



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

SCAN HERE



PPMP-2025-1009-302860

# PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. **01**

☒ INDICATIVE ☐ FINAL
Fiscal Year: **2026**End-user or Implementing Unit: **Office of the Vice President for Research, Extension and Innovation**

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)		
<b>Construction and Electrical Supplies</b>											
Electrical Tape, Vinyl	Goods	3 rolls * 15	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	240.00	• Technical Specification	
<b>Sub-Total</b>									<b>240.00</b>		
<b>Fuel &amp; Lubricants</b>											
Fuel, Gasoline	Goods	75 liters * 19	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	02/2026	GF-MOOE	4,950.00	• Technical Specification	
<b>Sub-Total</b>									<b>4,950.00</b>		
<b>Printing Services</b>											

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Printing Services (Printing for Appointments)	Goods	6 reams * 34	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	02/2026	GF-MOOE	9,000.00	• Technical Specification	
<b>Sub-Total</b>									<b>9,000.00</b>		
<b>Office Supplies</b>											
Envelope, Documentary, Brown, 150 lbs, Long	Goods	30 pc	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	300.00		
Veco Vellum Board Paper White 180gsm	Goods	10 pcs * 40	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	350.00	• Technical Specification	
<b>Sub-Total</b>									<b>650.00</b>		
<b>Office Equipment and Appliances</b>											
Microwave oven	Goods	1 unit * 24	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	6,500.00	• Technical Specification	
<b>Sub-Total</b>									<b>6,500.00</b>		
<b>Awards &amp; Tokens</b>											
Diploma folder, yellow, with VSU logo, for certificates of recognition	Goods	10 pcs	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	1,000.00		
<b>Sub-Total</b>									<b>1,000.00</b>		
<b>Software Subscriptions</b>											



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CF7 Google Sheet Connector PRO	Goods	1 Yearly * 8	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	03/2026	GF-MOOE	8,500.00	• Technical Specification	
NinjaTables	Goods	1 Yearly * 25	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	03/2026	GF-MOOE	4,000.00	• Technical Specification	
Team Task Management System (8-in-1 Pack)	Goods	1 Yearly * 37	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	03/2026	GF-MOOE	1,500.00	• Technical Specification	
Video Stream Pro	Goods	1 Yearly * 41	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	03/2026	GF-MOOE	4,000.00	• Technical Specification	
Zotero Storage	Goods	1 Yearly * 43	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	03/2026	GF-MOOE	3,500.00	• Technical Specification	
<b>Sub-Total</b>									<b>21,500.00</b>		
<b>IT Supplies and Equipment</b>											
A3 Printer (Ink Tank Printer)	Goods	1 unit * 1	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	32,000.00	• Technical Specification	
<b>Sub-Total</b>									<b>32,000.00</b>		

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<b>Miscellaneous Expenses</b>											
Other Professional Fee	Goods	4 person * 28	Direct Contracting	No	01/2026	01/2026	03/2026	GF-MOOE	20,000.00	• Technical Specification	
<b>Sub-Total</b>									<b>20,000.00</b>		
<b>Common-Use Supplies &amp; Equipment (CSE)</b>											
Air Freshener, Aerosol type	Goods	2 cans * 2	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	590.00	• Technical Specification	
Alcohol, Ethyl, 500mL	Goods	10 btls * 3	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,000.00	• Technical Specification	
Bond Paper, 70 gsm, A4	Goods	10 reams * 5	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,400.00	• Technical Specification	
Bond Paper, 70 gsm, Long	Goods	1 reams * 6	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	270.00	• Technical Specification	
Correction Tape	Goods	5 pcs * 9	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	210.00	• Technical Specification	
Cutter / Utility Knife	Goods	1 pcs * 10	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	155.00	• Technical Specification	
Eraser, Plastic / Rubber	Goods	2 pcs * 17	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	80.00	• Technical Specification	



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Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	Goods	3 btls	NP -Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	480.00		
Masking Tape, 1" x 25 yards	Goods	1 rolls * 23	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	55.00	• Technical Specification	
Note Pad / Sticky Note, 2 x 3	Goods	5 pads * 26	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	125.00	• Technical Specification	
Note Pad / Sticky Note, 3 x 4	Goods	5 pads * 27	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	175.00	• Technical Specification	
Paper Clip / Clip Paper, 33mm	Goods	2 boxes * 29	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	50.00	• Technical Specification	
Paper Clip / Clip Paper, 50mm	Goods	2 boxes * 30	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	80.00	• Technical Specification	
Paper Fastener, Metal	Goods	1 boxes * 31	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	70.00	• Technical Specification	
Pencil, Lead/Graphite, with Eraser	Goods	1 boxes * 32	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	135.00	• Technical Specification	
Staple Wire, Standard	Goods	3 boxes * 36	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	135.00	• Technical Specification	
Toilet Tissue Paper, 2 Ply	Goods	2 packs * 38	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	440.00	• Technical Specification	

