



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

SCAN HERE



PPMP-2025-1006-301629

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. **02**

☐ INDICATIVE ☒ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **University Registrar - 10 Fees**

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)		
Office Equipment											
Epson 001 ink, Black, 127ml, Genuine	Goods	8 btls	Small Value Procurement	No	01/2026	01/2026	04/2026	STF-MOOE	4,800.00		
Epson 001 ink, Cyan, Genuine	Goods	4 btls	Small Value Procurement	No	01/2026	01/2026	04/2026	STF-MOOE	1,820.00		
Epson 001 ink, Magenta, Genuine	Goods	4 btls	Small Value Procurement	No	01/2026	01/2026	04/2026	STF-MOOE	1,820.00		
Epson 001 ink, Yellow, Genuine	Goods	4 btls	Small Value Procurement	No	01/2026	01/2026	04/2026	STF-MOOE	1,820.00		

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Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)	Goods	5 unit * 13	Small Value Procurement	No	01/2026	01/2026	04/2026	STF-MOOE	55,000.00	• Technical Specification	
Sub-Total									65,260.00		
IT Supplies and Equipment											
Ink, Epson 003, Genuine Black 65mL	Goods	28 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	10,640.00		
Ink, EPSON 003, Genuine Cyan 65mL	Goods	12 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	4,800.00		
Ink, EPSON 003, Genuine Magenta 65mL	Goods	12 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	4,800.00		
Ink, EPSON 003, Genuine Yellow 65mL	Goods	12 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	4,800.00		
Sub-Total									25,040.00		
Miscellaneous Expenses											
Contingency Fund 2026	Goods	1 lot	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	7,115.00		
Sub-Total									7,115.00		
Common-Use Supplies & Equipment (CSE)											
Bond Paper, 70 gsm, Long	Goods	95 reams * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	25,650.00	• Technical Specification	

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Sign Pen, Medium Tip, Blue	Goods	400 pcs * 15	NP -Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	46,000.00	• Technical Specification	
Toilet Tissue Paper, 2 Ply	Goods	20 packs * 16	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	4,400.00	• Technical Specification	
Sub-Total									76,050.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Bond Paper, 70 gsm, Short	Goods	20 reams * 2	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	4,700.00	• Technical Specification	
Cartolina, Gold	Goods	300 rolls * 3	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	11,700.00	• Technical Specification	
Sign Pen, Extra Fine Tip, Blue	Goods	200 boxes * 14	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	59,000.00	• Technical Specification	
Sub-Total									75,400.00		
TOTAL BUDGET:									248,865.00		

* Please see attached specification

Prepared by:

JANNET LESLIE EVELYN S. CODOG

Administrative Aide VI

UR

Date:

Submitted by:

RAYMUND M. IGCASAMA

Registrar IV

UR

Date:



Date Generated: 10/06/2025

AUCIA M. GARCIA
ID FEE

Republic of the Philippines
VISAYAS STATE UNIVERSITY

SPECIFICATION

1. Bond Paper, 70 gsm, Long

- 500 sheets/ream
- lint-free, bright white paper
- acid-free
- manufacturer should be ISO 9001:2015 (Quality Management System and 14004:2015 (Environmental Management System) certified

2. Bond Paper, 70 gsm, Short

- 500 sheets/ream
- lint-free, bright white paper
- acid-free
- manufacturer should be ISO 9001:2015 (Quality Management System and 14004:2015 (Environmental Management System) certified

3. Cartolina, Gold

- 3 sheets/roll
- at least 100gsm weight
- at least 22.5 X 28.5" size
- non-bleed, non-feathering and non-blot; suitable for marking pen and drawing ink

4. Contingency Fund 2026

5. Epson 001 ink, Black, 127ml, Genuine

6. Epson 001 ink, Cyan, Genuine

7. Epson 001 ink, Magenta, Genuine

8. Epson 001 ink, Yellow, Genuine

9. Ink, Epson 003,Genuine Black 65mL

10. Ink, EPSON 003,Genuine Cyan 65mL

11. Ink, EPSON 003,Genuine Magenta 65mL

12. Ink, EPSON 003,Genuine Yellow 65mL

13. Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)

Printer Specifications:**Printer Type:**

- Print, Scan, and Copy

Tank Ink System:

- Yes

Scanner Type:

- Flatbed Color Image Scanner

Sensor Type:

- CIS

Optical Resolution:

- 600 x 1200 dpi

Copy Speed:

- Maximum Copies from Standalone: 20 copies

Maximum Copy Size:

- A4, Letter

ISO 29183 (A4 Simplex Flatbed):

- Black: Up to 7.0 ipm
- Colour: Up to 1.7 ipm

Maximum Copy Resolution:

- 300 x 300 dpi

Paper Handling:

- Up to 20 Sheets Premium Glossy Photo Paper
- 10 Sheets Envelope
- 30 Sheets Postcard

Output Capacity:

- Up to 30 sheets

Paper Input Capacity:

- A4 Plain Paper: Up to 20 sheets
- Premium Glossy Photo Paper: Up to 20 sheets

Maximum Paper Size:

- 215.9 x 1200 mm (8.5 x 47.24")

Nozzle Configuration:

- 180 x 1 Nozzles Black
- 59 x 1 Nozzles per Colour (Cyan, Magenta, Yellow)

Print Direction:

- Bi-directional Printing

Maximum Print Resolution:

- 5760 x 1440 dpi (with Variable-Sized Droplet Technology)

Minimum Ink Droplet Size:

- 3 pl

14. Sign Pen, Extra Fine Tip, Blue

- 12 pcs/box
- type: liquid or gel
- 0.5 mm, needle or conical tip
- with non-slip grip
- with metal/plastic clip

15. Sign Pen, Medium Tip, Blue

- Type: Liquid or Gel
- Tip: 1.0 mm, needle or conical tip
- with non-slip grip
- with metal/plastic clip

16. Toilet Tissue Paper, 2 Ply

- 12 rolls/pack
- laminated
- at least 400 sheets/roll (200 pulls)
- sheet size: at least 110 x 105 mm
- embossed design, chlorine-free
- unscented