



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

SCAN HERE



PPMP-2025-1006-301721

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01

☒ INDICATIVE ☐ FINAL
Fiscal Year: 2026End-user or Implementing Unit: Supply & Property Management 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)				
Construction and Electrical Supplies													
Extension wire with 4 gang Universal Convenience Outlet, at least 10m long	Goods	1 pc * 15	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	600.00		* Technical Specification		
Extension wire with 4 gang Universal Convenience Outlet, at least 20 meters long	Goods	1 pcs	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	750.00				
LED Bulb, 9 watts	Goods	5 pcs	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	750.00				
Sub-Total										2,100.00			
Office Supplies													

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Date stamp, 10 years advance or more	Goods	2 pcs	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	400.00				
Labeler Printer	Goods	1 unit * 20	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,500.00	• Technical Specification • Market Scoping Checklist			
Pen, Sign, .5mm, Gel-type, Black	Goods	12 piece	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	420.00				
Pen, Sign, .5mm, Gel-type, Blue	Goods	30 piece	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,050.00				
Pen, Sign, .5mm, Gel-type, Red	Goods	12 piece	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	420.00				
Sub-Total									5,790.00				
Medical & Dental Supplies & Equipment													
Surgical Gloves, Large	Goods	1 boxes * 45	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	700.00	• Technical Specification			
Sub-Total									700.00				
IT Supplies and Equipment													
Epson Waste Ink Pad, for L3110 and L3210	Goods	4 pcs * 14	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,200.00	• Technical Specification • Market Scoping Checklist			

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Toner Cartridge Apeosport 4020SD	Goods	1 pc * 50	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	14,500.00	• Technical Specification • Market Scoping Checklist				
Sub-Total									15,700.00					
Common-Use Supplies & Equipment (CSE)														
Alcohol, Ethyl, 500mL	Goods	2 btls * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	200.00	• Technical Specification				
Binder Clips / Backfold Clips, 3/4" (approx. 19 mm)	Goods	16 boxes * 3	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	336.00	• Technical Specification				
Bond Paper, 80 gsm, A4	Goods	210 reams * 5	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	57,750.00	• Technical Specification				
Correction Tape	Goods	20 pcs * 8	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	840.00	• Technical Specification				
Fluorescent Marker / Highlighter Pen, Green	Goods	5 pcs * 17	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	250.00	• Technical Specification				
Fluorescent Marker / Highlighter Pen, Yellow	Goods	5 pcs * 18	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	250.00	• Technical Specification				
Furniture Cleaner	Goods	2 cans * 19	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	850.00	• Technical Specification				

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Masking Tape, 1" x 25 yards	Goods	10 rolls * 24	NP -Agency toAgency	No	01/2026	01/2026	03/2026	GF-MOOE	550.00	• Technical Specification				
Masking Tape, 2" x 25 yards	Goods	10 rolls * 25	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,000.00	• Technical Specification				
Packaging Tape / Packing Tape, 2" x 50 yards	Goods	40 rolls * 27	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	3,000.00	• Technical Specification				
Paper Puncher	Goods	2 pcs * 30	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	440.00	• Technical Specification				
Pencil Sharpener	Goods	1 pcs * 34	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	340.00	• Technical Specification				
Pencil, Lead/Graphite, with Eraser	Goods	4 boxes * 35	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	540.00	• Technical Specification				
Pressboard Folder, Blue, Legal	Goods	100 pcs * 38	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	3,000.00	• Technical Specification				
Pressboard Folder, Green, Legal	Goods	100 pcs * 39	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	3,000.00	• Technical Specification				
Record Book, 300 pages	Goods	3 pcs * 40	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	450.00	• Technical Specification				
Scissors, Symmetrical/Asymmetrical	Goods	5 pairs * 41	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	250.00	• Technical Specification				

