

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



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2025

SCAN HERE

 PPMP-2024-0926-225450

Drift

END-USER/UNIT: Office of the Vice President for Academic Affairs

PPMP #: PPMP-2025-092624-0642

CHARGED TO GF-MOOE

Project, Programs and Activities(PPAs):

1. Provision of effective Housekeeping for the OVPAA, office supplies and materials for the preparation of minutes of meetings, reports, office correspondence, etc.
2. Conduct of document review, monitoring of accomplishments, and operational planning, etc.
3. Attendance and participation to local and international meetings/conferences, travels
4. Academic year-end evaluation, target setting and team building workshop
5. Conduct of the Annual Academic Convocation

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															
	Venue rental to be used for the activity	2 hour	3,000.00	NP - Small Value Procurement					2							
	Sub-Total		3,000.00													
	Food & Food Ingredients															
	Snacks AM	300 set	24,000.00	Public Bidding							150		75			75
	Snacks PM	225 packs	18,000.00	Public Bidding							150					75
	Packed Meals for Lunch (200.00)	150 packs	30,000.00	Public Bidding							150					
	Sub-Total		72,000.00													
	Fuel & Lubricants															
	Diesel Fuel	500 L	35,000.00	Public Bidding	125			125			125			125		
	Sub-Total		35,000.00													
	IT Supplies and Equipment															

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
	Ink, Epson 003, Genuine Black 65ml	10 btl	3,500.00	NP - Small Value Procurement	5						5					
	Ink, EPSON 003, Genuine Cyan 65ml	5 btl	1,750.00	NP - Small Value Procurement	5											
	Ink, EPSON 003, Genuine Magenta 65ml	5 btl	1,750.00	NP - Small Value Procurement	5											
	Ink, EPSON 003, Genuine Yellow 65ml	5 btl	1,750.00	NP - Small Value Procurement	5											
	Epson 001 ink, Black, 127ml, Genuine	5 btl	3,000.00	NP - Small Value Procurement	5											
	Epson 001 ink, Cyan, Genuine	3 btl	1,050.00	NP - Small Value Procurement	3											
	Epson 001 ink, Magenta, Genuine	3 btl	1,050.00	NP - Small Value Procurement	3											
	Epson 001 ink, Yellow, Genuine	3 btl	1,050.00	NP - Small Value Procurement	3											
	Ink, EPSON T9481 XL for WF-C878R Printer, Black	1 tube	8,000.00	NP - Small Value Procurement	1											
	Ink, EPSON T9481 XL for WF-C878R Printer, Cyan	1 tube	8,000.00	NP - Small Value Procurement	1											
	Ink, EPSON T9481 XL for WF-C878R Printer, Magenta	1 tube	8,000.00	NP - Small Value Procurement	1											
	Ink, EPSON T9481 XL for WF-C878R Printer, Yellow	1 tube	8,000.00	NP - Small Value Procurement	1											
	Sub-Total		46,900.00													
	Office Supplies															

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
	Pen, Permanent Marker, blue, fine tip	5 pieces	300.00	NP - Small Value Procurement	2			2			1					
	Pen, Permanent Marker, black, fine tip	5 pieces	300.00	NP - Small Value Procurement	2			2			1					
	Pen, Permanent Marker, red, fine tip	5 pieces	300.00	NP - Small Value Procurement	2			2			1					
	Pen, Ball, black	50 pieces	500.00	NP - Small Value Procurement	15			15			10			10		
	Pen, Ball, blue	25 pieces	250.00	NP - Small Value Procurement	10			5			5			5		
	Pen, Highlighter, yellow	5 pieces	225.00	NP - Small Value Procurement	5											
	Pen, Whiteboard Marker, black	5 pieces	250.00	NP - Small Value Procurement	5											
	Pen, Whiteboard Marker, red	5 pieces	250.00	NP - Small Value Procurement	5											
	A4 Bond Paper, 70 GSM (5 reams/box)	1 boxes	1,250.00	NP - Small Value Procurement	1											
	Paper, Laid 8 x 13 90gsm Ivory	1 boxes	1,415.00	NP - Small Value Procurement	1											
	Envelope, Brown, long, good quality	25 pcs	125.00	NP - Small Value Procurement	15						10					
	Envelope, Brown, short, good quality	25 pc	125.00	NP - Small Value Procurement	15						10					
	Envelope, Expanding, with garter tie, brown, short	15 pc	300.00	NP - Small Value Procurement	10						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
	Jumbo Paper Clips	10 Box of 100's	300.00	NP - Small Value Procurement	5						5					
	Paper Clips Small Vinyl (33MM)	10 Box of 100's	350.00	NP - Small Value Procurement	5						5					
	Binder Clip, 1-inch, 12 pcs/box	10 Box of 12's	1,000.00	NP - Small Value Procurement	5						5					
	Binder Clip, 2-inch, 12 pcs/box	10 boxes	1,000.00	NP - Small Value Procurement	5						5					
	Paper Fastener Long Size 8 1/2"	5 box of 50's	750.00	NP - Small Value Procurement	5											
	Fastener, Paper, plastic, 50 sets/box	5 boxes	200.00	NP - Small Value Procurement	5											
	Folder, File, Long, 14pts, White	20 piece	200.00	NP - Small Value Procurement	10						10					
	Folder, File, Short, 14pts, White	20 piece	160.00	NP - Small Value Procurement	10						10					
	Folder, Pressboard, US, Green, Long	50 pcs	1,750.00	NP - Small Value Procurement	15			15			15			5		
	Folder, Pressboard, US, Green, Short	50 pcs	1,500.00	NP - Small Value Procurement	15			15			15			5		
	Alcohol, Ethyl, 75% solution, 1 gallon	3 gallon	1,950.00	NP - Small Value Procurement	3											
	Correction Tape, 8m x 5mm wide	10 pc	400.00	NP - Small Value Procurement	5						5					
	Sticky Note, 3 x 3, Yellow	20 pads	1,680.00	NP - Small Value Procurement	5			5			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
	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	5 pack	1,200.00	NP - Small Value Procurement	5											
	Soap, Dishwashing, Liquid, 250ml	5 blts	750.00	NP - Small Value Procurement	5											
	Dishwashing Sponge	12 pcs	420.00	NP - Small Value Procurement	6						6					
	Scrub Sponge, Heavy Duty	5 pcs	400.00	NP - Small Value Procurement	5											
	Soap, Detergent, Powder, 1 kilo/pack, any scent	5 kl	750.00	NP - Small Value Procurement	5											
	Soap, Toilet, regular size	12 pieces	540.00	NP - Small Value Procurement	6						6					
	Toilet Bowl Cleaner, at least 1 liter	5 blt	1,250.00	NP - Small Value Procurement	5											
	Sub-Total		22,940.00													
	Transportation															
	AIRFARE TICKETS 2-WAY (MNL-TAC wv)	2 person	36,000.00	Public Bidding	1						1					
	Sub-Total		36,000.00													
	Transportation (Plane & Boat Tickets)															
	Boat Ticket (Local)	10 pc	15,000.00	Public Bidding	5						5					
	Sub-Total		15,000.00													
	TOTAL BUDGET:		230,840.00													

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

Prepared by: _____

VICTOR S. NERI

Submitted by: _____

ROTACIO S. GRAVOSO
Unit Head/Project Leader



AUCIM. FLORES