

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



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

SCAN HERE



PPMP-2024-0926-225644

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) CY 2025

END-USER/UNIT: **Department of Tourism and Hospitality Management** *CHM*

PPMP #: **PPMP-2025-092524-0524**

CHARGED TO GF-MOOE

Project, Programs and Activities (PPAs):

1. Hiring of additional competent and eligible faculty for Second Semester, AY 2024-2025 and First Semester, AY 2025-2026
2. Academic year-end evaluation, target setting, and team building workshop.
3. Digitalization of office documents in the Department of Hospitality Management

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															
	Room Accommodation	2 person	3,000.00	NP - Small Value Procurement			2									
	Sub-Total		3,000.00													
	Awards & Tokens															
	Token for guests	10 piece	20,000.00	Public Bidding			10									
	Sub-Total		20,000.00													
	Food & Food Ingredients															
	Snacks PM (#9)	10 pack	800.00	Public Bidding			10									
	Packed Meals (Lunch) Menu#4	10 pack	2,000.00	Public Bidding			10									
	Snacks AM (80.00)	10 packs	800.00	Public Bidding			10									
	Meals Dinner (Buffet style)	2 packs	500.00	Public Bidding			2									
	Dinner- buffet style	2 heads	500.00	Public Bidding			2									
	Breakfast	2 pcs	200.00	Public Bidding			2									
	Breakfast (Buffet Style) #5	2 pcs	300.00	Public Bidding			2									
	Lunch#17	10 packs	2,500.00	Public Bidding									10			
	Snacks AM (#7)	10 packs	800.00	Public Bidding									10			
	Snacks AM #13	10 person	800.00	Public Bidding									10			

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
	Packed Meals (Lunch) Menu#10	10 pack	2,000.00	Public Bidding		10										
	Snacks AM (#12)	10 person	800.00	Public Bidding									10			
	Snacks PM (#2)	10 packs	800.00	Public Bidding									10			
	Snacks PM (80.00)	80 packs	6,400.00	Public Bidding			10	10	10	10	10	10	10	10		
	Sub-Total		19,200.00													
	Fuel & Lubricants															
	Diesel Fuel (for VSU Fuel Station)	150 liters	12,600.00	NP - Direct Retail Purchase (Section 53.14)			50		100							
	Sub-Total		12,600.00													
	IT Supplies and Equipment															
	Ink, Epson 003,Genuine Black 65mL	10 btl	3,500.00	Direct Contracting				5			5					
	Ink, EPSON 003,Genuine Cyan 65mL	5 btl	1,750.00	Direct Contracting				5								
	Ink, EPSON 003,Genuine Magenta 65mL	5 btl	1,750.00	Direct Contracting				5								
	Ink, EPSON 003,Genuine Yellow 65mL	5 btl	1,750.00	Direct Contracting				5								
	Desktop Computer, with Monitor, Core i5 12th Gen, 8GB RAM (Assembled) or higher	1 sets	49,000.00	Public Bidding			1									
	Television, UHD, Smart TV	1 unit	35,000.00	Public Bidding			1									
	Printer, computer, continuous ink system, 4-in-1 (Print, Scan, Xerox copy, Fax with ADF)	1 unit	22,000.00	Public Bidding			1									
	Epson 001 ink, Black, 127ml, Genuine	5 btls	3,000.00	Direct Contracting			5									
	Epson 001 ink, Cyan, Genuine	5 btls	1,750.00	Direct Contracting			5									
	Epson 001 ink, Magenta, Genuine	5 btls	1,750.00	Direct Contracting			5									
	Epson 001 ink, Yellow, Genuine	5 btls	1,750.00	Direct Contracting			5									
	Sub-Total		123,000.00													
	Office Supplies															
	Paper, Bond, Long, S-24, 80 gsm	25 reams	8,200.00	Public Bidding			5	5	5		5	5				
	Paper, Bond, A4, S-24, 80 gsm	50 reams	14,450.00	Public Bidding			10	10	10	10				10		

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
	Alcohol, Ethyl, 70% solution, 500mL	12 btls	1,500.00	Public Bidding			5	7								
	Sticky Note, 3 x 5, Yellow	20 pads	3,000.00	Public Bidding			5	5			5			5		
	40 sheets effortless Heavy Duty Stapler paper book binders stapling machine standard school office s	2 pc	1,600.00	Public Bidding			2									
	Pen, Sign, 0.4mm, Gel-type, Blue	2 boxes	600.00	Public Bidding			2									
	Pin, Push, hammerhead type, asstd colors 50s/pack	2 boxes	70.00	Public Bidding			2									
	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	10 pack	2,500.00	Public Bidding			5	5								
	Pencil, #2, Medium, Yellow, 12pcs/box	2 Box of 12's	240.00	Public Bidding				2								
	Tape, Masking, 1" x 25 yards	5 rolls	240.00	Public Bidding				5								
	Tape, Double Sided, 1" x 10m	10 rolls	450.00	Public Bidding			5	5								
	Folder, File, Long, 14pts, White	50 piece	500.00	Public Bidding			10	10	10		10			10		
	Envelope, Expanding, with garter tie, violet, long	20 pc	300.00	Public Bidding			10	10								
	Envelope, Expanding, with garter tie, violet, long	20 pc	300.00	Public Bidding			10	10								
	Certificate Holder (A4)	10 pcs	650.00	Public Bidding				10								
	Staple Wire, #35	5 boxes	175.00	Public Bidding			5									
	Stapler, Heavy Duty, E0358, Effortless Plier Stapler Office Supplies 30 Sheets 24/6 & 26/6	4 pc	1,400.00	Public Bidding			2	2								
	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	10 boxes	200.00	Public Bidding			5	5								
	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	10 box of 50's	300.00	Public Bidding			5	5								
	Record Book, Big, 500 pages	7 pcs	1,295.00	Public Bidding				5	2							
	Tape, Transparent, 12mm x 50m	10 rolls	680.00	Public Bidding				10								
	Glue, Multi-Purpose, White, at least 130g (118mL)	3 btls	270.00	Public Bidding				3								
	Envelope, Mailing, window (window location-bottom left), white, 70gsm, short, 500pcs/box	1 box of 50's	330.00	Public Bidding				1								
	Envelope, Brown, long, good quality	50 pcs	250.00	Public Bidding			10	10			10		10	10		
	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	2 pack	320.00	Public Bidding			2									
	Folder, Ordinary, A4	50 pcs	350.00	Public Bidding			10	10	10		10			10		
	Sub-Total		39,870.00													
	Transportation															
	Airfare tickets (MNL-TAC vv)	2 person	12,000.00	NP - Direct Retail Purchase (Section 53.14)			2									
	Sub-Total		12,000.00													

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
TOTAL BUDGET:			229,670.00													

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

Prepared by: 
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Submitted by: 
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 Unit Head/Project Leader



Date: 09/26/2024


ALICIA M. FEUNIES