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



PPMP-2025-1007-301996

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

INDICATIVE  FINAL

Fiscal Year: 2026  
 End-user or Implementing Unit: Institute of Tropical Ecology and Environmental Science

GENERAL DESCRIPTION AND OBJECTIVE OF THE PROJECT TO BE PROCURED	PROCUREMENT PROJECT DETAILS			PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS		ATTACHED SUPPORTING DOCUMENTS	REMARKS
	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>Fuel &amp; Lubricants</b>										
Fuel, Gasoline	Goods	100 liters <small>* 2</small>	NP-Agency to Agency	No	01/2026	01/2026	02/2026	STF-MOOE	6,600.00	• Technical Specification
<b>Sub-Total</b>									<b>6,600.00</b>	
<b>Office Equipment</b>										
A4 Duplex Sheet-fed Document Scanner	Goods	1 unit <small>* 1</small>	Competitive Bidding	No	01/2026	05/2026	07/2026	STF-MOOE	32,000.00	• Technical Specification
<b>Sub-Total</b>									<b>32,000.00</b>	
<b>Miscellaneous Expenses</b>										

PROCUREMENT PROJECT DETAILS				PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS			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 (PPh)	
Travel Expenses (Faculty/Staff)	Goods	4 lot * 3	Competitive Bidding	No	01/2026	05/2026	06/2026	STF-MOOE	40,000.00	• Technical Specification
<b>Sub-Total</b>									<b>40,000.00</b>	
										<b>TOTAL BUDGET: 78,600.00</b>

Please see attached specification

  
**SHAIRA B. MANAPSAL**  
Agricultural Technician I  
ITTEES

Submitted by:

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# SPECIFICATION

## 1. A4 Duplex Sheet-fed Document Scanner

**Scanner Type:**A4 sheet-fed, one-pass duplex colour scanner

**Sensor Type:**Contact Image Sensor (CIS) x 2

**Scanning Method:**Fixed carriage and moving document

**Light Source:**RGB LED

**Optical Resolution:**600 x 600 dpi\*1

**Output Resolution:**50 - 1,200 dpi (in 1 dpi increments)

**Scanner Bit Depth (Colour):**48-bit input, 24-bit output

**Scanner Bit Depth (Grayscale):**16-bit input, 8-bit output

**Scanner Bit Depth (Black & White):**16-bit input, 1-bit output

**Min Document Size:**50.8 x 50.8 mm

**Max Document Size:**215.9 x 3,048 mm

**Supported Paper Weight:**50 - 209 g/m<sup>2</sup>, Less than A8 size: 127 - 209g/m<sup>2</sup>

**Output File Formats:**Epson Scan 2: JPEG, TIFF, Multi-TIFF, PDF, Searchable PDF, BMP, PNG

Document Capture Pro (Win): JPEG, BMP, PDF, Searchable PDF, TIFF, Multi-TIFF, PNG, DOCX, XLSX, PPTX

**Supported OS:**Windows XP / Vista / 7 / 8 / 8.1 / 10 / Server 2003 / 2008 / 2012 / 2016

Mac OS X 10.6.8 or later

**Scanner Driver Compatibility:**TWAIN, SANE, WIA, ICA, ISIS (Windows)

**Bundled Applications:**Epson Scan 2, Epson Scan OCR Component, Epson Scan PDF Extensions, Document Capture Pro (Windows), Document Capture (Mac)

**Interface:**

USB 2.0

## 2. Fuel, Gasoline

- green color
- good quality

## 3. Travel Expenses (Faculty/Staff)

Official travel for university-related activities and coordination meetings

## **LINE ITEM BUDGET**

for Budget Year 2026

END-USER/UNIT: Institute of Tropical Ecology & Environmental Science

### **Program : STF - MOOE**

MOOE 2026

**REGULAR AGENCY FUND/GENERAL FUND**

**TOTAL BUDGET ALLOCATION: 262,200.00**