



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



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. **01**

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Finance 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)		
Fuel & Lubricants											
Fuel, Diesel	Goods	225 liters * 10	NP - Agency to Agency	No	01/2026	01/2026	02/2026	GF-MOOE	13,950.00	• Technical Specification	
Sub-Total									13,950.00		
Office Supplies											
Ballpen. Blue 0.5mm Gel	Goods	2 Box of 12's	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	560.00		
Data Folder / Lever Arch File Folder / A4 / 3"	Goods	10 pcs * 8	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,500.00	• Technical Specification • Market Scoping Checklist	

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Scissors, 6" heavy duty, good quality	Goods	2 piece	NP -Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	136.00		
Sub-Total									2,196.00		
Office Furniture & Fixture											
Korean Window Blind	Goods	45 sq. ft * 11	Direct Contracting	No	01/2026	01/2026	03/2026	GF-MOOE	12,150.00	• Technical Specification • Market Scoping Checklist	
Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,	Goods	1 pc * 21	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	12,000.00	• Technical Specification	
Sub-Total									24,150.00		
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	
Web Camera for PC	Goods	1 unit * 24	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	2,500.00	• Technical Specification	
Sub-Total									3,200.00		
Food and Services											
Packed Meals (for Breakfast)	Goods	20 pax * 13	Framework Agreement	No	01/2026	05/2026	05/2026	GF-MOOE	3,600.00	• Technical Specification	
Packed Meals (for Lunch or Dinner)	Goods	70 pax * 14	Framework Agreement	No	01/2026	05/2026	05/2026	GF-MOOE	15,400.00	• Technical Specification	

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Snacks	Goods	220 pax * 20	Framework Agreement	No	01/2026	05/2026	05/2026	GF-MOOE	17,600.00	• Technical Specification	
Sub-Total									36,600.00		
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	
Sub-Total									420.00		
Miscellaneous Expenses											
Contingency Fund -Finance Management	Goods	1 lot	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	6,000.00	• Market Scoping Checklist	
Sub-Total									6,000.00		
Common-Use Supplies & Equipment (CSE)											
Alcohol, Ethyl, 1 Gallon	Goods	1 gallons * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	690.00	• Technical Specification	
Bond Paper, 80 gsm, A4	Goods	8 reams * 4	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,200.00	• Technical Specification	
Note Pad / Sticky Note, 3 x 3	Goods	3 pads * 12	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	90.00	• Technical Specification	
Record Book, 300 pages	Goods	2 pcs * 18	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	300.00	• Technical Specification	

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Toilet Tissue Paper, 2 Ply	Goods	2 packs * 22	NP -Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	440.00	• Technical Specification	
Transparent Tape / Clear Tape, 1" x 50 yards	Goods	10 rolls * 23	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	450.00	• Technical Specification	
Sub-Total									4,170.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Bond Paper, 80 gsm, A3	Goods	2 reams * 3	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,340.00	• Technical Specification	
Dishwashing Liquid Soap, Refill 350ml	Goods	5 pack * 9	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	750.00	• Technical Specification	
Paper Fastener, Plastic	Goods	4 boxes * 15	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	220.00	• Technical Specification	
Paper Fastener, Plastic, Long	Goods	1 boxes * 16	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	140.00	• Technical Specification	
Permanent Marker / Permanent Pen, Black, Broad	Goods	2 pcs * 17	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	100.00	• Technical Specification	
Sub-Total									2,550.00		
TOTAL BUDGET:									93,236.00		

** Please see attached specification

Prepared by: 
REYNALDO F. SACRO JR.
Job Order
FMO

Date: 10/08/2025

Submitted by: 
LOUELLA C. AMPAC
Chief Administrative Officer
FMO

Date: 10/08/2025



Date Generated: 10/08/2025


LUCIA M. FLORES

Republic of the Philippines
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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. Bond Paper, 80 gsm, A3

- 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. 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

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. Contingency Fund -Finance Management

8. Data Folder / Lever Arch File Folder / A4 / 3"

Size: A4

Thickness: 3 inches

- with all steel lever arch file mechanism

9. Dishwashing Liquid Soap, Refill 350ml

- Concentrated Dishwashing Liquid
- Antibacterial
- at least 350ml

10. Fuel, Diesel

- good quality

11. Korean Window Blind

Type: Blackout Combi Blinds

Made of two horizontal fabric layers

Material: Polyester Fabric

Color: Light Brown M506

Thickness: The solid fabric is ~0.43mm and the mesh is ~0.09mm thick

- The alternating layers can be adjusted to allow for varying degrees of light and privacy.
- Can be installed for outside mount or inside mount

12. Note Pad / Sticky Note, 3 x 3

- 3 x 3 inches (76 x 76 mm)
- 100 sheets/pad

13. Packed Meals (for Breakfast)

- *at least 1 serving of egg*
- *at least 2 of any of the following: ham, tocino, hotdog, chorizo, dried fish, bangus daing, sausage, corned beef, longganisa, meat loaf, bacon*
- *at least 1 serving of rice*
- *at least 1 serving of bottled drinks*
- *to be packed in biodegradable materials*

14. Packed Meals (for Lunch or Dinner)

- *at least 2 main dishes of pork/beef/chicken*
- *at least 1 serving of rice*
- *at least 1 bottled drinks*
- *at least 1 serving of fruit or dessert*
- *to be packed in biodegradable materials*

15. Paper Fastener, Plastic

- 50 sets/box
- plastic
- size: 7 cm
- assorted colors

16. Paper Fastener, Plastic, Long

- 50 sets/box
- plastic
- size: 8.5 inches
- color: assorted

17. Permanent Marker / Permanent Pen, Black, Broad

- chisel tip
- xylene free
- refillable

18. Record Book, 300 pages

- 55 gsm
- thickness of leaves: at least 0.07 mm
- size of cover: at least 278 mm x 214 mm (L x W)
- cover material: laminated chipboard
- durable smyth sewn binding
- non-blot

19. Scissors, 6" heavy duty, good quality

20. Snacks

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

21. Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,

- **Type:** Display Cabinet, Filing Cabinet
- **Dimensions:** 900 mm (W) x 450 mm (D) x 1850 mm (H)
- **Finish:** Powder coated
- **Features:** Adjustable shelves

22. 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

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

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

24. 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