



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

SCAN HERE



PPMP-2025-1009-302734

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

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Department of Veterinary Paraclinical Sciences**

| 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) |                               |         |
| <b>Construction and Electrical Supplies</b>                     |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 |                                                          |                               |         |
| Bulb Socket, PVC                                                | Goods                                                                           | 5 pc<br>* 9                                     | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 250.00                                                   | • Technical Specification     | 5       |
| <b>Sub-Total</b>                                                |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 | <b>250.00</b>                                            |                               |         |
| <b>Fuel &amp; Lubricants</b>                                    |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 |                                                          |                               |         |
| Fuel, Diesel                                                    | Goods                                                                           | 200 liters<br>* 16                              | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 02/2026                                 | GF-MOOE         | 12,400.00                                                | • Technical Specification     | 200     |
| Fuel, Gasoline                                                  | Goods                                                                           | 200 liters<br>* 17                              | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 02/2026                                 | GF-MOOE         | 13,200.00                                                | • Technical Specification     | 200     |
| <b>Sub-Total</b>                                                |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 | <b>25,600.00</b>                                         |                               |         |

| 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) |                               |         |
| <b>Office Supplies</b>                                          |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 |                                                          |                               |         |
| Envelope, Documentary, Brown, 150 lbs, Long                     | Goods                                                                           | 30 pc                                           | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 300.00                                                   |                               | 30      |
| <b>Sub-Total</b>                                                |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 | <b>300.00</b>                                            |                               |         |
| <b>Office Furniture &amp; Fixture</b>                           |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 |                                                          |                               |         |
| Mid-Range Office Table                                          | Goods                                                                           | 1 unit<br>* 22                                  | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 10,000.00                                                | • Technical Specification     | 1       |
| <b>Sub-Total</b>                                                |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 | <b>10,000.00</b>                                         |                               |         |
| <b>Office Equipment</b>                                         |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 |                                                          |                               |         |
| Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)            | Goods                                                                           | 1 unit<br>* 23                                  | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 04/2026                                 | GF-MOOE         | 11,000.00                                                | • Technical Specification     | 1       |
| <b>Sub-Total</b>                                                |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 | <b>11,000.00</b>                                         |                               |         |
| <b>Food and Services</b>                                        |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 |                                                          |                               |         |
| Snacks (AM/PM)                                                  | Goods                                                                           | 50 pax<br>* 24                                  | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 02/2026                                 | GF-MOOE         | 4,000.00                                                 | • Technical Specification     | 50      |
| <b>Sub-Total</b>                                                |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 | <b>4,000.00</b>                                          |                               |         |
| <b>Hardware</b>                                                 |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 |                                                          |                               |         |
| Bulb, LED, 20 Watts                                             | Goods                                                                           | 7 pc<br>* 10                                    | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 2,800.00                                                 | • Technical Specification     | 7       |
| <b>Sub-Total</b>                                                |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 | <b>2,800.00</b>                                          |                               |         |

| 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) |                               |         |
| <b>IT Supplies and Equipment</b>                                |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 |                                                          |                               |         |
| Ink, Epson 003, Genuine Black 65mL                              | Goods                                                                           | 20 btl                                          | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 7,600.00                                                 |                               | 20      |
| Ink, EPSON 003, Genuine Cyan 65mL                               | Goods                                                                           | 10 btl                                          | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 4,000.00                                                 |                               | 10      |
| Ink, EPSON 003, Genuine Magenta 65mL                            | Goods                                                                           | 10 btl                                          | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 4,000.00                                                 |                               | 10      |
| Ink, EPSON 003, Genuine Yellow 65mL                             | Goods                                                                           | 10 btl                                          | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 4,000.00                                                 |                               | 10      |
| <b>Sub-Total</b>                                                |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 | <b>19,600.00</b>                                         |                               |         |
| <b>Common-Use Supplies &amp; Equipment (CSE)</b>                |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 |                                                          |                               |         |
| Air Freshener, Aerosol type                                     | Goods                                                                           | 2 cans<br>* 1                                   | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 590.00                                                   | • Technical Specification     | 2       |
| Alcohol, Ethyl, 500mL                                           | Goods                                                                           | 10 btls<br>* 2                                  | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 1,000.00                                                 | • Technical Specification     | 10      |
| Binder Clips / Backfold Clips, 1-1/4" (approx. 32 mm)           | Goods                                                                           | 10 boxes<br>* 3                                 | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 370.00                                                   | • Technical Specification     | 10      |
| Binder Clips / Backfold Clips, 1" (approx. 25 mm)               | Goods                                                                           | 10 boxes<br>* 4                                 | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 260.00                                                   | • Technical Specification     | 10      |

| 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) |                               |         |
| Binder Clips / Backfold Clips, 3/4" (approx. 19 mm)             | Goods                                                                           | 10 boxes<br>* 5                                 | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 210.00                                                   | • Technical Specification     | 10      |
| Bond Paper, 70 gsm, Long                                        | Goods                                                                           | 10 reams<br>* 6                                 | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 2,700.00                                                 | • Technical Specification     | 10      |
| Bond Paper, 80 gsm, A4                                          | Goods                                                                           | 30 reams<br>* 7                                 | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 8,250.00                                                 | • Technical Specification     | 30      |
| Broom (Walls Tambo) / Soft Broom                                | Goods                                                                           | 10 pcs<br>* 8                                   | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 3,970.00                                                 | • Technical Specification     | 10      |
| Detergent Powder, 1 kilogram                                    | Goods                                                                           | 5 packs<br>* 11                                 | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 700.00                                                   | • Technical Specification     | 5       |
| Disinfectant Spray                                              | Goods                                                                           | 5 can<br>* 13                                   | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 2,390.00                                                 | • Technical Specification     | 5       |
| <b>Sub-Total</b>                                                |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 | <b>20,440.00</b>                                         |                               |         |
| <b>Non-Common-Use Supplies and Equipment (Non-CSE)</b>          |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 |                                                          |                               |         |
| Dishwashing Liquid, at least 475 mL                             | Goods                                                                           | 20 btls                                         | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 3,300.00                                                 |                               | 20      |
| Face Mask                                                       | Goods                                                                           | 5 boxes<br>* 15                                 | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 750.00                                                   | • Technical Specification     | 5       |
| <b>Sub-Total</b>                                                |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 | <b>4,050.00</b>                                          |                               |         |
|                                                                 |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 |                                                          |                               |         |

