



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

SCAN HERE



PPMP-2025-1008-302283

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. **01**
☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Budgeting 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	24 liters * 15	NP - Emergency Cases	No	01/2026	01/2026	01/2026	GF-MOOE	1,488.00	• Technical Specification	
Fuel, Gasoline	Goods	22 liters * 16	NP - Emergency Cases	No	01/2026	01/2026	01/2026	GF-MOOE	1,452.00	• Technical Specification	
Sub-Total									2,940.00		
Office Supplies											
Ballpen. Blue 0.5mm Gel	Goods	1 Box of 12's	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	280.00	• Market Scoping Checklist	

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Fastener, Metal, Long	Goods	2 box of 50's * 14	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	380.00	• Technical Specification • Market Scoping Checklist	
Ink, Refill, Ballpen 0.5mm Blue	Goods	2 Box of 12's	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	440.00	• Market Scoping Checklist	
Trash Bag Transparent/Clear XXL	Goods	1 rolls * 28	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	150.00	• Technical Specification • Market Scoping Checklist	
Trashbag Transparent/Clear M	Goods	1 roll * 29	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	100.00	• Technical Specification • Market Scoping Checklist	
Sub-Total									1,350.00		
Office Furniture & Fixture											
Executive Leather Office Chair	Goods	1 unit * 13	Direct Sales	No	01/2026	01/2026	02/2026	GF-MOOE	12,000.00	• Technical Specification	
Sub-Total									12,000.00		
Office Equipment and Appliances											
Stand Fan, Electric Fan, Tower	Goods	1 unit * 24	Direct Sales	No	01/2026	01/2026	03/2026	GF-MOOE	4,000.00	• Technical Specification • Market Scoping Checklist	

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Sub-Total									4,000.00		
Office Equipment											
Computer Keyboard USB	Goods	2 pcs * 5	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	700.00	• Technical Specification	
Headset with Noise Cancelling Mic	Goods	3 unit * 18	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	5,400.00	• Technical Specification	
Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)	Goods	1 unit * 22	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	11,000.00	• Technical Specification	
Web Camera for PC	Goods	3 unit * 31	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	7,500.00	• Technical Specification	
Sub-Total									24,600.00		
IT Supplies and Equipment											
Computer Mouse, Wired	Goods	2 pieces * 6	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	420.00	• Technical Specification	
UPS, 1500 VA	Goods	1 unit * 30	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	14,000.00	• Technical Specification	
Sub-Total									14,420.00		
Miscellaneous Expenses											
Contingency Fund (Budgeting)	Goods	1 unit	Direct Contracting	No	01/2026	01/2026	03/2026	GF-MOOE	17,500.00	• Market Scoping Checklist	

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Sub-Total									17,500.00		
Common-Use Supplies & Equipment (CSE)											
Alcohol, Ethyl, 1 Gallon	Goods	2 gallons * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,380.00	• Technical Specification	
Battery, Dry Cell, AA	Goods	2 packs * 3	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	200.00	• Technical Specification	
Broom (Walis Tambo) / Soft Broom	Goods	1 pcs * 4	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	397.00	• Technical Specification	
Computer Mouse, Wireless	Goods	1 pcs * 7	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	622.00	• Technical Specification	
Dust Pan	Goods	1 pcs * 12	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	120.00	• Technical Specification	
Mailing Envelope / White Letter Envelope, Legal	Goods	1 boxes * 20	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	525.00	• Technical Specification	
Stapler, Standard Type	Goods	1 pcs * 25	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	550.00	• Technical Specification	
Transparent Tape / Clear Tape, 1" x 50 yards	Goods	2 rolls * 27	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	90.00	• Technical Specification	
Sub-Total									3,884.00		