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Transparent Tape / Clear Tape, 2" x 50 yards	Goods	2 rolls * 39	NP -Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	164.00	• Technical Specification	
<b>Sub-Total</b>									<b>6,614.00</b>		
<b>Non-Common-Use Supplies and Equipment (Non-CSE)</b>											
Ballpen, Blue	Goods	5 boxes * 4	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	475.00	• Technical Specification	
Certificate Holder, A4	Goods	70 pcs * 7	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,850.00	• Technical Specification	
Dishwashing Liquid, at least 475 mL	Goods	2 btls	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	330.00		
Double-Sided Tape	Goods	2 rolls * 13	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	450.00	• Technical Specification	
Dust Bin / Trash Bin / Trash Can, 15L	Goods	1 pcs * 14	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	265.00	• Technical Specification	
File Rack, for documents on desk	Goods	1 pcs * 18	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	740.00	• Technical Specification	
Laid Paper / Specialty Paper, Short, Cream	Goods	15 packs * 21	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	450.00	• Technical Specification	
Laid Paper / Specialty Paper, Short, White	Goods	10 packs * 22	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	300.00	• Technical Specification	



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Photo Paper, A4	Goods	5 packs * 33	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,350.00	• Technical Specification	
Sign Pen, Extra Fine Tip, Blue	Goods	2 boxes * 35	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	590.00	• Technical Specification	
White Folder / File Folder, Legal	Goods	30 pcs * 42	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	240.00	• Technical Specification	
<b>Sub-Total</b>									<b>9,040.00</b>		
<b>TOTAL BUDGET:</b>									<b>111,494.00</b>		

\* Please see attached specification

Prepared by:

**JESIAH MAR M. SANTOS**Job Order  
KMO

Date:

10/13/25

Submitted by:

**GANESSA ROSE G. CUEVAS**Media Production Specialist II  
OVPREI

Date:

10/13/25

Date Generated: **10/09/2025**

AUCIA M. FROES

Republic of the Philippines  
VISAYAS STATE UNIVERSITY

## SPECIFICATION

### 1. A3 Printer (Ink Tank Printer)

- **Support Paper Size:** A3+, A3, A4, A5, A6, B4, B5, B6, Letter, Legal, Indian-Legal, 100 x 148 mm, 3.5 x 5", 4 x 6", 5 x 7", 5 x 8", 8 x 10", 8.5 x 13", 16:9 wide, 8K, 16K, Envelopes: #10, DL, C4, C6
- **Maximum Paper Size:** 329 x 1200 mm
- **Paper Feed Method:** Rear Feed
- **Number of Paper Trays:** 1
- **Input Capacity**
  - at least 100 sheets of A4 Plain Paper (80 g/m<sup>2</sup>)
  - at least 20 sheets of Premium Glossy Photo Paper
- **Print Speed:** At least 30 pages per minute
- At least 2-year warranty or 50,000 pages, whichever comes first
- Print at least 4,500 black pages and 7,000 color pages

### 2. Air Freshener, Aerosol type

- net content: at least 300 mL
- clean and refreshing scent

### 3. Alcohol, Ethyl, 500mL

- 70% ( $\pm 2$ ) v/v Ethanol (Ethyl Alcohol)
- Volume (min.): 500ml
- Colorless clear liquid
- Cap: Flip-top/pull-up/twist cap
- Scented
- Brand, formulation, indications and precautions must be engraved/ embossed/ printed/ thermally adhered on the bottle

### 4. Ballpen, Blue



- 12 pcs/box
- pen size tip: 0.5 mm

## 5. Bond Paper, 70 gsm, A4

- 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

## 6. 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

## 7. Certificate Holder, A4

- A4 (8.27"x11.69")
- With a flap to prevent certificates from falling off
- With 2 Hangers for Portrait and Landscape Orientations
- Super clear transparency
- Holds certificates/diplomas/citations
- Conforms to EN 71 & ASTM Safety Standards

## 8. CF7 Google Sheet Connector PRO

### Key Features:

- **Automatic Data Export:** Submissions are sent to Google Sheets in real-time.
- **Field Mapping:** Map CF7 form fields to Google Sheets columns.
- **Custom Sheet Selection:** Choose or create specific sheets and tabs for form data.
- **OAuth Authentication:** Secure connection with Google Sheets via OAuth 2.0.
- **Conditional Logic:** Send data to Sheets based on form input or conditions.
- **Error Logs & Notifications:** Receive email alerts for failed submissions and detailed error logs.

