



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

SCAN HERE



PPMP-2025-1009-302869

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Innovation Office**

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)		
Fuel & Lubricants											
Fuel, Diesel	Goods	590 liters * 24	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	36,580.00	• Technical Specification	
Fuel, Gasoline	Goods	200 liters * 25	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	13,200.00	• Technical Specification	
Sub-Total									49,780.00		
Office Supplies											
Ballpen. Blue 0.5mm Gel	Goods	10 Box of 12's	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	2,800.00		

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Dinner Plate, White	Goods	5 pc * 15	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	495.00	• Technical Specification	
Drinking Glass	Goods	5 pc * 17	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	350.00	• Technical Specification	
Glass Cleaner Wiper	Goods	2 pcs * 29	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	170.00	• Technical Specification	
Mug	Goods	5 pc * 41	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,000.00	• Technical Specification	
Sub-Total									4,815.00		
Office Equipment											
Portable Trolley 15" Speaker with wireless microphone	Goods	1 unit * 51	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	16,000.00	• Technical Specification	
Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)	Goods	1 unit * 53	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	11,000.00	• Technical Specification	
Sub-Total									27,000.00		
Food and Services											
Buffet-Style Meals (for Lunch or Dinner)	Goods	540 pax * 11	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	162,000.00	• Technical Specification	
Packed Meals (for Lunch or Dinner)	Goods	59 pax * 44	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	12,980.00	• Technical Specification	

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Snacks (AM/PM)	Goods	1303 pax <i>* 57</i>	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	104,240.00	• Technical Specification	
Sub-Total									279,220.00		
Accommodation											
Room Accommodation (1)	Goods	10 person <i>* 54</i>	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	15,000.00	• Technical Specification	
Sub-Total									15,000.00		
Awards & Tokens											
Plaque, Glass Type, Customize 14"	Goods	2 pcs	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	5,000.00		
Token, Assorted VSU Products and Memorabilia with bag	Goods	4 bags	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	10,000.00		
Sub-Total									15,000.00		
IT Supplies and Equipment											
Desktop Computer for Basic Users	Goods	1 set <i>* 14</i>	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	45,000.00	• Technical Specification	
Ink, Epson 003, Genuine Black 65mL	Goods	10 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,800.00		
Ink, EPSON 003, Genuine Cyan 65mL	Goods	5 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,000.00		

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Ink, EPSON 003, Genuine Magenta 65mL	Goods	5 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,000.00		
Ink, EPSON 003, Genuine Yellow 65mL	Goods	5 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,000.00		
Water Dispenser – Mid-Range Floor Standing Model	Goods	1 unit * 65	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	10,000.00	• Technical Specification	
Sub-Total									64,800.00		
Miscellaneous Expenses											
Contingency Fund 2026	Goods	2 lot	NP - Emergency Cases	No	01/2026	01/2026	02/2026	GF-MOOE	14,230.00		
ITSO Filing and Other IP-related Fees	Goods	100 Monthly * 36	Direct Acquisition	No	01/2026	01/2026	02/2026	GF-MOOE	155,000.00	• Technical Specification • Market Scoping Checklist	
Sub-Total									169,230.00		
Common-Use Supplies & Equipment (CSE)											
Air Freshener, Aerosol type	Goods	5 cans * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,475.00	• Technical Specification	
Alcohol, Ethyl, 500mL	Goods	20 btls * 2	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,000.00	• Technical Specification	

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Battery, Dry Cell, AAA	Goods	5 packs * 6	NP -Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	675.00	• Technical Specification	
Binder Clips / Backfold Clips, 1" (approx. 25 mm)	Goods	5 boxes * 7	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	130.00	• Technical Specification	
Bond Paper, 70 gsm, A4	Goods	20 reams * 8	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	4,800.00	• Technical Specification	
Bond Paper, 80 gsm, A4	Goods	10 reams * 9	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,750.00	• Technical Specification	
Broom (Walis Tambo) / Soft Broom	Goods	3 pcs * 10	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,191.00	• Technical Specification	
Dust Pan	Goods	2 pcs * 19	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	240.00	• Technical Specification	
Fluorescent Marker / Highlighter Pen, Green	Goods	10 pcs * 22	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	500.00	• Technical Specification	
Fluorescent Marker / Highlighter Pen, Yellow	Goods	10 pcs * 23	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	500.00	• Technical Specification	
Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	Goods	5 btls	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	800.00		
Index Tab	Goods	5 boxes * 31	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	625.00	• Technical Specification	

