



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

SCAN HERE



PPMP-2025-1009-302853

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. **03**

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Office of the Vice President for Planning and Development**

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 Equipment and Appliances											
Paper shredder machine, heavy duty	Goods	1 pieces * 14	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	16,000.00	• Technical Specification	
Sub-Total									16,000.00		
Office Equipment											
Digital Voice Recorder	Goods	1 unit * 4	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	5,000.00	• Technical Specification	
Epson 001 ink, Black, 127ml, Genuine	Goods	2 btls	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	1,000.00		

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Epson 001 ink, Cyan, Genuine	Goods	2 btls	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	700.00		
Epson 001 ink, Magenta, Genuine	Goods	2 btls	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	700.00		
Epson 001 ink, Yellow, Genuine	Goods	2 btls	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	700.00		
Sub-Total									8,100.00		
Food and Services											
Snacks (AM/PM)	Goods	600 pax * 17	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	48,000.00	• Technical Specification	
Sub-Total									48,000.00		
Transportation (Plane & Boat Tickets)											
Airfare ticket (Local)	Goods	2 lot	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	60,000.00		
Sub-Total									60,000.00		
IT Supplies and Equipment											
Ink, Epson 003, Genuine Black 65mL	Goods	3 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,140.00		
Ink, EPSON 003, Genuine Cyan 65mL	Goods	3 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,200.00		

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Ink, EPSON 003, Genuine Magenta 65mL	Goods	3 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,200.00		
Ink, EPSON 003, Genuine Yellow 65mL	Goods	3 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,200.00		
Sub-Total									4,740.00		
Miscellaneous Expenses											
Miscellaneous Expenses	Goods	26 lot * 13	Direct Acquisition	No	01/2026	01/2026	02/2026	GF-MOOE	130,000.00	• Technical Specification	
Sub-Total									130,000.00		
Common-Use Supplies & Equipment (CSE)											
Alcohol, Ethyl, 500mL	Goods	6 btls * 2	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	600.00	• Technical Specification	
Bond Paper, 80 gsm, A4	Goods	20 reams * 3	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	5,500.00	• Technical Specification	
Sign Pen, Medium Tip, Blue	Goods	6 pcs * 16	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	690.00	• Technical Specification	
Sub-Total									6,790.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											

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Sign Pen, Extra Fine Tip, Red	Goods	1 boxes * 15	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	295.00	• Technical Specification	
Sub-Total									295.00		
TOTAL BUDGET:									273,925.00		

* Please see attached specification

Prepared by: *OK*
CARREN MAE B. VILBAR
Administrative Assistant III
OVPPD
Date: *Oct. 8, 2025*

Submitted by: *AT*
GLENN G. PAJARES
Vice President
OVPPD
Date: *Oct. 8, 2024*

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

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[Signature]
ALICIA M. FLORES

Republic of the Philippines
VISAYAS STATE UNIVERSITY

SPECIFICATION

1. Airfare ticket (Local)

2. 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

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. Digital Voice Recorder

- Built-in USB: Yes
- Color: Black
- Micro Card Slot: Yes
- Stereo Mic-In Jack: Yes
- Stereo Earphone Jack: Yes

5. Epson 001 ink, Black, 127ml, Genuine

6. Epson 001 ink, Cyan, Genuine

7. Epson 001 ink, Magenta, Genuine

8. Epson 001 ink, Yellow, Genuine

9. Ink, Epson 003,Genuine Black 65mL

10. Ink, EPSON 003,Genuine Cyan 65mL**11. Ink, EPSON 003,Genuine Magenta 65mL****12. Ink, EPSON 003,Genuine Yellow 65mL****13. Miscellaneous Expenses**

- for unforeseeable expenses within the year

14. Paper shredder machine, heavy duty

- **Shred Type:** Cross Cut
- **Maximum Sheet Capacity (70 gsm):** 10 sheets
- **Waste Container Capacity:** 21 liters
- **Power Source:** 220 - 240 VAC

15. Sign Pen, Extra Fine Tip, Red

- 12 pcs/box
- type: liquid or gel
- 0.5 mm, needle or conical tip
- with non-slip grip
- with metal/plastic clip

16. 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

17. Snacks (AM/PM)

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