**Setup:**

1. Install and activate the plugin.
2. Authenticate with Google via OAuth to connect your Google account.
3. Choose or create a Google Sheet, then map CF7 fields to columns.
4. Configure form settings to send data to Sheets.

**Advanced Features:**

- **Multiple Sheets:** Send form data to different sheets or tabs.
- **Real-time Sync:** Data is processed immediately after form submission.
- **API Support:** Option for advanced API integration and webhooks.

**Use Cases:**

- Contact forms, event registrations, surveys, and polls.

**Support:**

- Access premium support and regular plugin updates.

**9. Correction Tape**

- tape usable length: at least 8 meters
- tape width: 5mm
- tape color: white opaque
- disposable

**10. Cutter / Utility Knife**

- heavy duty cutter
- blade size: at least 16mm
- large size
- with auto-lock system to hold blade securely

**11. Diploma folder, yellow, with VSU logo, for certificates of recognition****12. Dishwashing Liquid, at least 475 mL****13. Double-Sided Tape**

- foam type
- at least 18 mm x 10 m
- Made up of strong, high-density foam with permanent adhesive on both sides

#### 14. Dust Bin / Trash Bin / Trash Can, 15L

- at least 15 liters capacity
- durable plastic
- w/ swing-type cover

#### 15. Electrical Tape, Vinyl

- **Material:** Flexible PVC with aggressive rubber adhesive
- **Features:**
  - Flame retardant
  - Compatible with plastic cable and wire harness insulations
  - Primary electrical insulation for wire and cable splices rated up to 600 volts
- **Dimensions:** 19mm width x 16m length x 0.155mm thickness
- **Type:** Heavy Duty
- **Certification:** ASTM approved

#### 16. Envelope, Documentary, Brown, 150 lbs, Long

#### 17. Eraser, Plastic / Rubber

- large size
- smudge free
- dust free
- color: white

#### 18. File Rack, for documents on desk

- Stackable metal mesh tray
- Scratch-Resistant
- 5-Tier
- Material: iron
- Color: Black



**19. Fuel, Gasoline**

- green color
- good quality

**20. Hand Sanitizer, Gel, Antibacterial, push-type, 250mL****21. Laid Paper / Specialty Paper, Short, Cream**

- 90 gsm
- 10 sheets/pack

**22. Laid Paper / Specialty Paper, Short, White**

- 90 gsm
- 10 sheets/pack

**23. Masking Tape, 1" x 25 yards**

- 24 mm (1") width
- usable length: 25 yards

**24. Microwave oven**

- **AC Line Voltage:** 230 V, 60 Hz single phase
- **Distribution Line Fuse/Circuit Breaker:** 10 A
- **AC Power Required:**
  - **Microwave:** 1270 W
- **Output Power:**
  - **Microwave:** 800 W (IEC 60705)
  - **Off Mode (Energy Save Mode):** Less than 1.0 W
- **Microwave Frequency:** 2450 MHz (Group 2/Class B)
- **Outside Dimensions (W x D x H):** 439.5 x 338.2 x 256.2 mm
- **Cavity Dimensions (W x D x H):** 306.0 x 306.6 x 208.2 mm
- **Oven Capacity:** 20 litres
- **Turntable Size:** 255 mm
- **Weight:** Approx. 10.9 kg

- **Oven Lamp:** 25 W/230 V
- **Control:** Mechanical
- **Timer:** 35 minutes
- **Power Levels:** 5
- **Door Opening:** Push

## 25. NinjaTables

### Key Features:

- **Drag-and-Drop Table Builder:** Easy-to-use interface to create and manage tables without coding.
- **Responsive Design:** Automatically adjusts table layout for mobile and tablet devices.
- **Customizable Styling:** Advanced styling options for table rows, columns, and cells.
- **Filter & Sort Options:** Allow users to filter and sort table data for better usability.
- **Import/Export:** Import data from CSV files or export tables for easy use on other platforms.
- **Frontend Editing:** Enable users to edit table data directly from the frontend (if enabled).
- **Google Sheets Integration:** Sync data directly with Google Sheets for dynamic table updates.

### Setup:

1. Install and activate the plugin.
2. Create a new table using the drag-and-drop builder.
3. Customize your table's style and features (e.g., filters, sorting).
4. Publish the table on any post or page.

### Advanced Features:

- **Custom CSS:** For advanced users, you can apply custom CSS for fine-tuning designs.
- **Table Pagination:** Easily paginate large tables for better navigation.
- **Integration with Popular Plugins:** Works well with Elementor, WPBakery, and more.

### Use Cases:

- Display product comparisons, pricing tables, event schedules, and data-driven content.