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Non-Common-Use Supplies and Equipment (Non-CSE)											
Dishwashing Liquid, at least 475 mL	Goods	3 btls	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	495.00		
Doormat / Foot Rugs / Basahan	Goods	3 pcs * 10	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	300.00	• Technical Specification	
Dust Bin / Trash Bin / Trash Can, 15L	Goods	3 pcs * 11	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	795.00	• Technical Specification	
Garbage Bags / Trash Bags, Black, L	Goods	1 packs * 17	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	60.00	• Technical Specification	
Photo Paper, A4	Goods	1 packs * 21	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	270.00	• Technical Specification	
Spin Mop with Bucket	Goods	1 sets * 23	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,920.00	• Technical Specification	
Tape, Double Sided, 1" x 10m	Goods	2 rolls	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	90.00		
White Folder / File Folder, Legal	Goods	30 pcs * 32	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	240.00	• Technical Specification	
Sub-Total									6,170.00		

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TOTAL BUDGET:									86,864.00		

* Please see attached specification

Prepared by:

MARIA PRECILLA B. GORRE

Administrative Aide VI

BuO

Date:

10/8/2025

Submitted by:

ALICIA M. FLORES

Supervising Administrative Officer

FMO

Date:

10/8/2025

Date Generated: 10/08/2025



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SPECIFICATION

1. Alcohol, Ethyl, 1 Gallon

- 70% (+-2) v/v Ethanol (Ethyl Alcohol)
- Volume: 1 Gallon or at least 3.785 Liters (3,785 mL)
- Colorless clear liquid
- HDPE Plastic container

2. Ballpen. Blue 0.5mm Gel

3. Battery, Dry Cell, AA

- 4 pcs/pack
- Voltage: 1.5 volts
- Type: Alkaline
- No mercury and cadmium added
- Positive polar ends must be marked

4. Broom (Walis Tambo) / Soft Broom

- Gross Weight (max): 500 grams
- Handle: cylindrical, wood, smooth finish, plastic coated
- Must be suitable for hanging
- Diameter of handle (min): 19 mm
- Length of handle (min): 510 mm
- Dry Weight of Tiger Grass (min): 220 grams
- Length of Tiger Grass: 300 mm
- with durable stitching

5. Computer Keyboard USB

- **Type:** Standard Keyboard with 104 Keys
- **Connection:** USB

- **Key Caps:** Low profile
- **Key Noise:** Minimum
- **Key Layout:** Laser printed
- **Design:** Spill resistant

6. Computer Mouse, Wired

- **Connectivity:** USB Port
- **Sensor:** Optical
- **DPI:** 1600
- **Work Method:** Wired
- **Buttons:** Left button, middle button, right button
- **Scroll Wheel:** Two-way
- **Design Highlights:**
 - Easy installation
 - 1600 DPI high-definition tracking engine
 - Anti-slip scroll wheel
 - Full-size, ambidextrous design

7. Computer Mouse, Wireless

- **Connection Type:** Wireless with USB receiver
- **Tracking Method:** Optical
- **Resolution (min):** 1,000 dpi
- with scroll wheel and left and right click button
- Plug-and-Play
- with USB receiver slot

8. Contingency Fund (Budgeting)

9. Dishwashing Liquid, at least 475 mL

10. Doormat / Foot Rugs / Basahan

- **Size (L x W):** at least 21 x 15 inches
- Rugs in assorted printed colors and designs
- Braided, Hand-made with high quality
- Cotton

11. Dust Bin / Trash Bin / Trash Can, 15L

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

12. Dust Pan

- made of rigid plastic
- with detachable handle with at least 30mm diameter, 600mm length
- handle shall not detach during usage
- base is at least 1.25mm thick, 260mm front width, 200mm back width, 225mm depth

