

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



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

SCAN HERE



PPMP-2025-0516-272517

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**  
**CY 2025**

END-USER/UNIT: **Philippine Root Crops Research & Training Center**

**CHARGED TO TF**

Project, Programs and Activities(PPAs):

For project use

PPMP #: **PPMP-2025-050925-1164**

Project Code: **20201050-1.122.3**

| 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         | NP - Small Value Procurement |                                                  |     |     |     |     | 20  |     |     |     |     |     |     |
|      | Accommodation for Guest Speaker                               | 20 room         | 18,000.00         | NP - Small Value Procurement |                                                  |     |     |     |     | 20  |     |     |     |     |     |     |
|      | Accommodation for Training Workshop                           | 20 person       | 30,000.00         | NP - Small Value Procurement |                                                  |     |     |     |     | 20  |     |     |     |     |     |     |
|      | Hotel Accommodation_VSU TBI Trainings/Bootcamp/Workshop/MandE | 15 day          | 22,500.00         | NP - Small Value Procurement |                                                  |     |     |     |     | 15  |     |     |     |     |     |     |
|      | Venue rental to be used for the activity                      | 53 hour         | 79,500.00         | NP - Small Value Procurement |                                                  |     |     |     |     | 53  |     |     |     |     |     |     |
|      | <b>Sub-Total</b>                                              |                 | <b>164,000.00</b> |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>Awards &amp; Tokens</b>                                    |                 |                   |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | Token (Assorted Goods/Food Products)                          | 30 pcs          | 19,500.00         | NP - Small Value Procurement |                                                  |     |     |     |     | 30  |     |     |     |     |     |     |

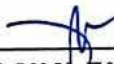
| Code | General Description                                      | Quantity / Size | Estimated Budget  | Mode of Procurement          | Schedule/Milestone of Activities (in quantities) |     |     |     |     |     |     |     |     |     |     |     |
|------|----------------------------------------------------------|-----------------|-------------------|------------------------------|--------------------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|      |                                                          |                 |                   |                              | Jan                                              | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|      | tokens for the upcoming trainings of VSU TBI Phase 2     | 50 bag          | 50,000.00         | NP - Small Value Procurement |                                                  |     |     |     |     | 50  |     |     |     |     |     |     |
|      | <b>Sub-Total</b>                                         |                 | <b>69,500.00</b>  |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>Communication/Courier Services</b>                    |                 |                   |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | Courier services                                         | 40 unit         | 8,000.00          | NP - Small Value Procurement |                                                  |     |     |     |     | 35  | 5   |     |     |     |     |     |
|      | E-Load Card Prepaid 500 (Sun, Smart, Globe, Tnt, and TM) | 70 pcs          | 38,500.00         | NP - Small Value Procurement |                                                  |     |     |     |     | 60  | 10  |     |     |     |     |     |
|      | <b>Sub-Total</b>                                         |                 | <b>46,500.00</b>  |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>Food &amp; Food Ingredients</b>                       |                 |                   |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | Breakfast (Buffet Style) #1                              | 200 person      | 40,000.00         | NP - Small Value Procurement |                                                  |     |     |     |     | 200 |     |     |     |     |     |     |
|      | Buffet-Style Meals (for Lunch or Dinner)                 | 250 packs       | 80,000.00         | NP - Small Value Procurement |                                                  |     |     |     |     | 250 |     |     |     |     |     |     |
|      | Meals (Breakfast) Buffet Style                           | 200 packs       | 40,000.00         | NP - Small Value Procurement |                                                  |     |     |     |     | 200 |     |     |     |     |     |     |
|      | Packed Meals (for Lunch or Dinner)                       | 200 sets        | 40,000.00         | NP - Small Value Procurement |                                                  |     |     |     |     | 200 |     |     |     |     |     |     |
|      | PM Snack                                                 | 250 pcs         | 20,000.00         | NP - Small Value Procurement |                                                  |     |     |     |     | 250 |     |     |     |     |     |     |
|      | Snacks (AM)                                              | 250 set         | 20,000.00         | NP - Small Value Procurement |                                                  |     |     |     |     | 250 |     |     |     |     |     |     |
|      | <b>Sub-Total</b>                                         |                 | <b>240,000.00</b> |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>Fuel &amp; Lubricants</b>                             |                 |                   |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | Diesel Fuel                                              | 800 L           | 56,000.00         | NP - Small Value Procurement |                                                  |     |     |     |     | 500 | 300 |     |     |     |     |     |
|      | <b>Sub-Total</b>                                         |                 | <b>56,000.00</b>  |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>Office Equipment</b>                                  |                 |                   |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |

