



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

SCAN HERE



PPMP-2025-1003-300986

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 02

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Administrative Services 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 Equipment and Appliances											
Electric fan	Goods	1 pc * 15	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	2,500.00	• Technical Specification	
Sub-Total									2,500.00		
Office Equipment											
Computer Keyboard USB	Goods	2 pcs * 9	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	700.00	• Technical Specification	
PC Headset – Mid-Range Wired/Wireless	Goods	1 unit * 18	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	2,500.00	• Technical Specification	
Sub-Total									3,200.00		

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)		
IT Supplies and Equipment											
Computer Mouse, Wired	Goods	2 pieces * 10	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	420.00	• Technical Specification	
Desktop Computer for Basic Users	Goods	1 set * 13	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	45,000.00	• Technical Specification	
UPS, 1000 VA	Goods	2 unit * 26	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	14,000.00	• Technical Specification	
Sub-Total									59,420.00		
Common-Use Supplies & Equipment (CSE)											
Acetate	Goods	1 rolls * 1	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	1,420.00	• Technical Specification	
Air Freshener, Aerosol type	Goods	1 cans * 2	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	295.00	• Technical Specification	
Alcohol, Ethyl, 1 Gallon	Goods	7 gallons * 3	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	4,830.00	• Technical Specification	
Battery, Dry Cell, AA	Goods	2 packs * 5	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	200.00	• Technical Specification	
Bond Paper, 80 gsm, A4	Goods	10 reams * 6	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	2,750.00	• Technical Specification	

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)		
Broom (Walis Tambo) / Soft Broom	Goods	1 pcs * 7	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	397.00	• Technical Specification	
Clear Book / Clearbook, Legal Size	Goods	2 pcs * 8	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	170.00	• Technical Specification	
Disinfectant Spray	Goods	1 can * 14	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	478.00	• Technical Specification	
Masking Tape, 1" x 25 yards	Goods	2 rolls * 16	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	110.00	• Technical Specification	
Scissors, Symmetrical/Asymmetrical	Goods	2 pairs * 20	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	100.00	• Technical Specification	
Stamp Pad, Felt	Goods	1 pcs * 21	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	75.00	• Technical Specification	
Staple Remover / Staple Wire Remover	Goods	2 pcs * 22	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	150.00	• Technical Specification	
Staple Wire, Standard	Goods	5 boxes * 23	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	225.00	• Technical Specification	
Stapler, Standard Type	Goods	3 pcs * 24	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	1,650.00	• Technical Specification	
Transparent Tape / Clear Tape, 1" x 50 yards	Goods	3 rolls * 25	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	135.00	• Technical Specification	

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)		
Sub-Total									12,985.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Ballpen, Blue	Goods	2 boxes * 4	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	190.00	• Technical Specification	
Data Folder / Lever Arch File Folder, Black	Goods	2 pcs * 11	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	600.00	• Technical Specification	
Dater Stamp	Goods	1 pcs * 12	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	454.00	• Technical Specification	
Note Pad / Sticky Note, 1.5 x 2	Goods	20 pads * 17	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	300.00	• Technical Specification	
Photo Paper, A4	Goods	2 packs * 19	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	540.00	• Technical Specification	
Sub-Total									2,084.00		
TOTAL BUDGET:									80,189.00		

* Please see attached specification

Prepared by: **WILMA B. GALLEGO**Job Order
ASODate: 10-3-2025Submitted by: **RYSAN C. GUINOCOR**
Chief Administrative Officer
ASODate: 10-3-2025Date Generated: **10/03/2025**

ALICIA M. FLORES

Republic of the Philippines
VISAYAS STATE UNIVERSITY

SPECIFICATION

1. Acetate

- Transparent
- In roll
- Thickness (min.): 0.08 mm
- Width (min.): 1.20 meters
- Length (min.): 50 meters per roll
- Shall be wound on a core of hard kraft paper board

2. Air Freshener, Aerosol type

- net content: at least 300 mL
- clean and refreshing scent

3. 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

4. Ballpen, Blue

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

5. Battery, Dry Cell, AA

- 4 pcs/pack
- Voltage: 1.5 volts

- Type: Alkaline
- No mercury and cadmium added
- Positive polar ends must be marked

6. 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

7. Broom (Walis Tambo) / Soft Broom

- Gross Weight (max): 500 grams
- Handle: cylindrical, wood, smooth finish, plastic coated
- Must be suitable for hanging
- Diameter of handle (min): 19 mm
- Length of handle (min): 510 mm
- Dry Weight of Tiger Grass (min): 220 grams
- Length of Tiger Grass: 300 mm
- with durable stitching