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Stamp Pad Ink	Goods	2 boxes * 43	NP -Agency toAgency	No	01/2026	01/2026	03/2026	GF-MOOE	150.00	• Technical Specification				
Stamp Pad, Felt	Goods	1 pcs * 44	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	75.00	• Technical Specification				
Toilet Tissue Paper, 2 Ply	Goods	5 packs * 49	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,100.00	• Technical Specification				
Sub-Total									74,371.00					
Non-Common-Use Supplies and Equipment (Non-CSE)														
Ballpen, Blue	Goods	3 boxes * 2	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	285.00	• Technical Specification				
Bond Paper, 80 gsm, A3	Goods	1 reams * 4	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	670.00	• Technical Specification				
Bundy Clock Time Card	Goods	2 pack of 100's * 6	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	500.00	• Technical Specification				
Clip Board, Long	Goods	2 pcs * 7	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	200.00	• Technical Specification				
Data Folder / Lever Arch File Folder, Black	Goods	10 pcs * 9	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,000.00	• Technical Specification				

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Dishwashing Liquid, at least 475 mL	Goods	2 btls	Small Value Procurement _t	No	01/2026	01/2026	03/2026	GF-MOOE	330.00					
Dishwashing Paste, at least 400 g	Goods	1 pcs	Small Value Procurement _t	No	01/2026	01/2026	03/2026	GF-MOOE	80.00					
Empty Water Bottle (5 gallon), round, blue	Goods	2 pc	Small Value Procurement _t	No	01/2026	01/2026	03/2026	GF-MOOE	380.00					
Magazine Box / Data File Box / Datafiler, Double, Red	Goods	15 pcs * 22	Small Value Procurement _t	No	01/2026	01/2026	03/2026	GF-MOOE	6,120.00			• Technical Specification		
Magazine Box / Data File Box / Datafiler, Single, Red	Goods	15 pcs * 23	Small Value Procurement _t	No	01/2026	01/2026	03/2026	GF-MOOE	3,945.00			• Technical Specification		
Note Pad / Sticky Note, 1.5 x 2	Goods	5 pads * 26	Small Value Procurement _t	No	01/2026	01/2026	03/2026	GF-MOOE	75.00			• Technical Specification		
Paper Fastener, Plastic	Goods	10 boxes * 28	Small Value Procurement _t	No	01/2026	01/2026	03/2026	GF-MOOE	550.00			• Technical Specification		
Paper Fastener, Plastic, Long	Goods	4 boxes * 29	Small Value Procurement _t	No	01/2026	01/2026	03/2026	GF-MOOE	560.00			• Technical Specification		
Photo Paper, A4	Goods	5 packs * 36	Small Value Procurement _t	No	01/2026	01/2026	03/2026	GF-MOOE	1,350.00			• Technical Specification		
Plastic Ruler, 12"	Goods	10 pcs * 37	Small Value Procurement _t	No	01/2026	01/2026	03/2026	GF-MOOE	150.00			• Technical Specification		

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Scrub Sponge	Goods	3 pcs * 42	Small Value Procurement _t	No	01/2026	01/2026	03/2026	GF-MOOE	240.00	• Technical Specification		
Tape Cartridge, for Epson LabelWorks LK-4WBN, 12 mm x 9 mm	Goods	10 pcs * 46	Small Value Procurement _t	No	01/2026	01/2026	03/2026	GF-MOOE	8,500.00	• Technical Specification		
Tape Cartridge, for Epson LabelWorks LK-6WBN, 24 mm x 9 mm	Goods	6 pcs * 47	Small Value Procurement _t	No	01/2026	01/2026	03/2026	GF-MOOE	9,000.00	• Technical Specification		
Tape Cartridge, for Epson LabelWorks LK-7WBN, 36 mm x 9 mm	Goods	10 pcs * 48	Small Value Procurement _t	No	01/2026	01/2026	03/2026	GF-MOOE	15,000.00	• Technical Specification		
White Folder / File Folder, Legal	Goods	50 pcs * 51	Small Value Procurement _t	No	01/2026	01/2026	03/2026	GF-MOOE	400.00	• Technical Specification		
Sub-Total									51,335.00			
TOTAL BUDGET:									149,996.00			

* Please see attached specification

Prepared by: M. Gofredo
MARIFE G. GOFREDO
 Job Order
 SPMO
 10/6/25

Submitted by:

DORÉEN B. ALBA
 Administrative Officer III
 SPM
 10/6/25

Date:

Date: 10/6/25

Date Generated: 10/06/2025



July 11
for AUCIA m. Flores