

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



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

SCAN HERE



PPMP-2024-0927-225968

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2025

END-USER/UNIT: **College of Engineering and Technology**
 CHARGED TO **GF-MOOE**

PPMP #: **PPMP-2025-092724-0676**

Project, Programs and Activities (PPAs):

1. Conduct of Training-Workshop on OBE Continuous Quality Improvement
2. Conduct of 50th CET Anniversary
3. Conduct of CET Strategic Planning for 2025-2028
4. Conduct of Annual Planning and Team Building Retreat
5. Purchase of office supplies and materials

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 and Accommodation for Resource Person	6 room	12,000.00	NP - Direct Retail Purchase (Section 53.14)			3	3								
	Venue Rental	1 lot	10,000.00	NP - Direct Retail Purchase (Section 53.14)				1								
	Venue Rental for 80 pax	1 room	7,000.00	NP - Direct Retail Purchase (Section 53.14)	1											
	Sub-Total		29,000.00													
	Food & Food Ingredients															

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
	PM Snack	16 pcs	1,280.00	NP - Small Value Procurement				16								
	Lunch	50 person	11,000.00	NP - Small Value Procurement			50									
	Snacks AM & PM	100 person	16,000.00	NP - Small Value Procurement	50		50									
	Lunch	100 person	22,000.00	NP - Small Value Procurement	50								50			
	Snacks AM & PM	100 person	16,000.00	NP - Small Value Procurement	50								50			
	Lunch	16 person	4,000.00	NP - Small Value Procurement				16								
	Snacks AM & PM	16 person	2,400.00	NP - Small Value Procurement				16								
	Lunch	50 person	11,000.00	NP - Small Value Procurement	50											
	Sub-Total		83,680.00													
	IT Supplies and Equipment															
	HDMI Cable, rubberized/heavy-duty; 15m length; gold-plated connectors; full copper with ethernet; ve	1 pc	2,200.00	NP - Small Value Procurement		1										
	Portable SSD, 1TB	1 pc	5,800.00	NP - Small Value Procurement		1										
	Printer, A4, laser/toner, color, USB/Wifi/LAN Connectivity with connector accessories	1 set	34,500.00	NP - Small Value Procurement		1										
	Sub-Total		42,500.00													
	Office Furniture & Fixture															

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
	Monobloc chairs	13 piece	5,200.00	NP - Small Value Procurement		13										
	Sub-Total		5,200.00													
	Office Supplies															
	Alcohol, Ethyl, 70% solution, 500mL	12 btls	1,500.00	NP - Small Value Procurement		12										
	Sign pen, Fine Tech, 0.8mm. blue	12 pcs	420.00	NP - Small Value Procurement		12										
	Dong A My Gel Sign Pen Gel Ink 0.5mm Refill (12Pcs), BLUE	2 boxes	500.00	NP - Small Value Procurement		2										
	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	5 boxes	100.00	NP - Small Value Procurement		5										
	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (JUMBO)	10 pc	1,950.00	NP - Small Value Procurement		10										
	Paper, Specialty 200gsm, A4, white	12 pack	720.00	NP - Small Value Procurement		12										
	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	5 pack	800.00	NP - Small Value Procurement		5										
	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	3 pack	720.00	NP - Small Value Procurement		3										
	Broom, Soft (Tambo), Large, Heavy Duty	5 pcs	1,250.00	NP - Small Value Procurement		5										
	Cleaner, Glass, 500mL, spray type, any scent	5 btls	1,100.00	NP - Small Value Procurement		5										
	Ring Binder, plastic, 20mm, 3/4" black	5 pieces	110.00	NP - Small Value Procurement		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
	Ring Binder, plastic, 14mm, 5/8" black	4 pieces	72.00	NP - Small Value Procurement		4										
	Ruler, Plastic, 12"	2 pieces	70.00	NP - Small Value Procurement		2										
	Disposable paper cup, approx. 12 oz. cap., 50 pcs. per pack	6 packs	780.00	NP - Small Value Procurement		6										
	Disposable paper plate, approx. 9 inches, at least 50 pcs. per pack	6 packs	570.00	NP - Small Value Procurement		6										
	Laminating Film Roll	1 roll	1,200.00	NP - Small Value Procurement		1										
	Paper, Bond, A4, S-24, 80 gsm	24 reams	6,936.00	NP - Small Value Procurement		24										
	Laser Paper, A4	30 pack	3,600.00	NP - Small Value Procurement				30								
	Pencil, Wooden	1 dozen	120.00	NP - Small Value Procurement		1										
	Kitchen Paper Towel Roll	6 pc	360.00	NP - Small Value Procurement		6										
	Kitchen Paper Towel Z-folded	6 pc	360.00	NP - Small Value Procurement		6										
	Tissue Holder/Box, Rectangular	2 pc	200.00	NP - Small Value Procurement		2										
	Tissue Holder/Box, Round	2 pc	200.00	NP - Small Value Procurement		2										
	Storage Box, plastic material, 50 ltrs. capacity	4 pc	2,200.00	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
	Storage Box, plastic material, 180ltrs. capacity	2 pc	1,800.00	NP - Small Value Procurement		2										
	Paper, Bond, Long, S-20, 70 gsm	2 reams	572.00	NP - Small Value Procurement		2										
	Sub-Total		28,210.00													
	Printing Services															
	Service charge for binding	40 lot	2,000.00	NP - Direct Retail Purchase (Section 53.14)				40								
	Sub-Total		2,000.00													
	Transportation															
	Local Airfare	2 person	20,000.00	NP - Direct Retail Purchase (Section 53.14)			1	1								
	Sub-Total		20,000.00													
	Vehicle Supplies															
	Diesel fuel	125 liters	10,500.00	NP - Small Value Procurement	100			25								
	Sub-Total		10,500.00													
	TOTAL BUDGET:		221,090.00													

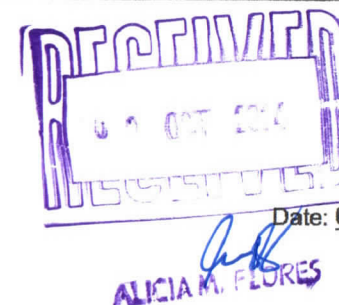
Note: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

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