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Masking Tape, 1" x 25 yards	Goods	5 rolls * 39	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	275.00	• Technical Specification	
Masking Tape, 2" x 25 yards	Goods	3 rolls * 40	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	300.00	• Technical Specification	
Multipurpose Glue	Goods	3 btls * 42	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	435.00	• Technical Specification	
Note Pad / Sticky Note, 3 x 4	Goods	10 pads * 43	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	350.00	• Technical Specification	
Paper Clip / Clip Paper, 33mm	Goods	10 boxes * 45	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	250.00	• Technical Specification	
Paper Clip / Clip Paper, 50mm	Goods	10 boxes * 46	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	400.00	• Technical Specification	
Paper Fastener, Metal	Goods	3 boxes * 47	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	210.00	• Technical Specification	
Paper Puncher	Goods	1 pcs * 48	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	220.00	• Technical Specification	
Pressboard Folder, Green, Legal	Goods	50 pcs * 52	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,500.00	• Technical Specification	
Scissors, Symmetrical/Asymmetrical	Goods	4 pairs * 55	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	200.00	• Technical Specification	

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Staple Wire, Standard	Goods	5 boxes * 59	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	225.00	• Technical Specification	
Stapler, Standard Type	Goods	3 pcs * 60	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,650.00	• Technical Specification	
Toilet Bowl Cleaner / Urinal Cleaner, at least 500 mL	Goods	4 btls * 62	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	580.00	• Technical Specification	
Toilet Tissue Paper, 2 Ply	Goods	12 packs * 63	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,640.00	• Technical Specification	
Sub-Total									24,921.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Ballpen, Blue	Goods	10 boxes * 3	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	950.00	• Technical Specification	
Bathroom Deodorizer	Goods	10 pcs * 5	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	900.00	• Technical Specification	
Certificate Holder, A4	Goods	50 pcs * 12	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,750.00	• Technical Specification	
Dishwashing Liquid, at least 475 mL	Goods	5 btls	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	825.00		
Dust Bin / Trash Bin / Trash Can, 15L	Goods	4 pcs * 18	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,060.00	• Technical Specification	

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Expanding Envelope, Legal, Green	Goods	30 pcs * 20	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	750.00	• Technical Specification	
Feather Duster, good quality	Goods	2 pcs	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	360.00		
Garbage Bags / Trash Bags, Black, L, 100 pcs	Goods	2 packs * 26	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	980.00	• Technical Specification	
Garbage Bags / Trash Bags, Black, M	Goods	10 packs * 27	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	600.00	• Technical Specification	
Glass Cleaner	Goods	4 btls * 28	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,000.00	• Technical Specification	
Laid Paper / Specialty Paper, Short, Cream	Goods	30 packs * 37	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	900.00	• Technical Specification	
Laid Paper / Specialty Paper, Short, White	Goods	30 packs * 38	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	900.00	• Technical Specification	
Photo Paper, A4	Goods	5 packs * 49	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,350.00	• Technical Specification	
Sign Pen, Extra Fine Tip, Blue	Goods	8 boxes * 56	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,360.00	• Technical Specification	
Spin Mop with Bucket	Goods	1 sets * 58	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,920.00	• Technical Specification	

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Sticker Paper, Matte	Goods	2 packs * 61	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	400.00	• Technical Specification	
Sub-Total									20,005.00		
TOTAL BUDGET:									669,771.00		

* Please see attached specification

Prepared by: *Maria L. Tambis*
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 Instructor II
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Date: 10/10/25

Submitted by: *Feliciano G. Sinon*
FELICIANO G. SINON
 Professor VI
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Date: 10/10/25

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

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