



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

SCAN HERE



PPMP-2025-1006-301359

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. **04**

☐ INDICATIVE ☒ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Learning and Development Office**

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)		
Transportation											
Travelling Expenses	Goods	1 unit * 14	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	03/2026	STF-MOOE	40,000.00	• Technical Specification	
Sub-Total									40,000.00		
Fuel & Lubricants											
Fuel, Diesel	Goods	161 liters * 5	Direct Contracting	No	01/2026	01/2026	02/2026	STF-MOOE	9,982.00	• Technical Specification	
Sub-Total									9,982.00		
Office Equipment											

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)		
Adjustable Tripod Microphone Stand	Goods	1 unit * 1	Small Value Procurement	No	01/2026	01/2026	04/2026	STF-MOOE	2,000.00	• Technical Specification	
Professional Heavy Duty Wireless Microphone (for outdoor)	Goods	1 unit * 8	Small Value Procurement	No	01/2026	01/2026	04/2026	STF-MOOE	35,000.00	• Technical Specification	
Sub-Total									37,000.00		
Food and Services											
Buffet-Style Meals (for Breakfast)	Goods	200 pax * 2	Competitive Bidding	No	01/2026	05/2026	05/2026	STF-MOOE	44,000.00	• Technical Specification	
Buffet-Style Meals (for Lunch or Dinner)	Goods	3100 pax * 3	Competitive Bidding	No	01/2026	05/2026	05/2026	STF-MOOE	930,000.00	• Technical Specification	
Snacks (AM/PM)	Goods	13450 pax * 11	Competitive Bidding	No	01/2026	05/2026	05/2026	STF-MOOE	1,076,000.0	• Technical Specification	
Standby coffee/milo (1)	Goods	5000 set * 12	Direct Contracting	No	01/2026	01/2026	02/2026	STF-MOOE	100,000.00	• Technical Specification	
Sub-Total									2,150,000.0		
Accommodation											
Room Accommodation (1)	Goods	25 person * 10	Small Value Procurement	No	01/2026	01/2026	02/2026	STF-MOOE	37,500.00	• Technical Specification	
Sub-Total									37,500.00		
Awards & Tokens											

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)		
Plaques Customized and Glass Type	Goods	15 pc * 7	Direct Contracting	No	01/2026	01/2026	03/2026	STF-MOOE	37,500.00	• Technical Specification	
Token, Assorted VSU Products and Memorabilia with bag	Goods	15 bags	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	37,500.00		
Sub-Total									75,000.00		
Miscellaneous Expenses											
Contingency Fund (Inhouse Training)	Goods	1 lot * 4	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	03/2026	STF-MOOE	100,518.00	• Technical Specification • Market Scoping Checklist	
Miscellaneous Expenses	Goods	10 lot * 6	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	03/2026	STF-MOOE	50,000.00	• Technical Specification	
Resource Person's Honorarium	Goods	1 lot	NP - Highly Technical Consultants	No	01/2026	01/2026	03/2026	STF-MOOE	500,000.00	• Market Scoping Checklist	
Sub-Total									650,518.00		
TOTAL BUDGET:									3,000,000.00		


* Please see attached specification

Prepared by:


JESIBEL L. MUERTIGUE
Administrative Assistant II
LDO

Date:

Submitted by:


JENNIFER E. ANDO
Administrative Officer V
LDO

Date:

PPMP-2026-100625-0307 original



Date Generated: 10/06/2025


LUCIA M. FURORES
STF.
Faculty & Staff
Dev.

Republic of the Philippines
VISAYAS STATE UNIVERSITY

SPECIFICATION

1. Adjustable Tripod Microphone Stand

Adjustable Tripod Microphone Stand

Description: Durable microphone stand suitable for stage, studio, or conference use.

Specifications:

Type: Tripod stand with boom arm

Height Adjustment: 95 cm – 160 cm (adjustable)

Material: Steel construction for stability

Base: Tripod base with anti-slip rubber feet

Compatibility: Fits standard wired and wireless microphones

Color: Black

2. Buffet-Style Meals (for Breakfast)

- at least 1 serving of egg
- at least 2 of any but not limited to the following breakfast menu: ham, tocino, hotdog, chorizo, dried fish, bangus daing, sausage, corned beef, longganisa, meat loaf, bacon
- at least 1 serving of rice
- at least 1 serving of drinks
- with complete basic catering set-up

3. 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

4. Contingency Fund (Inhouse Training)

For unforeseen expenses of L&D Inhouse Training

5. Fuel, Diesel

- good quality

6. Miscellaneous Expenses

- for unforeseeable expenses within the year

7. Plaques Customized and Glass Type

For Guest Speakers

8. Professional Heavy Duty Wireless Microphone (for outdoor)

Type: Handheld Wireless Microphone System

Connectivity: UHF Wireless, includes receiver

Frequency Response: 50 Hz – 15 kHz

Features:

Industry-standard SM58 capsule

Up to 150 or 200 meters range (line-of-sight)

Easy setup with automatic frequency scanning

Professional-grade sound quality

Power Supply: AA Batteries

Warranty: 1 year manufacturer warranty

Remarks: Durable and trusted by professionals for outdoor use

9. Resource Person's Honorarium

10. Room Accommodation (1)

Deluxe Room

11. Snacks (AM/PM)

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

12. Standby coffee/milo (1)

with disposable cups and stirrer

13. Token, Assorted VSU Products and Memorabilia with bag

14. Travelling Expenses

Transportation Expenses