

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



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

SCAN HERE



PPMP-2025-0312-260555

3-E-51

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2025

END-USER/UNIT: Visayas Socio-Economic Research and Data Analytic Center

CHARGED TO TF

Project, Programs and Activities(PPAs):

For Project Use

PPMP #: **PPMP-2025-031025-1021**

Project Code: **20201050-1.122.2**

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
	Accommodation															
	Hotel Accommodation at VSU	25 day	40,000.00	NP - Small Value Procurement			5			10			5	5		
	Sub-Total		40,000.00													
	Communication/Courier Services															
	E-load card, Globe	12 piece	3,960.00	NP - Small Value Procurement			12									
	Load Cards, Smart, Php500	15 pcs	7,875.00	NP - Small Value Procurement			15									
	Sub-Total		11,835.00													
	Food & Food Ingredients															
	AM Snack	200 pc	16,000.00	NP - Small Value Procurement			50	50			50			50		
	Dinner (Buffet Style) Menu#1	150 pcs	45,000.00	NP - Small Value Procurement				50			50			50		

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
	Lunch (Buffet Style) Menu#3	150 person	37,500.00	NP - Small Value Procurement				50			50			50		
	Meals (Breakfast) Buffet Style	150 packs	30,000.00	NP - Small Value Procurement				50			50			50		
	PM Snacks	200 set	10,000.00	NP - Small Value Procurement			50	50			50			50		
	Sub-Total		138,500.00													
	IT Supplies and Equipment															
	Smartphone 5G ready	1 unit	20,000.00	NP - Small Value Procurement			1									
	Sub-Total		20,000.00													
	Office Equipment															
	Ink, Epson 003,Genuine Black 65mL	8 btl	2,800.00	NP - Small Value Procurement			8									
	Ink, EPSON 003,Genuine Cyan 65mL	8 btl	2,800.00	NP - Small Value Procurement			8									
	Ink, EPSON 003,Genuine Magenta 65mL	8 btl	2,800.00	NP - Small Value Procurement			8									
	Ink, EPSON 003,Genuine Yellow 65mL	8 btl	2,800.00	NP - Small Value Procurement			8									
	Sub-Total		11,200.00													
	Office Equipment and Appliances															
	Water Dispenser, Cabinet type	1 pc	10,000.00	NP - Small Value Procurement			1									
	Sub-Total		10,000.00													
	Office Supplies															
	Alcohol, Ethyl, 70% solution, 500mL	3 btls	375.00	NP - Small Value Procurement			3									

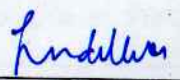
General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (In quantities)											
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Binder Clip, 1.5", black	12 pcs	90.00	NP - Small Value Procurement			12									
Binder Clip, 2-inch, 12 pcs/box	2 boxes	300.00	NP - Small Value Procurement			2									
Broom, Soft (Tambo), Large, Heavy Duty	1 pcs	250.00	NP - Small Value Procurement			1									
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	2 box of 50's	60.00	NP - Small Value Procurement			2									
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	2 boxes	40.00	NP - Small Value Procurement			2									
Cork Board, Wall Mount, w/ aluminum frame, 3' x 4'	1 pcs	1,640.00	NP - Small Value Procurement			1									
Correction Tape, 8m x 5mm wide	2 pc	80.00	NP - Small Value Procurement			2									
Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm	1 pcs	820.00	NP - Small Value Procurement			1									
Disinfectant Spray, 340g	2 can	930.00	NP - Small Value Procurement			2									
Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	1 pcs	300.00	NP - Small Value Procurement			1									
Dust pan, plastic, stand-up handle, large	1 pc	140.00	NP - Small Value Procurement			1									
Empty Water Bottle (5 gallon), round, blue	1 pc	190.00	NP - Small Value Procurement			1									
Envelope, Expanding, Plastic, Accordion file, w/ 12 pockets, w/ handle (Long)	2 pcs	792.00	NP - Small Value Procurement			2									

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
Envelope, Expanding, Plastic, Long, with Handle	7 pcs	700.00	NP - Small Value Procurement			7									
EPSON L3210	1 pc	8,795.00	NP - Small Value Procurement			1									
Eraser, Rubber, high quality	2 pc	90.00	NP - Small Value Procurement			2									
Eraser, whiteboard, magnetic flannel	2 pc	150.00	NP - Small Value Procurement			2									
Facial Tissue 3-Ply 260 Pulls	5 packs	750.00	NP - Small Value Procurement			5									
Gel Ink Sign Pen 0.5, black	12 pcs	300.00	NP - Small Value Procurement			12									
Gel Ink Sign Pen 0.5, blue	12 pcs	360.00	NP - Small Value Procurement			12									
Glue, Multi-Purpose, White, at least 454g (473mL)	2 btls	990.00	NP - Small Value Procurement			2									
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	2 pcs	390.00	NP - Small Value Procurement			2									
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	4 pcs	800.00	NP - Small Value Procurement			4									
Paper, Bond, A4, S-20, 70 gsm	15 reams	3,795.00	NP - Small Value Procurement			15									
Paper, Bond, A4, S-24, 80 gsm	10 reams	2,890.00	NP - Small Value Procurement			10									
Paper, Bond, Long, S-20, 70 gsm	15 reams	4,290.00	NP - Small Value Procurement			15									

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
Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	12 packs	540.00	NP - Small Value Procurement			12									
Pen, Permanent Marker, black, broad tip	2 pieces	120.00	NP - Small Value Procurement			2									
Pen, Permanent Marker, blue, broad tip	2 pieces	120.00	NP - Small Value Procurement			2									
Pen, Whiteboard Marker, black	2 pieces	100.00	NP - Small Value Procurement			2									
Pen, Whiteboard Marker, blue,	2 pieces	100.00	NP - Small Value Procurement			2									
Pencil, Lead, #2, w/ eraser	10 pieces	100.00	NP - Small Value Procurement			10									
Scissors, 6" heavy duty, good quality	2 piece	136.00	NP - Small Value Procurement			2									
Staple wire remover, Plier type, Metal	1 piece	100.00	NP - Small Value Procurement			1									
Staple Wire, #35	5 boxes	175.00	NP - Small Value Procurement			5									
Stapler, HD No.35	2 pc	800.00	NP - Small Value Procurement			2									
STICKY NOTES 3 X 4 ASSORTED COLORS	3 pad	237.00	NP - Small Value Procurement			3									
Tape, Transparent, 24mm x 50m	1 rolls	120.00	NP - Small Value Procurement			1									
Tissue, Bathroom, 2 Ply, 12rolls/pack	3 pack	750.00	NP - Small Value Procurement			3									

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
Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	10 pack	650.00	NP - Small Value Procurement			10									
Vellum Board, Canary, A4, 220 GSM, 10 sheets per pack	12 pack of 10's	720.00	NP - Small Value Procurement			12									
White Board With Stand Set	1 pc	6,000.00	NP - Small Value Procurement			1									
Sub-Total		41,075.00													
Transportation															
Vehicle/Van Rental	3 day	15,000.00	NP - Small Value Procurement			3									
Sub-Total		15,000.00													
Vehicle Supplies															
Diesel fuel	200 liters	16,800.00	NP - Small Value Procurement			50	50			50			50		
Sub-Total		16,800.00													
TOTAL BUDGET:		304,410.00													

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

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Date: 03/13/2025


NICK FREDDY R. BELLO