

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



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

SCAN HERE



PPMP-2024-0925-225140

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2025

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

CHARGED TO GF-MO0E

Project, Programs and Activities(PPAs):

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

PPMP #: PPMP-2025-092524-0468

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	6 person	9,000.00	NP - Small Value Procurement									6			
	Sub-Total		9,000.00													
	Food & Food Ingredients															
	Meals Dinner (Buffet style)	2 packs	500.00	Public Bidding									2			
	Day 3 Meals (Breakfast) of the Participants and Resource Person of the TPMS Training	2 person	500.00	Public Bidding									2			
	Day 3 Meals (Lunch) of the Participants and Resource Person of the TPMS Training	12 person	4,200.00	Public Bidding									12			
	Meals Dinner (Buffet Style) Menu#1	12 person	4,320.00	Public Bidding									12			
	Meals (Dinner) Buffet Style	12 person	2,400.00	Public Bidding									12			
	Meals (Breakfast Buffet Style)	2 person	320.00	Public Bidding									2			
	Packed Meals (Lunch) Menu#6	12 pack	2,400.00	Public Bidding									12			
	Packed Meals for Breakfast (200.00)	2 packs	400.00	Public Bidding									2			
	Sub-Total		15,040.00													
	Fuel & Lubricants															

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
	Gasoline (Unleaded) - For VSU Fuel Station	50 liters	4,250.00	NP - Direct RetailPurchase (Section 53.14)				10			10		30			
	Sub-Total		4,250.00													
	Hardware															
	Bulb, LED, 9W	10 piece	2,500.00	Public Bidding				5			5					
	Sub-Total		2,500.00													
	IT Supplies and Equipment															
	Ink, Epson 003,Genuine Black 65mL	5 btl	1,750.00	Direct Contracting				2		3						
	Ink, EPSON 003,Genuine Cyan 65mL	5 btl	1,750.00	Direct Contracting				3			2					
	Ink, EPSON 003,Genuine Magenta 65mL	5 btl	1,750.00	Direct Contracting				2			3					
	Ink, EPSON 003,Genuine Yellow 65mL	5 btl	1,750.00	Direct Contracting				2			3					
	Epson 001 ink, Black, 127ml, Genuine	10 btls	6,000.00	Direct Contracting				5			5					
	Epson 001 ink, Cyan, Genuine	10 btls	3,500.00	Direct Contracting				5			5					
	Epson 001 ink, Magenta, Genuine	10 btls	3,500.00	Direct Contracting				5			5					
	Epson 001 ink, Yellow, Genuine	10 btls	3,500.00	Direct Contracting				5			5					
	Television, UHD, Smart TV	2 unit	70,000.00	Public Bidding				2								
	HDMI to HDMI Cable 3 meters	3 pcs	1,350.00	Public Bidding				3								
	Keyboard And Mouse Combo Bundle, USB powered	1 set	600.00	Public Bidding				1								
	Sub-Total		95,450.00													
	Office Equipment															
	Water Dispenser (top loading), with fridge	1 pc	15,000.00	Public Bidding				1								
	Sub-Total		15,000.00													
	Office Furniture & Fixture															
	Office Chair, High Back, with Lumbar support (Ergonomic)	6 unit	36,000.00	Public Bidding				3			3					
	Office table	1 unit	18,000.00	Public Bidding				1								
	Sub-Total		54,000.00													
	Office Supplies															

