



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

SCAN HERE



PPMP-2026-1010-302927

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. **10**

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Planning 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)		
Office Supplies											
Veco Vellum Board Paper White 180gsm	Goods	3 pcs * 15	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	105.00	• Technical Specification	
Sub-Total									105.00		
Food and Services											
Snacks (AM/PM)	Goods	120 pax * 9	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	9,600.00	• Technical Specification	
Sub-Total									9,600.00		
IT Supplies and Equipment											
Ink, Epson 003, Genuine Black 65mL	Goods	4 btl	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	1,520.00		

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Ink, EPSON 003, Genuine Cyan 65mL	Goods	2 btl	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	800.00		
Ink, EPSON 003, Genuine Magenta 65mL	Goods	2 btl	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	800.00		
Ink, EPSON 003, Genuine Yellow 65mL	Goods	2 btl	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	800.00		
Sub-Total									3,920.00		
Common-Use Supplies & Equipment (CSE)											
Alcohol, Ethyl, 500mL	Goods	7 btls * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	700.00	• Technical Specification	
Bond Paper, 80 gsm, A4	Goods	10 reams * 3	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,750.00	• Technical Specification	
Sign Pen, Medium Tip, Blue	Goods	2 pcs * 8	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	230.00	• Technical Specification	
Staple Remover / Staple Wire Remover	Goods	3 pcs * 10	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	225.00	• Technical Specification	
Stapler, Standard Type	Goods	1 pcs * 11	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	550.00	• Technical Specification	
Toilet Tissue Paper, 2 Ply	Goods	3 packs * 12	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	660.00	• Technical Specification	

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Transparent Tape / Clear Tape, 1" x 50 yards	Goods	10 rolls * 13	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	450.00	• Technical Specification	
Transparent Tape / Clear Tape, 2" x 50 yards	Goods	5 rolls * 14	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	410.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Black	Goods	2 pcs * 16	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	150.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Blue	Goods	2 pcs * 17	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	150.00	• Technical Specification	
Sub-Total									6,275.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Ballpen, Blue	Goods	1 boxes * 2	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	95.00	• Technical Specification	
Sub-Total									95.00		
TOTAL BUDGET:									19,995.00		

* Please see attached specification

Prepared by:

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 PO

Date:

Submitted by:

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 OVPPD

Date:

Date Generated: **10/10/2025***JUCIA M. FLORES*

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SPECIFICATION

1. Alcohol, Ethyl, 500mL

- 70% (± 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

2. Ballpen, Blue

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

3. Bond Paper, 80 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

4. Ink, Epson 003,Genuine Black 65mL

5. Ink, EPSON 003,Genuine Cyan 65mL

6. Ink, EPSON 003,Genuine Magenta 65mL

7. Ink, EPSON 003,Genuine Yellow 65mL

8. Sign Pen, Medium Tip, Blue

- Type: Liquid or Gel
- Tip: 1.0 mm, needle or conical tip
- with non-slip grip

- with metal/plastic clip

9. Snacks (AM/PM)

- one (1) serving of snacks
- one (1) serving of drinks
- packed in biodegradable materials

10. Staple Remover / Staple Wire Remover

- heavy-duty staple remover
- type: plier
- material: metal
- spring-loaded level handle
- removes standard and heavy-duty staples up to 60 sheets at a time
- color: silver

11. Stapler, Standard Type

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

12. 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

13. Transparent Tape / Clear Tape, 1" x 50 yards

- 24 mm (1") width
- usable length: 50 yards

- base material: biaxially-oriented polypropylene

14. Transparent Tape / Clear Tape, 2" x 50 yards

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

15. Veco Vellum Board Paper White 180gsm

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

16. Whiteboard Marker / Whiteboard Pen, Black

- Tip: Bullet
- low odor
- xylene free
- alcohol based ink
- writing width: 1.80 mm - 2.20 mm
- tip size: 4.0 mm

17. Whiteboard Marker / Whiteboard Pen, Blue

- Tip: Bullet
- low odor
- xylene free
- alcohol based ink
- writing width: 1.80 mm - 2.20 mm
- tip size: 4.0 mm