Small Value Procurement	2						1					
	Tape, Transparent, 12mm x 50m	5 rolls	340.00	NP - Small Value Procurement	3						2					
	Tape, Transparent, 24mm x 50m	5 rolls	600.00	NP - Small Value Procurement	3						2					
	Pen, Permanent Marker, black, broad tip	3 pieces	180.00	NP - Small Value Procurement	3											
	Pen, Permanent Marker, black, fine tip	3 pieces	180.00	NP - Small Value Procurement	3											
	Pen, Highlighter, yellow	3 pieces	135.00	NP - Small Value Procurement	3											
	Pen, Highlighter, orange	3 pieces	138.00	NP - Small Value Procurement	3											
	Pen, Highlighting, asstd color	5 pcs	125.00	NP - Small Value Procurement	5											
	Rubberband, #18, 350 gms/box	2 boxes	540.00	NP - Small Value Procurement	1						1					
	Certificate Frame	5 piece	1,000.00	NP - Small Value Procurement	5											
	Folder, Sliding, Plastic, w/ binder, Long, transparent	25 pcs	250.00	NP - Small Value Procurement	15						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
	Data Filer, Big size, Legal	10 pieces	5,000.00	NP - Small Value Procurement	10											
	Ribbon, Satin	2 rolls	240.00	NP - Small Value Procurement	2											
	Ribbon, Satin Cloth, Yellow/Gold, 2"	2 rolls	600.00	NP - Small Value Procurement	2											
	Ribbon, Satin Cloth, Green, 2"	2 roll	600.00	NP - Small Value Procurement	2											
	Ribbon, Satin Cloth, White, 2"	2 rolls	600.00	NP - Small Value Procurement	2											
	Ribbon, Satin Cloth, Gold, 2"	2 rolls	600.00	NP - Small Value Procurement	2											
	Ribbon, Satin Cloth, Green, 1"	2 rolls	600.00	NP - Small Value Procurement	2											
	Ribbon, Satin Cloth, Gold, 1"	2 rolls	600.00	NP - Small Value Procurement	2											
	Ribbon, Satin Cloth, White, 1"	2 rolls	600.00	NP - Small Value Procurement	2											
	Ink, Refill, for Permanent Marker, Black, 30mL	2 btls	230.00	NP - Small Value Procurement	2											
	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	2 tubes	440.00	NP - Small Value Procurement	1						1					
	Air Freshener, Lavender Scent	3 pcs	570.00	NP - Small Value Procurement	2						1					
	Paper, Bond, A4, S-20, 70 gsm	25 reams	6,325.00	NP - Small Value Procurement	15						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
	<i>Sub-Total</i>		63,990.00													
	Transportation (Plane & Boat Tickets)															
	Plane Ticket Local	20 ea	200,000.00	Direct Contracting	2	1	2	2	1	2	2	1	2	2	1	2
	Plane Ticket (Foreign)	5 person	250,000.00	Direct Contracting	1			1			1		1	1		
	<i>Sub-Total</i>		450,000.00													
TOTAL BUDGET:			1,295,240.00													

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

Prepared by: LES ANDRE B. PAMAOS

Submitted by: CORAZON A. PADILLA
Unit Head/Project Leader

Date: 09/27/2024



ALICIA M. FLORES