8. Clear Book / Clearbook, Legal Size

- for Legal size document
- refillable
- material: plastic
- cover: opaque plastic, 345mm x 235mm
- pocket: transparent plastic, twenty (20) pockets, at least 0.040mm thickness

9. 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

10. 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

11. Data Folder / Lever Arch File Folder, Black

- at least 2.5" thick
- 9.5" x 15" dimension
- Horizontal (orientation)
- with all steel lever arch file mechanism and taglia lock
- spine with finger ring and clear plastic pocket for the insert

12. Dater Stamp

- self ink dater with "RECEIVED"
- dimension: approx. 5 x 7 x 12 cm

13. Desktop Computer for Basic Users

Specifications:

- Processor: Intel Core i3 (11th Gen or higher) / AMD Ryzen 3 equivalent, quad-core, 3.0GHz with integrated graphics
- Memory: 8GB DDR4 RAM, expandable to 16GB
- Storage: 256GB SSD (NVMe preferred); optional 1TB HDD
- Motherboard: Compatible with CPU; 4× USB (2×USB 3.0), HDMI/VGA, LAN, audio ports
- Graphics: Integrated (Intel UHD / AMD Vega or better)
- Monitor: 19" LED/LCD (min. 1366×768) or 21–22" Full HD preferred
- Peripherals: USB Keyboard & Mouse (wired)
- Operating System: Licensed Windows 11 Pro (64-bit)
- Productivity Suite: MS Office (or equivalent)
- Connectivity: Gigabit LAN; Wi-Fi ready (if available)
- Power Supply: 300W, 80 PLUS certified (or equivalent quality)
- Warranty: Minimum 1 year parts & service, on-site support
- Packaging: User manual, warranty card, recyclable packaging
- Energy-efficient & DOE-compliant components

14. Disinfectant Spray

- aerosol type
- at least 340g/can
- clean and refreshing scent
- active ingredients should be indicated on the label

15. Electric fan

Electric Stand Fan Features

- **Type:** Stand Fan
- **Blade Size:** 16 inches
- **Blade Material:** Metal
- **Height Adjustment:** Adjustable
- **Speed Settings:** Three-speed controller

16. Masking Tape, 1" x 25 yards

- 24 mm (1") width
- usable length: 25 yards

17. Note Pad / Sticky Note, 1.5 x 2

- 1.5 x 2 inches (38 x 50 mm)
- 100 sheets/pad

18. PC Headset – Mid-Range Wired/Wireless

- Connectivity: Wired USB / 3.5mm + optional Bluetooth
- Speaker Diameter: 50 mm
- Frequency Response: 20 Hz – 22 kHz
- Microphone: Adjustable noise-cancelling boom mic
- Cable Length: ? 1.5 m (if wired)
- Impedance: 32 ?
- Max Input Power: 30 mW
- Features: Lightweight, ergonomic headband, volume control, foldable design for portability
- Compliance: CE, RoHS, ISO 14001 (environmental management)
- Warranty: 1-year parts and service
- Green Procurement: recyclable casing, energy-efficient wireless module, eco-friendly packaging

19. Photo Paper, A4

- A4 (8.25in x 11.75in)
- at least 200 gsm
- Type: Glossy
- 20 sheets/pack

20. Scissors, Symmetrical/Asymmetrical

- length: 178 mm
- straight trimmers
- blades made of stainless steel
- with blunt tip blades
- handles made of rigid plastic/rubber

21. Stamp Pad, Felt

- stamp pad bed material: felt
- stamp pad bed: 102 mm x 61 mm (L x W)
- container: combination of plastic and metal

22. 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

23. Staple Wire, Standard

- size: #35 / 26/6
- 5,000 staples/box
- chisel points
- galvanized wire staples

24. Stapler, Standard Type

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

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

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

26. UPS, 1000 VA

- Topology: Line-Interactive with AVR
- Capacity: 1000 VA (?600 W)

- Battery: VRLA, replaceable
- Runtime: 15–30 min at 300 W load
- Features: Surge & overload protection, auto-restart, LCD display, multiple outlets
- Ports: USB/RS-232 for monitoring
- Green Note: Battery recycling/disposal plan
- Warranty: 1 year (unit), 6–12 months (battery)