

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



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

SCAN HERE



PPMP-2024-0925-225013

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

END-USER/UNIT: **Department of Business and Management**

**CHARGED TO GF-MOOE**

Project, Programs and Activities (PPAs):

Office supplies

PPMP #: **PPMP-2025-092524-0521**

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>															
	Hotel Accommodation_VSU TBI Trainings/Bootcamp/Workshop/MandE	25 day	37,500.00	NP - Small Value Procurement	2	2	2	2	2	2	2	2	2	2	2	3
	Board & Lodging (2days)	4 day	6,000.00	NP - Small Value Procurement	1	1	1	1								
	<b>Sub-Total</b>		<b>43,500.00</b>													
	<b>Food &amp; Food Ingredients</b>															
	Snacks AM	120 set	9,600.00	NP - Small Value Procurement	10	10	10	10	10	10	10	10	10	10	10	10
	<b>Sub-Total</b>		<b>9,600.00</b>													
	<b>Fuel &amp; Lubricants</b>															
	Diesel Fuel	140 L	9,800.00	NP - Small Value Procurement	10	10	10	10	10	10	20	10	20	10	10	10
	<b>Sub-Total</b>		<b>9,800.00</b>													
	<b>IT Supplies and Equipment</b>															
	LCD Projector (XGA), 3LCD Technology	1 unit	30,000.00	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
	All-in-One Ink Tank Printer Wi-Fi Duplex with ADF	1 unit	21,000.00	NP - Small Value Procurement	1											
	Presentation Clicker/Pointer	5 pcs	8,500.00	NP - Small Value Procurement	1	2	2									
	<b>Sub-Total</b>		<b>59,500.00</b>													
	<b>Office Equipment</b>															
	Portable speaker with powerful 100W sound, built-in dynamic light show, and splash proof design.	1 unit	25,000.00	NP - Small Value Procurement	1											
	<b>Sub-Total</b>		<b>25,000.00</b>													
	<b>Office Supplies</b>															
	Paper, Bond, Long, S-20, 70 gsm	30 reams	8,580.00	NP - Small Value Procurement	10	10	10									
	Pen, Whiteboard Marker, black	35 pieces	1,750.00	NP - Small Value Procurement	10	15	10									
	Pen, Whiteboard Marker, red	30 pieces	1,500.00	NP - Small Value Procurement	10	10	10									
	Pen, Whiteboard Marker, blue,	35 pieces	1,750.00	NP - Small Value Procurement	10	15	10									
	Pen, Sign, .5mm, Gel-type, Blue	100 piece	3,500.00	NP - Small Value Procurement	30	30	40									
	Pen, Sign, .5mm, Gel-type, Red	100 piece	3,500.00	NP - Small Value Procurement	20	40	40									
	Extension Cord Set with individual Switch 6-gang female plug	5 pc	4,245.00	NP - Small Value Procurement	1	2	2									
	Paper, Bond, A4, S-20, 70 gsm	127 reams	32,131.00	NP - Small Value Procurement	50	50	27									
	<b>Sub-Total</b>		<b>56,956.00</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>Trainings</b>															
	Food, Venue and Accommodation Package	1 lot	5,500.00	NP - Small Value Procurement	1											
	<b>Sub-Total</b>		<b>5,500.00</b>													
	<b>Transportation</b>															
	Boat Ticket (Baybay-Cebu) & Plane Ticket Local (Cebu-Manila)	3 unit	21,000.00	NP - Small Value Procurement	1	1	1									
	<b>Sub-Total</b>		<b>21,000.00</b>													
	<b>TOTAL BUDGET:</b>		<b>230,856.00</b>													

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

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

**SHEILLO C. CATORCE**

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

**MARK C. RATILLA**  
Unit Head/Project Leader



Date: **09/27/2024**

**AUCIA M. FLORES**