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PR-2025-0829-293984



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092724-0678**PR No.: **STF-2025-08-01186**Date: **08-29-2025**Dept./Office: **OVPREI**Category: **Professional Services**Section/End-User: **Ganessa Rose G. Cuevas**Funding Source: **Special Trust Fund**Project Title/Code: **OVPREI.Website.2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	professional services	person	3	5,000.00		15,000.00
	TOTAL					15,000.00

Purpose: For KM trainings or workshops

Checked by:

ELIZABETH S. QUEVEDO

TWG - Professional Services

Funds Available:

ALICIA M. FLORESfor **HEAD, BUDGET OFFICE**

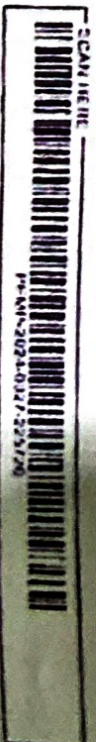
UNIT PRST

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	 GANESSA ROSE G. CUEVAS	 SANTIAGO T. PEÑA JR.	 PROSEMY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU



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PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2025



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

END-USER/UNIT: Office of the Vice President for Research, Extension and Innovation
CHARGED TO STF
Project, Programs and Activities(PPAs):
Office use

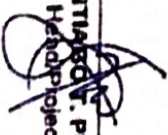
PPMP #: PPM-2025-002724-0078
Project Code: OVRPRLWebsite.2025

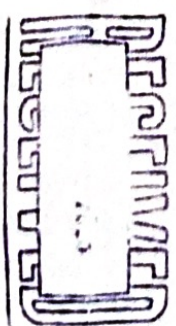
Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Construction and Electrical Supplies															
	Extension wire with 4 gang Universal Convenience Outlet, at least 20 meters long	2 pcs	1,500.00	Small Value Procurement									2			
	Sub-Total		1,500.00													
	Food & Food Ingredients															
	Assorted coffee, mlo, sugar, creamer	50 pc	875.00	Small Value Procurement									50			
	Meals (Lunch Buffet Style)	60 person	15,000.00	Small Value Procurement									60			
	Snacks AM & PM	60 person	9,600.00	Small Value Procurement									60			
	Sub-Total		25,475.00													
	Office Equipment															
	Document Scanner (2 sided colour scan)	1 pc	27,000.00	Competitive Bidding									1			
	UPS	1 unit	7,000.00	Competitive Bidding									1			
	UPS, 1000 VA	1 unit	3,000.00	Competitive Bidding												
	Sub-Total		37,000.00													
	Office Furniture & Fixture															

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
	Steel Cabinet Open Type (Standard Boltless Racks (COTD))	1 unit	9,500.00	Compellive Bidding									1			
	Sub-Total		9,500.00													
	Professional Services															
	Professional Services	3 person	15,000.00	Unlited Source Bidding									3			
	Sub-Total		15,000.00													
	Software Subscriptions															
	CF7 Google Sheet Connector PRO	1 Yearly	8,500.00	Direct Acquisition									1			
	NinjaTables	1 Yearly	4,000.00	Direct Acquisition									1			
	Team Task Management System (8-h-1 Pack)	1 Yearly	1,500.00	Direct Acquisition									1			
	Video Stream Pro	1 Yearly	4,000.00	Direct Acquisition									1			
	Zotero Storage	1 Yearly	3,500.00	Direct Acquisition									1			
	Sub-Total		21,500.00													
TOTAL BUDGET:			109,975.00													

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

Prepared by 
GANESSA/ROSE G. CUEVAS

Submitted by 
SANTIAGO V. PEÑA JR.
 Unit Head/Project Leader



Date: 08/29/2025


ALONZA FLORES
 IT-4