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
	Certificate Holder (A4)	10 pcs	650.00	Public Bidding			5	5								
	Multi-Purpose Glue, 130 g	5 btl	300.00	Public Bidding			5									
	Glue, White, All-purpose, 1 gallon	1 gallons	600.00	Public Bidding			1									
	Tape, Double Sided, 1" x 10m	5 rolls	225.00	Public Bidding			5									
	Tape Dispenser, 1" tape, big core, any color	1 pcs	115.00	Public Bidding			1									
	Tape, Transparent, 12mm x 50m	5 rolls	340.00	Public Bidding			5									
	Tape, Masking, 1" x 25 yards	5 rolls	240.00	Public Bidding			5									
	Record Book, Big, 500 pages	6 pcs	1,110.00	Public Bidding			3	3								
	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	1 pcs	1,500.00	Public Bidding			1									
	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	5 boxes	300.00	Public Bidding				5								
	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	5 box of 50's	150.00	Public Bidding				5								
	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	5 boxes	100.00	Public Bidding				5								
	Pencil, #2, Medium, Yellow, 12pcs/box	2 Box of 12's	240.00	Public Bidding				2								
	Photo Paper Glossy A4	2 sheets	300.00	Public Bidding				2								
	Pin, Push, hammerhead type, asstd colors 50s/pack	2 boxes	70.00	Public Bidding				2								
	Pen, Sign, .5mm, Gel-type, Blue	10 piece	350.00	Public Bidding				5			5					
	Pen, Sign, 0.4mm, Gel-type, Red	1 boxes	300.00	Public Bidding			1									
	Staple Wire No. 35-5M Leg Length 6mm (1/4")	5 boxes	400.00	Public Bidding			3	2								
	Staple wire remover, Plier type, Metal	2 piece	200.00	Public Bidding				2								
	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	15 pack	600.00	Public Bidding			5	5			5					
	Pen, Permanent Marker, blue, fine tip	2 pieces	120.00	Public Bidding			1	1								
	Pen, Permanent Marker, black, fine tip	2 pieces	120.00	Public Bidding			1	1								
	Pen, Permanent Marker, red, fine tip	2 pieces	120.00	Public Bidding			1	1								
	Pen, Whiteboard Marker, black	10 pieces	500.00	Public Bidding			5	5								
	Pen, Whiteboard Marker, red	10 pieces	500.00	Public Bidding			5	5								
	Pen, Whiteboard Marker, blue,	10 pieces	500.00	Public Bidding			5	5								
	Ink, Refill, for Permanent Marker, Black, 30mL	2 btls	230.00	Public Bidding				2								
	Ink, Refill, for Permanent Marker, Blue, 30mL	2 btls	230.00	Public Bidding				2								
	Ink, Refill, for Permanent Marker, Red, 30mL	2 btls	230.00	Public Bidding				2								
	Ink, Refill, for Whiteboard Marker, Black, 30mL	5 btls	825.00	Public Bidding				5								
	Ink, Refill, for Whiteboard Marker, Blue, 30mL	5 btls	825.00	Public Bidding				5								

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
	Ink, Refill, for Whiteboard Marker, Red, 30mL	5 btls	825.00	Public Bidding				5								
	Cork Board	1 unit	4,000.00	Public Bidding				1								
	Tissue, Bathroom, 2 Ply, 12rolls/pack	2 pack	408.00	Public Bidding				2								
	Wall Clock	1 pc	800.00	Public Bidding				1								
	Data Filer, Big size, Legal	6 pieces	3,000.00	Public Bidding				3			3					
	Soap, Dishwashing Liquid Refill, 375ml	3 packs	600.00	Public Bidding				3								
	Folder, File, Long, 14pts, White	20 piece	200.00	Public Bidding				10			10					
	Folder, Ordinary, A4	50 pcs	350.00	Public Bidding				10	10		10	10		10		
	Alcohol, Ethyl, 70% solution, 1 gallon	1 gallons	600.00	Public Bidding				1								
	STICKY NOTE 3 X 3 ASSORTED COLORS	10 pad	790.00	Public Bidding				5			5					
	Sub-Total		23,863.00													
	Transportation															
	Airfare tickets (MNL-TAC vv)	2 person	12,000.00	NP - Direct Retail Purchase (Section 53.14)									2			
	Sub-Total		12,000.00													
	TOTAL BUDGET:		231,103.00													

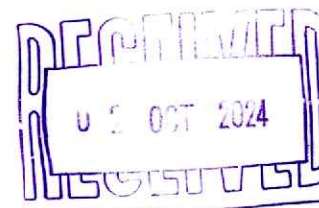
Note: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared by: _____

NOESSA C. DAVID

Submitted by: _____

RANDY G. OMEGA
Unit Head/Project Leader



Date: **09/26/2024**

AUCIA M. FEORES