| 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) |                               |         |
| TOTAL BUDGET:                                                   |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 | 98,040.00                                                |                               |         |

\* Please see attached specification

Prepared by: \_\_\_\_\_

*John Philip Lou M. Luman*  
**JOHN PHILIP LOU M. LUMAIN**  
 Associate Professor II  
 DVPS

Date: \_\_\_\_\_

*10 / 09 / 2025*

Submitted by: \_\_\_\_\_

*John Philip Lou M. Luman*  
**JOHN PHILIP LOU M. LUMAIN**  
 Associate Professor II  
 DVPS

Date: \_\_\_\_\_

*10 / 09 / 2025*



*ANITA M. FLORES*

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

Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**

## **SPECIFICATION**

### **1. Air Freshener, Aerosol type**

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

### **2. Alcohol, Ethyl, 500mL**

- 70% ( $\pm 2$ ) 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. Binder Clips / Backfold Clips, 1-1/4" (approx. 32 mm)**

- 12 pcs/box
- all metal
- binding capacity: at least 12mm

### **4. Binder Clips / Backfold Clips, 1" (approx. 25 mm)**

- 12 pcs/box
- all metal
- binding capacity: at least 9.5mm

### **5. Binder Clips / Backfold Clips, 3/4" (approx. 19 mm)**

- 12 pcs/box
- all metal

- binding capacity: at least 5.5mm

## 6. Bond Paper, 70 gsm, Long

- 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. 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

## 8. 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

## 9. Bulb Socket, PVC

- **Type:** Round
- **Material:** PVC
- **Size:** Standard
- **Certification:** ISO Certified
- **Quality:** Good Quality

## 10. Bulb, LED, 20 Watts

?Up to 80% energy savings,  
?Eco-friendly,  
?No UV radiation,  
?No mercury,  
?Wattage: 20 Watts,  
?Color Temperature: 6500K,  
?Daylight Brightness: at least 1800 Lumens  
?Base: E27,  
?Lifetime: at least 30,000 hours,  
?Power Input: 220-240Vac, 50/60Hz

#### **11. Detergent Powder, 1 kilogram**

- at least 1 kilogram as packed
- with scent

#### **12. Dishwashing Liquid, at least 475 mL**

#### **13. Disinfectant Spray**

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

#### **14. Envelope, Documentary, Brown, 150 lbs, Long**

#### **15. Face Mask**

- Surgical
- Disposable
- 3-ply
- 50 pcs/box

#### **16. Fuel, Diesel**

- good quality

**17. Fuel, Gasoline**

- green color
- good quality

**18. Ink, Epson 003,Genuine Black 65mL****19. Ink, EPSON 003,Genuine Cyan 65mL****20. Ink, EPSON 003,Genuine Magenta 65mL****21. Ink, EPSON 003,Genuine Yellow 65mL****22. Mid-Range Office Table**

- Material: Laminated MDF with reinforced edges
- Frame: Powder-coated steel legs
- Standard Dimensions: 140 cm (L) x 70 cm (W) x 75 cm (H)
- Color: Black or Dark Brown
- Drawers: At least 4 drawers, 2 drawers with lock key (1 for office stationery, 1 for personal documents)
- Features: Scratch-resistant, moisture-resistant, ergonomic design
- Assembly: Complete assembly included upon delivery
- Safety & Compliance: CE, RoHS, ISO 14001
- Warranty: 1-year parts and service
- Green Procurement: recyclable materials, low-VOC finishes

**23. Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)****Printer Specifications:****Printer Type:**

- Print, Scan, and Copy

**Tank Ink System:**

- Yes

**Scanner Type:**

- Flatbed Color Image Scanner

**Sensor Type:**

- CIS

**Optical Resolution:**

- 600 x 1200 dpi

**Copy Speed:**

- Maximum Copies from Standalone: 20 copies

**Maximum Copy Size:**

- A4, Letter

**ISO 29183 (A4 Simplex Flatbed):**

- Black: Up to 7.0 ipm
- Colour: Up to 1.7 ipm

**Maximum Copy Resolution:**

- 300 x 300 dpi

**Paper Handling:**

- Up to 20 Sheets Premium Glossy Photo Paper
- 10 Sheets Envelope
- 30 Sheets Postcard

**Output Capacity:**

- Up to 30 sheets

**Paper Input Capacity:**

- A4 Plain Paper: Up to 20 sheets
- Premium Glossy Photo Paper: Up to 20 sheets

**Maximum Paper Size:**

- 215.9 x 1200 mm (8.5 x 47.24")

**Nozzle Configuration:**

- 180 x 1 Nozzles Black
- 59 x 1 Nozzles per Colour (Cyan, Magenta, Yellow)

**Print Direction:**

- Bi-directional Printing

**Maximum Print Resolution:**

- 5760 x 1440 dpi (with Variable-Sized Droplet Technology)

**Minimum Ink Droplet Size:**

- 3 pl

**24. Snacks (AM/PM)**

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