

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

SCAN HERE



PPMP-2024-0925-224974

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2025

Draft *rv*

END-USER/UNIT: College of Agricultural & Food Science

CHARGED TO GF-MOOE

Project, Programs and Activities (PPAs):

Reskilling and upskilling of faculty members/training and capacity building workshop/writeshop on innovative teaching methodologies, modalities and production of IMs other than modules.

a. Provision of food for the participants for the Training/Workshop on "IMs Preparation and Updating OBE Syllabi", TOS, CAFS OPCR,OTPs, ROAM, NEIP, WFP and SWOT.

b. Conduct of CAFs Strategic Planning Workshop and Team Bldg.

Preparation of office correspondence, monthly reports, minutes of meetings, etc.

a. Purchase of office supplies and materials

Digitalization of office records of the CAFS Dean's Office

a. Purchase of office equipment needed for effective housekeeping in the workspace.

PPMP #: PPMP-2025-092524-0484

| 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>                        |                 |                  |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | Accommodation                               | 20 person       | 14,000.00        | Public Bidding               |                                                  |     |     |     | 20  |     |     |     |     |     |     |     |
|      | Venue rental to be used for the activity    | 1 hour          | 1,500.00         | Public Bidding               |                                                  |     |     |     | 1   |     |     |     |     |     |     |     |
|      | <b>Sub-Total</b>                            |                 | <b>15,500.00</b> |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>Construction and Electrical Supplies</b> |                 |                  |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | Freon gas R22 (for air-con)                 | 3 kgs           | 2,250.00         | NP - Small Value Procurement |                                                  |     |     |     |     | 3   |     |     |     |     |     |     |
|      | Bulb, LED, 15W                              | 50 pieces       | 15,000.00        | NP - Small Value Procurement | 25                                               |     |     | 25  |     |     |     |     |     |     |     |     |

| 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 |
|      | Doorknob, excellent quality                                         | 3 pcs           | 3,300.00         | NP - Small Value Procurement |                                                  |     |     | 3   |     |     |     |     |     |     |     |     |
|      | <b>Sub-Total</b>                                                    |                 | <b>20,550.00</b> |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>Food &amp; Food Ingredients</b>                                  |                 |                  |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | Snacks AM                                                           | 170 set         | 13,600.00        | Public Bidding               |                                                  | 55  |     |     | 40  |     | 55  |     |     |     |     | 20  |
|      | Snacks PM                                                           | 170 packs       | 13,600.00        | Public Bidding               |                                                  | 55  |     |     | 40  |     | 55  |     |     |     |     | 20  |
|      | Lunch (Buffet Style) Menu#3                                         | 150 person      | 37,500.00        | Public Bidding               |                                                  | 55  |     |     | 40  |     | 55  |     |     |     |     |     |
|      | Dinner Buffet                                                       | 20 person       | 5,000.00         | Public Bidding               |                                                  |     |     |     | 20  |     |     |     |     |     |     |     |
|      | Breakfast Buffet                                                    | 20 person       | 5,000.00         | Public Bidding               |                                                  |     |     |     | 20  |     |     |     |     |     |     |     |
|      | <b>Sub-Total</b>                                                    |                 | <b>74,700.00</b> |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>Fuel &amp; Lubricants</b>                                        |                 |                  |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | Diesel Fuel                                                         | 100 L           | 7,000.00         | NP - Small Value Procurement |                                                  |     |     |     | 100 |     |     |     |     |     |     |     |
|      | <b>Sub-Total</b>                                                    |                 | <b>7,000.00</b>  |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>IT Supplies and Equipment</b>                                    |                 |                  |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | All-in-One Ink Tank Printer Wi-Fi Duplex with ADF                   | 1 unit          | 21,000.00        | Public Bidding               | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
|      | Presentation Clicker/Pointer                                        | 1 pcs           | 1,700.00         | NP - Small Value Procurement | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
|      | Desktop, All-in-One (AIO), 24" Monitor                              | 1 unit          | 45,000.00        | Public Bidding               | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>Sub-Total</b>                                                    |                 | <b>67,700.00</b> |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>Office Supplies</b>                                              |                 |                  |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | Alcohol, Isopropyl, 70% solution, 500mL                             | 10 btl          | 1,400.00         | NP - Small Value Procurement | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
|      | Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent       | 10 pcs          | 2,000.00         | NP - Small Value Procurement | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
|      | Bathroom Deodorizer, with holder, at least 100g, any scent          | 50 pcs          | 4,000.00         | NP - Small Value Procurement | 50                                               |     |     |     |     |     |     |     |     |     |     |     |
|      | Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack | 5 pack          | 800.00           | 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 |
|      | Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack | 5 pack          | 1,200.00         | NP - Small Value Procurement | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
|      | Broom, Soft (Tambo), Large, Heavy Duty                               | 10 pcs          | 2,500.00         | NP - Small Value Procurement |                                                  |     | 10  |     |     |     |     |     |     |     |     |     |
|      | Car Freshener, Gel, at least 70g, Lemon/Orange scent                 | 5 cans          | 1,500.00         | NP - Small Value Procurement | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
|      | Cartolina, US, Gold, at least 160gsm                                 | 10 pcs          | 140.00           | NP - Small Value Procurement |                                                  |     | 10  |     |     |     |     |     |     |     |     |     |
|      | Cartolina, US, Green, at least 160gsm                                | 10 pcs          | 200.00           | NP - Small Value Procurement |                                                  |     | 10  |     |     |     |     |     |     |     |     |     |
|      | Air Freshener, Spray, at least 280mL, Lemon/Orange Scent             | 40 tubes        | 8,800.00         | NP - Small Value Procurement | 20                                               |     | 10  |     |     |     | 10  |     |     |     |     |     |
|      | Paper, Bond, A4, S-20, 70 gsm                                        | 30 reams        | 7,590.00         | NP - Small Value Procurement |                                                  | 30  |     |     |     |     |     |     |     |     |     |     |
|      | Paper, Bond, A4, S-24, 80 gsm                                        | 20 reams        | 5,780.00         | NP - Small Value Procurement |                                                  |     |     |     | 20  |     |     |     |     |     |     |     |
|      | Paper, Bond, Long, S-20, 70 gsm                                      | 20 reams        | 5,720.00         | NP - Small Value Procurement | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
|      | Soap, Detergent, Powder, 1 kilo/pack, any scent                      | 10 kl           | 1,500.00         | NP - Small Value Procurement | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
|      | Pen, Ball, blue                                                      | 30 pieces       | 300.00           | NP - Small Value Procurement | 15                                               |     |     | 15  |     |     |     |     |     |     |     |     |
|      | ID holder                                                            | 48 pcs          | 2,160.00         | NP - Small Value Procurement | 48                                               |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>Sub-Total</b>                                                     |                 | <b>45,590.00</b> |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |

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|---------------|---------------------|-----------------|------------------|---------------------|--------------------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--|--|--|--|--|
|               |                     |                 |                  |                     | Jan                                              | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |  |  |  |  |  |
| TOTAL BUDGET: |                     |                 |                  |                     | 231,040.00                                       |     |     |     |     |     |     |     |     |     |     |     |  |  |  |  |  |

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

Prepared by: REMEMITA J. SOLIS

Submitted by: SUZETTE B. LINA  
Unit Head/Project Leader

