

☒ Original PMP

☐ Revised (Changed items, same budget)

☐ Supplemental



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **Office of the Vice President for Academic Affairs**

Project Code: **OVPAA PPMP-2024 (71st Commencement Exercises)**

Purpose: **for the VSU 71st Commencement Exercises**

Total Budget : **683,100.00**

Funding : **STF**

PPMP #: **PPMP-2024-060424-0169**

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Awards & Tokens																
Leis for BOR and guests	1	piece	7,500.00	7,500.00							1					
Tokens for guests	1	piece	6,000.00	6,000.00								1				
Sub-Total				13,500.00												
Electronics																
Rentals for LED Wall	2	day	50,000.00	100,000.00								2				
Rentals for Sound System and Lights	2	day	25,000.00	50,000.00								2				
Sub-Total				150,000.00												
Food & Food Ingredients																
Meals and Snacks	1	person	228,000.00	228,000.00								1				
Sub-Total				228,000.00												
Fuel & Lubricants																
Transportation fuel (bus from guard post to graduation venue)	1	day	10,000.00	10,000.00								1				
Sub-Total				10,000.00												
Office Supplies																
Plaque for Commencement Speakers	3	piece	2,000.00	6,000.00							3					
Contingency Fund (10% of Total Cost)	1	piece	62,100.00	62,100.00								1				
Printing of Tarpaulin	1	piece	5,000.00	5,000.00							1					
Stage Decorations	1	day	25,000.00	25,000.00								1				
Sub-Total				25,000.00												
Printing Services																
Sub-Total				98,100.00												

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Printing of the Program	1600	piece	100.00	160,000.00							1600					
Printing of the Photo wall	1	piece	10,000.00	10,000.00							1					
Sub-Total				170,000.00												
Professional Services																
Baccalaureate Mass	1	day	13,500.00	13,500.00								1				
Sub-Total				13,500.00												
Grand Total				683,100.00												

Prepared by: _____

VICTOR S. NERI

Submitted by: _____

ROTACIO S. GRAVOSO

Unit Head/Project Leader

Date: 07/11/2024

*Funding Sources: General Fund(GF), Trust Fund(TF, Special Trust Fund(STF), IGP, Supplemental or Augmentation
Note: Please make a separate PMP for each funding source.

Categorize the entries such as Office Supplies, Office Appliance & Equipment, Office Furniture, Laboratory Supplies, IT Equipment, Construction & Electrical Supplies,
Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies