



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

SCAN HERE



PPMP-2025-1013-303473

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Scientific Publications 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	75 liters * 3	NP - Emergency Cases	No	01/2026	01/2026	01/2026	GF-MOOE	4,650.00	• Technical Specification	
Sub-Total									4,650.00		
Printing Services											
Printing of ATR Book Vol. 48 No. 1 (January-June 2026)	Goods	25 pcs * 9	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	25,000.00	• Technical Specification	
Printing of ATR Book Vol. 48 No. 2 (July-December 2026)	Goods	25 pcs * 10	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	25,000.00	• Technical Specification	
Sub-Total									50,000.00		

PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS		Attached Supporting Documents	Remarks
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IT Supplies and Equipment											
Ink, Epson 003, Genuine Black 65mL	Goods	10 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,800.00		
Ink, EPSON 003, Genuine Cyan 65mL	Goods	8 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,200.00		
Ink, EPSON 003, Genuine Magenta 65mL	Goods	8 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,200.00		
Ink, EPSON 003, Genuine Yellow 65mL	Goods	8 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,200.00		
Laptop Computer (Basic Users)	Goods	1 unit * 8	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	40,000.00	• Technical Specification	
Sub-Total									53,400.00		
Common-Use Supplies & Equipment (CSE)											
Alcohol, Ethyl, 1 Gallon	Goods	3 gallons * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,070.00	• Technical Specification	
Bond Paper, 80 gsm, A4	Goods	15 reams * 2	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	4,125.00	• Technical Specification	
Sub-Total									6,195.00		

PPMP-2026-101025-0551 (Project Code: OVPRE,ATR,OC) original

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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)		
TOTAL BUDGET:									114,245.00		

* Please see attached specification

Prepared by: 
KIMBERLY V. CAINGCOY
 Science Research Assistant
 SPO


Date: _____

Submitted by: 
JANET ALEXIS A. DE LOS SANTOS
 Professor V
 FON

Date: _____



Date Generated: **10/13/2025**


 Aurora M. Flores

Republic of the Philippines
VISAYAS STATE UNIVERSITY

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. 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

3. Fuel, Diesel

- good quality

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. Laptop Computer (Basic Users)

- Processor: **Intel Core i3 12th Gen or AMD Ryzen 3 5000 Series (or higher)**
- Memory: 8GB DDR4 RAM or higher
- Storage: 256GB SSD or higher
- Display: 14" HD or FHD Anti-Glare Screen
- OS: Genuine Windows 11 Pro (64-bit)
- Office Suite: Licensed Microsoft Office Home & Business

- Connectivity: Wi-Fi, Bluetooth, USB 3.0, HDMI
- Battery Life: At least 6 hours
- Power Supply: 65W charger
- Weight: Not more than 1.8 kg
- **Included Accessories:** Free Backpack and Original Charger
- Warranty: 1-year parts and service
- Green Procurement: Energy-efficient design, recyclable casing materials, RoHS-compliant components

9. Printing of ATR Book Vol. 48 No. 1 (January-June 2026)

Annals of Tropical Research Volume 48 No. 1 (January-June 2026)

6.5x9.5 portrait

150 inside pages (80gsm), 30 pages color sep

Inside page material: C2S80

2 cover pages, laminated matte non-glossy (300gsm), for color sep

Cover page material: C2S300

Durable binding to prevent pages from detaching easily

Even and smooth binding to ensure that no part between gutters will bulge or sad

Adequate space from the bound edge to the gutter

Printing press bidder must be:

1. Based in and with office and printing facilities within 130km from VSU for ease and efficiency in the supervision of work and making necessary corrections and improvements in printing
2. Able to print one copy of the ATR journal within five working days after corrections and final proof approval by the EIC
3. Able to deliver to ATR office the rest of the copies of the journal within a month after corrections and final proof approval the EIC

10. Printing of ATR Book Vol. 48 No. 2 (July-December 2026)

Annals of Tropical Research Volume 48 No. 2 (July-December 2026)

6.5x9.5 portrait

145 inside pages (80gsm), 35 pages color sep

Inside page material: C2S80

2 cover pages, laminated matte non-glossy (300gsm), for color sep

Cover page material: C2S300

Durable binding to prevent pages from detaching easily

Even and smooth binding to ensure that no part between gutters will bulge or sag

Adequate space from the bound edge to the gutter

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