

☒ 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

END-USER/UNIT: **Department of Meteorology**
 CHARGED TO **GF-MOOE**

Project, Programs and Activities(PPAs):
 For the Department of Meteorology activities in delivering the degree program

PPMP #: **PPMP-2025-092524-0564**

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 for Training Workshop	2 person	3,000.00	Direct Contracting						2						
	Sub-Total		3,000.00													
	Food & Food Ingredients															
	Snacks AM	220 set	17,600.00	NP - Small Value Procurement			70			70					80	
	Snacks PM	220 packs	17,600.00	NP - Small Value Procurement			70			70					80	
	Meals (Breakfast) Buffet Style	5 packs	1,000.00	NP - Small Value Procurement						5						
	Lunch (Buffet Style) Menu#1	290 person	58,000.00	Public Bidding	10	10	60	10	10	70	10	10	10	10	80	
	Meals (Dinner) Buffer Style Menu #3	30 pc	6,000.00	NP - Small Value Procurement			13			7					10	
	Sub-Total		100,200.00													
	Fuel & Lubricants															

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
	Diesel	300 liters	19,500.00	NP - Small Value Procurement			100	100		100						
	Sub-Total		19,500.00													
	IT Supplies and Equipment															
	Ink for Epson L6290 Printer (BK, C, M & Y)	1 lot	1,400.00	NP - Small Value Procurement			1									
	Sub-Total		1,400.00													
	Office Equipment															
	Aircon Split Type (2 HP)	1 unit	45,000.00	Public Bidding		1										
	Sub-Total		45,000.00													
	Office Supplies															
	Paper, Bond, A4, S-24, 80 gsm	25 reams	7,225.00	NP - Small Value Procurement			25									
	Folder, File, Long, 14pts, White	100 piece	1,000.00	NP - Small Value Procurement			100									
	Certificate Holder (A4)	10 pcs	650.00	NP - Small Value Procurement			10									
	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	20 pcs	4,000.00	NP - Small Value Procurement		20										
	Paper, Bond, A3, S-24, 80 gsm	3 reams	1,740.00	NP - Small Value Procurement		3										
	Alcohol, Ethyl, 70% solution, 500mL	10 btls	1,250.00	NP - Small Value Procurement	10											
	Liquid Hand Soap, 500 ml.	5 btls	600.00	NP - Small Value Procurement	5											
	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	2 gallon	600.00	NP - Small Value Procurement	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
	Disinfectant spray, 400gms, lavender moist	4 tubes	2,000.00	NP - Small Value Procurement	4											
	Cleaner, Glass, 500mL, spray type, any scent	3 btls	660.00	NP - Small Value Procurement	3											
	Coffee Maker Machine, Touch-Screen 10-cups Programmable with Glass Carafe, Stainless Steel	1 pc	2,300.00	NP - Small Value Procurement	1											
	Duster, Microfiber (Cotton)	4 pcs	408.00	NP - Small Value Procurement	4											
	Water Container / Water Drum / Utility Pail, durable plastic, at least 88L capacity	1 pcs	1,100.00	NP - Small Value Procurement	1											
	Automatic Airpot	1 pc	3,500.00	NP - Small Value Procurement			1									
	Sub-Total		27,033.00													
	Trainings															
	Token	5 bag	5,000.00	NP - Agency to Agency			2			3						
	Airplane Ticket	3 person	14,022.00	Direct Contracting			2			1						
	Sub-Total		19,022.00													
	Transportation															
	Vehicle rental	2 day	12,000.00	NP - Small Value Procurement			1			1						
	Sub-Total		12,000.00													
	TOTAL BUDGET:		227,155.00													

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

Prepared by:


LORNA B. ABAMO

Submitted by:


RUD LUIS G. GONZAGA
Unit Head/Project Leader

Date: **09/26/2024**

