



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

SCAN HERE



PPMP-2025-1010-303000

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. **04**

☐ INDICATIVE ☒ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **University Registrar - STF Registration Fee**

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 and Appliances											
Aircon, Split Type, 2.5HP (Inverter)	Goods	3 unit * 1	Small Value Procurement	No	01/2026	01/2026	04/2026	STF-CO	216,000.00	• Technical Specification	
Photocopying Machine	Goods	1 unit * 4	Small Value Procurement	No	01/2026	01/2026	04/2026	STF-CO	100,000.00	• Technical Specification	
Sub-Total									316,000.00		
IT Supplies and Equipment											
Desktop Computer for Mid-Range Tier Users	Goods	2 unit * 2	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-CO	120,000.00	• Technical Specification	

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)		
Laptop Computer (Mid-Tier Users)	Goods	1 unit <i>* 3</i>	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-CO	60,000.00	• Technical Specification	
Sub-Total									180,000.00		
TOTAL BUDGET:									496,000.00		

* Please see attached specification

Prepared by:

J. Codog
JANNET LESLIE EVELYN S. CODOG

Administrative Aide VI

UR

Date:

10/10/25

Submitted by:

Raymund M. Igcasama
RAYMUND M. IGCASAMA

Registrar IV

UR

Date:

10/10/25Date Generated: **10/10/2025**

for AUCIA Ch. PROCES
Registration fee

Republic of the Philippines
VISAYAS STATE UNIVERSITY

SPECIFICATION

1. Aircon, Split Type, 2.5HP (Inverter)

Features

- High-Density Dust Filter
- Smooth Frequency Control
- Gold Fin Protection
- Silver Ion Filter
- Sleep Mode
- Turbo Mode
- Louver Position Memory
- Fast Cooling
- Includes Remote Control

Specifications

- 2.5HP Inverter
- Cooling Capacity: 23,200 (2,811-23,600) kJ/hr
- Power Supply: 230V, 1Ph, 60Hz
- Power Input: 2,000 (215-2,065) W
- CSPF: 5.2
- Refrigerant: R32
- Sound Level: 48/43/40 dB(A) (H/M/L)
- Dimensions: 24.4 cm (L) x 108.3 cm (W) x 33.6 cm (H)

Warranty and Installation

- 1-Year Warranty
- Free Installation

2. Desktop Computer for Mid-Range Tier Users

- Processor: Intel Core i5 13th Gen or equivalent
- Memory: 16GB DDR4 RAM
- Storage: 512GB SSD + 1TB HDD

- Display: 22" Full HD LED Monitor
- OS: Genuine Windows 11 Pro (64-bit)
- Office Suite: Licensed Microsoft Office Home & Business
- Connectivity: Wi-Fi, Bluetooth, Gigabit LAN
- Ports: USB 3.2, HDMI, Audio In/Out
- Accessories: Keyboard and optical mouse (wired)
- Power Supply: 80+ Bronze, 500W
- **Included: 1000VA Line-Interactive UPS** (Automatic voltage regulation, surge and overload protection, 15–20 mins backup)
- Warranty: 1-year parts and service
- Green Procurement: Low-power components, RoHS-compliant materials

3. Laptop Computer (Mid-Tier Users)

- Processor: **Intel Core i5 13th Gen or AMD Ryzen 5 7000 Series (or higher)**
- Memory: 16GB DDR4 RAM or higher
- Storage: 512GB SSD or higher
- Display: 15.6" Full HD IPS Anti-Glare Screen
- OS: Genuine Windows 11 Pro (64-bit)
- Office Suite: Licensed Microsoft Office Home & Business
- Connectivity: Wi-Fi 6, Bluetooth 5.3, USB-C, HDMI, Audio Combo Jack
- Battery Life: At least 8 hours
- Power Supply: 65W–90W fast charger
- Weight: Not more than 2.0 kg
- **Included Accessories:** Free Backpack and Original Charger
- Warranty: 1-year parts and service
- Green Procurement: Low-power CPU, recyclable aluminum or plastic housing, RoHS-compliant materials

4. Photocopying Machine

General

Type: Color multifunctional printer (MFP)
 Engine speed: Up to 21 pages per minute (ppm) in both color and black and white
 Warm-up time: Approx. 28 seconds or less from power on
 Memory: Standard 1 GB, maximum 3 GB
 Power source: AC 220 ~ 240 V, 50/60 Hz
 Power consumption: Printing: 320 W or less; Standby: 45 W or less; Sleep mode: 1.5 W or less
 Dimensions (W x D x H): 417 x 558 x 455 mm
 Weight: Approx. 26.5 kg

Printing

Resolution: 1200 x 1200 dpi

First print out time: Approx. 10 seconds or less in color and black and white

Duplex printing: Automatic duplex printing (double-sided printing)

Paper size: A4, A5, A6, B5, B6, Letter, Legal, Custom (70 x 148 mm to 216 x 356 mm)

Paper weight: 60 to 220 g/m²

Input capacity: Standard 250-sheet universal cassette and 100-sheet multi-purpose tray; maximum 1,850 sheets with optional paper feeders

Output capacity: 150-sheet face-down output tray

Scanning

Scan speed: Up to 40 images per minute (ipm) in color and black and white

Scan resolution: Up to 600 x 600 dpi

Scan to: Email, FTP, SMB, USB, TWAIN, WIA

Copying

Copy speed: Up to 21 copies per minute (cpm) in both color and black and white

Copy resolution: 600 x 600 dpi

Duplex copying: Automatic duplex copying (double-sided copying)

Zoom range: 25% to 400% in 1% increments

Fax

Modem speed: Maximum 33.6 kbps

Transmission speed: Approx. 3 seconds or less

Memory capacity: Standard 256 MB (approx. 9,000 pages)

Super G3 fax: Yes

PC fax: Yes