13. Executive Leather Office Chair

- Material: PU leather seat and backrest, flame-retardant
- Frame: Reinforced metal with nylon base
- Features: Adjustable lumbar support, tilt & height adjustable (seat height 45–55 cm), swivel, cushioned armrests, padded headrest
- Standard Dimensions: Seat width 52 cm, seat depth 50 cm, backrest height 55 cm, overall height 100–110 cm
- Color: Black
- Load Capacity: 150 kg
- Ergonomic Compliance: Lumbar and cervical support, proper cushioning for prolonged use
- Assembly: Complete assembly included upon delivery
- Safety & Compliance: CE, RoHS, ISO 14001
- Warranty: 1-year parts and service
- Green Procurement: recyclable frame, eco-friendly leather alternative

14. Fastener, Metal, Long

Pair 50pcs per box

15. Fuel, Diesel

- good quality

16. Fuel, Gasoline

- green color
- good quality

17. Garbage Bags / Trash Bags, Black, L

- size: L (at least 635 mm x 787 mm)
- 10 pcs/pack
- with built-in tie
- biodegradable

18. Headset with Noise Cancelling Mic

- **Input Impedance:** At least 32 Ohms
- **Sensitivity (Headphone):** At least 94 dBV/Pa $\pm$ 3 dB
- **Sensitivity (Microphone):** -17 dBV/Pa $\pm$ 4 dB
- **Frequency Response (Headset):** 20 Hz - 20 kHz
- **Frequency Response (Microphone):** 100 Hz - 10 kHz
- **Cable Length:** At least 7 ft
- **Connections:** USB-A compatible (1.1, 2.0, 3.0), USB port Type A port or adapter

19. Ink, Refill, Ballpen 0.5mm Blue

20. Mailing Envelope / White Letter Envelope, Legal

- 500 pcs/box
- white
- bond paper quality
- basis weight: at least 70 gsm

21. Photo Paper, A4

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

22. 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

23. Spin Mop with Bucket

- spin-dry bucket with 1 pc microfiber mop head
- 360 degrees rotating mop head
- polypropylene plastic (mop bucket)
- stainless steel mop handle
- with water outlet
- with separate tanks for freshwater and wastewater
- dimension: at least L 47.5 x W 26 x H 24.5 cm

24. Stand Fan, Electric Fan, Tower

50W 180° Stereo Shake Head Silent With LED Display Bladeless Fan

25. Stapler, Standard Type

- heavy duty stapler
- with staple remover
- for no. 35 (26/6) staples
- ergonomic style

26. Tape, Double Sided, 1" x 10m**27. Transparent Tape / Clear Tape, 1" x 50 yards**

- 24 mm (1") width
- usable length: 50 yards
- base material: biaxially-oriented polypropylene

28. Trash Bag Transparent/Clear XXL

10pcs per roll

29. Trashbag Transparent/Clear M

25pcs per roll 20x24 inches

30. UPS, 1500 VA

- Topology: Line-Interactive (true sine output preferred)
- Capacity: 1500 VA (?900–1050 W)
- Battery: VRLA, replaceable pack
- Runtime: 15–40 min depending on load
- Features: Surge & overload protection, AVR, LCD status, cold-start, optional network card slot
- Ports: USB/RS-232 for monitoring
- Green Note: Battery recycling/disposal plan
- Warranty: 1 year (unit), 6–12 months (battery)

31. Web Camera for PC

- **Image Sensor:** 1/2.9 inch
- **Lens:** 3.6mm / 75.7°
- **Effective Pixel:** 1932 (H) x 1088 (V)
- **Horizontal Resolution:** 2 MP
- **SNR:** > 50 dB
- **Video Stream:**
 - H.264: 1920 x 1080 / 1920 x 720 / 640 x 360
 - MJPEG: 1920 x 1080 / 1920 x 720 / 640 x 360
- **Video Frame Rate:** 25 FPS / 30 FPS
- **Electronic Shutter:** Auto
- **Protocol:** UVC / UVA
- **Video Output:** USB video stream
- **Working Voltage:** DC 5V / 160 mA $\pm$ 6 mA
- **Working Environment:** -20°C to 60°C

32. White Folder / File Folder, Legal

- size: Legal
- color: White
- 14 pts