

- ☒ 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
	Accommodation															
	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						
	Sub-Total		164,000.00													
	Awards & Tokens															
	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						
	Sub-Total		69,500.00													
	Communication/Courier Services															
	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					
	Sub-Total		46,500.00													
	Food & Food Ingredients															
	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						
	Sub-Total		240,000.00													
	Fuel & Lubricants															
	Diesel Fuel	800 L	56,000.00	NP - Small Value Procurement						500	300					
	Sub-Total		56,000.00													
	Office Equipment															

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
	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						
	Sub-Total		23,400.00													
	Office Supplies															
	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						
	Sub-Total		143,950.00													

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
	Printing Services															
	Brochure	300 sheet	45,000.00	NP - Small Value Procurement								300				
	Sub-Total		45,000.00													
	Software Subscriptions															
	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						
	Sub-Total		25,500.00													
	Transportation															
	Van Rental (LEYTE Area)	30 unit	180,000.00	NP - Small Value Procurement						25	5					
	Sub-Total		180,000.00													
	TOTAL BUDGET:		993,850.00													

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

Prepared by: 
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Submitted by: 
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Date: 05/16/2025


NICK FREDDY R. BELLO