



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

SCAN HERE



PPMP-2025-1009-302714

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. **01**

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Office of the Vice President for Research, Extension and Innovation**

| PROCUREMENT PROJECT DETAILS                                     |   |   |                                 |                                     | PROJECTED TIMELINE (MM/YYYY)  |                             |   | FUNDING DETAILS |  | Attached Supporting Documents | Remarks |
|---|---|---|---------------------------------|-------------------------------------|-------------------------------|-----------------------------|---|-----------------|--|-------------------------------|---------|
| General Description and Objective of the Project to be Procured | Type of the Project to be Procured (Goods, Infrastructure, Consulting Services) | Quantity and Size of the Project to be Procured | Recommended Mode of Procurement | Pre-Procurement Conference (Yes/No) | Start of Procurement Activity | End of Procurement Activity | Expected Delivery/Implementation Period | Source of Funds | Estimated Budget / Authorized Budgetary Allocation (Php) |                               |         |
| <b>Food and Services</b>  |   |   |                                 |                                     |                               |                             |   |                 |  |                               |         |
| Buffet-Style Meals (for Lunch or Dinner)                        | Goods   | 145 pax<br>* 1                                  | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 02/2026                                 | GF-MOOE         | 43,500.00  | • Technical Specification     |         |
| Snacks (AM/PM)  | Goods   | 280 pax<br>* 3                                  | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 02/2026                                 | GF-MOOE         | 22,400.00  | • Technical Specification     |         |
| Standby coffee/milo (1)   | Goods   | 205 set<br>* 4                                  | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 02/2026                                 | GF-MOOE         | 4,100.00   | • Technical Specification     |         |
| <b>Sub-Total</b>  |   |   |                                 |                                     |                               |                             |   |                 | <b>70,000.00</b>   |                               |         |
| <b>IT Supplies and Equipment</b>                                |   |   |                                 |                                     |                               |                             |   |                 |  |                               |         |

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| Laptop Computer (Basic Users)                                   | Goods   | 1 unit<br><b>* 2</b>                            | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 40,000.00  | • Technical Specification     |         |
| <b>Sub-Total</b>  |   |   |                                 |                                     |                               |                             |   |                 | <b>40,000.00</b>   |                               |         |
|   |   |   |                                 |                                     |                               |                             |   |                 |  |                               |         |
| <b>TOTAL BUDGET:</b>  |   |   |                                 |                                     |                               |                             |   |                 | <b>110,000.00</b>  |                               |         |

\* Please see attached specification

Prepared by: JESIAH MAR M. SANTOS  
 Job Order  
 KMO  
 Date: 10/14/25

Submitted by: GANESSA ROSE G. CUEVAS  
 Media Production Specialist II  
 OVPREI  
 Date: 10/14/25

Date Generated: 10/09/2025

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## **SPECIFICATION**

### **1. Buffet-Style Meals (for Lunch or Dinner)**

- at least 1 serving of rice
- at least a combination of 2 main dishes of pork/beef/chicken/seafoods
- at least 1 serving of vegetables
- at least 1 serving of fruits or dessert
- at least 1 serving of drinks
- with complete basic catering set-up

### **2. Laptop Computer (Basic Users)**

- Processor: **Intel Core i3 12th Gen or AMD Ryzen 3 5000 Series (or higher)**
- Memory: 8GB DDR4 RAM or higher
- Storage: 256GB SSD or higher
- Display: 14" HD or FHD Anti-Glare Screen
- OS: Genuine Windows 11 Pro (64-bit)
- Office Suite: Licensed Microsoft Office Home & Business
- Connectivity: Wi-Fi, Bluetooth, USB 3.0, HDMI
- Battery Life: At least 6 hours
- Power Supply: 65W charger
- Weight: Not more than 1.8 kg
- **Included Accessories:** Free Backpack and Original Charger
- Warranty: 1-year parts and service
- Green Procurement: Energy-efficient design, recyclable casing materials, RoHS-compliant components

### **3. Snacks (AM/PM)**

- one (1) serving of snacks
- one (1) serving of drinks
- packed in biodegradable materials

### **4. Standby coffee/milo (1)**

with disposable cups and stirrer