| Code | General Description                                    | Quantity / Size | Estimated Budget  | Mode of Procurement          | Schedule/Milestone of Activities (in quantities) |     |     |     |     |     |     |     |     |     |     |     |
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|      |                                                        |                 |                   |                              | Jan                                              | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|      | Subscription to Microsoft 365                          | 2 Yearly        | 11,400.00         | NP - Small Value Procurement |                                                  |     |     |     |     | 2   |     |     |     |     |     |     |
|      | Zoom Business Monthly Subscription                     | 12 set          | 12,000.00         | NP - Small Value Procurement |                                                  |     |     |     |     | 12  |     |     |     |     |     |     |
|      | <b>Sub-Total</b>                                       |                 | <b>23,400.00</b>  |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>Office Supplies</b>                                 |                 |                   |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | A4 Bond Paper, 70 GSM (5 reams/box)                    | 10 boxes        | 12,500.00         | NP - Small Value Procurement |                                                  |     |     |     |     | 10  |     |     |     |     |     |     |
|      | Alchol, Isopropyl, 70% solution, 500mL, pump type      | 10 btls         | 2,500.00          | NP - Small Value Procurement |                                                  |     |     |     |     | 10  |     |     |     |     |     |     |
|      | Alcohol, Ethyl, 70% solution, 500mL                    | 15 btls         | 1,875.00          | NP - Small Value Procurement |                                                  |     |     |     |     | 15  |     |     |     |     |     |     |
|      | bond paper, long                                       | 30 ream         | 10,500.00         | NP - Small Value Procurement |                                                  |     |     |     |     | 30  |     |     |     |     |     |     |
|      | CONTINGENCY FUND (for unforeseen expenses)             | 5 lot           | 75,000.00         | NP - Small Value Procurement |                                                  |     |     |     |     | 3   | 2   |     |     |     |     |     |
|      | Contingency Fund (Petty Expenses)                      | 4 lot           | 40,000.00         | NP - Small Value Procurement |                                                  |     |     |     |     | 3   | 1   |     |     |     |     |     |
|      | Folder, File, Long, 14pts, White                       | 50 piece        | 500.00            | NP - Small Value Procurement |                                                  |     |     |     |     | 50  |     |     |     |     |     |     |
|      | Jumbo Paper Clips                                      | 10 Box of 100's | 300.00            | NP - Small Value Procurement |                                                  |     |     |     |     | 10  |     |     |     |     |     |     |
|      | Paper Clips Small Vinyl (50mm)                         | 10 Box of 100's | 400.00            | NP - Small Value Procurement |                                                  |     |     |     |     | 10  |     |     |     |     |     |     |
|      | PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box | 15 box of 50's  | 375.00            | NP - Small Value Procurement |                                                  |     |     |     |     | 15  |     |     |     |     |     |     |
|      | <b>Sub-Total</b>                                       |                 | <b>143,950.00</b> |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |

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|------|-------------------------------|-----------------|-------------------|------------------------------|--------------------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|      |                               |                 |                   |                              | Jan                                              | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|      | <b>Printing Services</b>      |                 |                   |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | Brochure                      | 300 sheet       | 45,000.00         | NP - Small Value Procurement |                                                  |     |     |     |     |     |     | 300 |     |     |     |     |
|      | <b>Sub-Total</b>              |                 | <b>45,000.00</b>  |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>Software Subscriptions</b> |                 |                   |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | CANVA Subscription            | 5 lot           | 18,000.00         | NP - Small Value Procurement |                                                  |     |     |     |     | 5   |     |     |     |     |     |     |
|      | CAPCUT Pro Subscription       | 5 lot           | 7,500.00          | NP - Small Value Procurement |                                                  |     |     |     |     | 5   |     |     |     |     |     |     |
|      | <b>Sub-Total</b>              |                 | <b>25,500.00</b>  |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>Transportation</b>         |                 |                   |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | Van Rental (LEYTE Area)       | 30 unit         | 180,000.00        | NP - Small Value Procurement |                                                  |     |     |     |     | 25  | 5   |     |     |     |     |     |
|      | <b>Sub-Total</b>              |                 | <b>180,000.00</b> |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>TOTAL BUDGET:</b>          |                 | <b>993,850.00</b> |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |

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

Prepared by:

  
MARLON M. TAMBIS

Submitted by:

  
MARLON M. TAMBIS  
Unit Head/Project Leader

Date: 05/16/2025