**Support:**

- Premium support available, along with regular updates and bug fixes.

**26. Note Pad / Sticky Note, 2 x 3**

- 2 x 3 inches (50 x 76 mm)
- 100 sheets/pad

**27. Note Pad / Sticky Note, 3 x 4**

- 3 x 4 inches (76 x 100 mm)
- 100 sheets/pad

**28. Other Professional Fee**

For honorarium of the invited guest speakers/ professionals to facilitate the projected in-house trainings.

**29. Paper Clip / Clip Paper, 33mm**

- vinyl/plastic coated
- size: 33mm
- assorted colors
- 100 pcs/box

**30. Paper Clip / Clip Paper, 50mm**

- vinyl/plastic coated
- size: 50mm
- assorted colors
- 100 pcs/box

**31. Paper Fastener, Metal**



- 50 sets/box
- size: 7 cm
- color: silver

### 32. Pencil, Lead/Graphite, with Eraser

- 12 pcs/box
- lead/graphite: diameter at least 2mm
- wood cased

### 33. Photo Paper, A4

- A4 (8.25in x 11.75in)
- at least 200 gsm
- Type: Glossy
- 20 sheets/pack

### 34. Printing Services (Printing for Appointments)

8.5x13 book paper, 800 GSM, with 'VISAYAS STATE UNIVERSITY' text as background and the VSU logo centered as part of the background.

Note: The supplier will present the sample to the end-user before printing

### 35. 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

### 36. Staple Wire, Standard

- size: #35 / 26/6
- 5,000 staples/box

- chisel points
- galvanized wire staples

### 37. Team Task Management System (8-in-1 Pack)

- Excel & Google Sheets Compatible
- Easy-to-use File for Organization
- Science-based Spreadsheet
- Supports Windows & Mac
- Active Customer Support
- Automated Functions
- Free Version Update
- Mobile & PC Sync

### 38. 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

### 39. Transparent Tape / Clear Tape, 2" x 50 yards

- 48 mm (2") width
- usable length: 50 yards
- base material: biaxially-oriented polypropylene

### 40. Veco Vellum Board Paper White 180gsm

- Vellum Board Paper
- Grammage: 180 gsm
- Size: A4
- Color: White
- Packaging Size: 10 sheets per pack

## 41. Video Stream Pro

### Key Features:

- Video Streaming:** Stream both live and pre-recorded videos directly from your WordPress site.
- Custom Video Player:** Customizable video player with support for HD, subtitles, and more.
- Multiple Video Sources:** Support for multiple video sources like YouTube, Vimeo, or self-hosted files.
- Playlist Management:** Organize videos into playlists for easy navigation and viewing.
- Monetization Options:** Supports pay-per-view, subscription-based access, and ad monetization.
- Responsive Design:** Optimized for mobile, tablet, and desktop viewing.
- Video Protection:** DRM, password protection, and geo-restriction to protect content.

### Setup:

1. Install and activate the plugin.
2. Configure video sources (YouTube, Vimeo, self-hosted).
3. Set up your video playlists or individual video content.
4. Customize player settings and embed video players anywhere on your site.

### Advanced Features:

- Live Streaming Support:** Stream live events, webinars, or real-time broadcasts.
- Analytics Integration:** Track video performance with built-in analytics.
- Custom Branding:** Add your logo, colors, and design to the video player for a branded experience.

### Use Cases:

- Live event broadcasting, video courses, on-demand video libraries, webinars, and more.

### Support:



- Premium support and regular updates to ensure compatibility and performance.

## 42. White Folder / File Folder, Legal

- size: Legal
- color: White
- 14 pts

## 43. Zotero Storage

### Key Features:

- **Cloud Storage:** Store references, PDFs, web pages, and other research materials securely in the cloud.
- **Sync Across Devices:** Automatically sync your library across multiple devices (PC, Mac, mobile).
- **Unlimited Attachment Storage:** Store an unlimited number of attachments (documents, images, etc.) with additional storage plans.
- **Collaboration:** Share and collaborate with others on shared libraries and research projects.
- **Automatic Backup:** Auto-backup your Zotero library to prevent data loss.
- **Integration with Zotero App:** Seamless integration with Zotero's desktop and browser apps for easy access to your research.

### Advanced Features:

- **Enhanced Storage Plans:** Upgrade for more storage space and additional features.
- **Group Libraries:** Share libraries with colleagues or teams for easy collaboration.
- **Advanced Search and Tagging:** Organize and find your references using powerful search and tagging options.

### Use Cases:

- Research management, academic writing, collaborative projects, and reference tracking.

### Support:

- Access to FAQs, user guides, and customer support for troubleshooting and assistance.