



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

SCAN HERE



PPMP-2025-1010-302872

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01

☒ INDICATIVE ☐ FINAL
Fiscal Year: **2026**End-user or Implementing Unit: **Department of Meteorology**

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	290 liters * 23	NP - Agency to Agency	No	01/2026	01/2026	02/2026	GF-MOOE	17,980.00	• Technical Specification	
Sub-Total									17,980.00		
Office Supplies											
Envelope, Documentary, Brown, 150 lbs, Long	Goods	100 pc	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,000.00		
Sub-Total									1,000.00		
Office Equipment and Appliances											

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Stainless Steel Ceiling Fan	Goods	1 pieces * 45	NP -Agency to Agency	No	01/2026	01/2026	04/2026	GF-MOOE	4,500.00	• Technical Specification	
Sub-Total									4,500.00		
Office Equipment											
Epson 001 ink, Black, 127ml, Genuine	Goods	4 btls	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	2,000.00		
Epson 001 ink, Cyan, Genuine	Goods	4 btls	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	1,400.00		
Epson 001 ink, Magenta, Genuine	Goods	4 btls	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	1,400.00		
Epson 001 ink, Yellow, Genuine	Goods	4 btls	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	1,400.00		
Sub-Total									6,200.00		
Food and Services											
Packed Meals (for Breakfast)	Goods	1 pax * 31	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	180.00	• Technical Specification	
Packed Meals (for Lunch or Dinner)	Goods	2 pax * 32	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	440.00	• Technical Specification	
Snacks (AM/PM)	Goods	100 pax * 44	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	8,000.00	• Technical Specification	

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Sub-Total									8,620.00		
Accommodation											
Room Accommodation (1)	Goods	2 person * 40	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	3,000.00	• Technical Specification	
Sub-Total									3,000.00		
IT Supplies and Equipment											
HDMI Cable – High-End Model	Goods	1 pc * 27	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,500.00	• Technical Specification	
Sub-Total									1,500.00		
Miscellaneous Expenses											
Contingency Fund (DMet)	Goods	1 lot * 10	NP - Emergency Cases	No	01/2026	01/2026	02/2026	GF-MOOE	6,522.04	• Technical Specification • Market Scoping Checklist	
Honorarium and tokens for resource person	Goods	1 lot * 28	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	10,000.00	• Technical Specification	
Repair and Maintenance- Furniture & Fixtures etc.	Goods	1 lot * 39	NP - Emergency Cases	No	01/2026	01/2026	02/2026	GF-MOOE	10,000.00	• Technical Specification • Market Scoping Checklist	

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Training Expense 2026	Goods	1 lot * 51	NP - Emergency Cases	No	01/2026	01/2026	02/2026	GF-MOOE	5,000.00	• Technical Specification • Market Scoping Checklist	
Travel Expense Internship Program Coordinator (DMet)	Goods	1 lot * 52	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	25,000.00	• Technical Specification • Market Scoping Checklist	
Travel Expense "DMet"	Goods	1 lot * 53	NP - Emergency Cases	No	01/2026	01/2026	02/2026	GF-MOOE	28,000.00	• Technical Specification	
Sub-Total									84,522.04		
Common-Use Supplies & Equipment (CSE)											
Alcohol, Ethyl, 500mL	Goods	10 btls * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,000.00	• Technical Specification	
Binder Clips / Backfold Clips, 1-1/4" (approx. 32 mm)	Goods	5 boxes * 4	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	185.00	• Technical Specification	
Binder Clips / Backfold Clips, 1" (approx. 25 mm)	Goods	6 boxes * 5	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	156.00	• Technical Specification	
Bond Paper, 80 gsm, A4	Goods	25 reams * 6	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	6,875.00	• Technical Specification	
Bond Paper, 80 gsm, Long	Goods	6 reams * 7	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,830.00	• Technical Specification	

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Broom (Walis Tambo) / Soft Broom	Goods	2 pcs * 8	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	794.00	• Technical Specification	
Chalk, White Enamel	Goods	6 boxes * 9	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	552.00	• Technical Specification	
Correction Tape	Goods	10 pcs * 11	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	420.00	• Technical Specification	
Disinfectant Spray	Goods	10 can * 13	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	4,780.00	• Technical Specification	
Dust Pan	Goods	4 pcs * 14	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	480.00	• Technical Specification	
Eraser, Plastic / Rubber	Goods	4 pcs * 20	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	160.00	• Technical Specification	
Note Pad / Sticky Note, 2 x 3	Goods	5 pads * 30	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	125.00	• Technical Specification	
Paper Clip / Clip Paper, 33mm	Goods	5 boxes * 33	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	125.00	• Technical Specification	
Paper Clip / Clip Paper, 50mm	Goods	10 boxes * 34	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	400.00	• Technical Specification	
Pencil, Lead/Graphite, with Eraser	Goods	2 boxes * 36	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	270.00	• Technical Specification	

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Permanent Marker / Permanent Pen, Black, Fine	Goods	10 pcs * 37	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	500.00	• Technical Specification	
Record Book, 300 pages	Goods	10 pcs * 38	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,500.00	• Technical Specification	
Scissors, Symmetrical/Asymmetrical	Goods	3 pairs * 41	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	150.00	• Technical Specification	
Sign Pen, Medium Tip, Blue	Goods	1 pcs * 43	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	115.00	• Technical Specification	
Staple Wire, Standard	Goods	4 boxes * 46	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	180.00	• Technical Specification	
Stapler, Standard Type	Goods	1 pcs * 47	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	550.00	• Technical Specification	
Toilet Tissue Paper, 2 Ply	Goods	20 packs * 50	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	4,400.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Black	Goods	10 pcs * 56	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	750.00	• Technical Specification	
Sub-Total									26,297.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Ballpen, Blue	Goods	2 boxes * 2	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	190.00	• Technical Specification	

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Ballpen, Red	Goods	1 boxes * 3	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	95.00	• Technical Specification	
Dishwashing Liquid, at least 475 mL	Goods	10 btls	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,650.00		
Expanding Envelope, Legal, Blue	Goods	30 pcs * 21	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	750.00	• Technical Specification	
Fabric Conditioner, Refill	Goods	1 pack * 22	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	355.00	• Technical Specification	
Garbage Bags / Trash Bags, Black, L	Goods	1 packs * 24	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	60.00	• Technical Specification	
Glass Cleaner	Goods	6 btls * 25	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,500.00	• Technical Specification	
Hand Towel, cloth, cotton, 12 pcs/pack	Goods	1 pack	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	258.00		
Ink, Refill, for Whiteboard Marker, Black	Goods	3 btls * 29	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	465.00	• Technical Specification	
Paper Fastener, Plastic	Goods	10 boxes * 35	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	550.00	• Technical Specification	
Scrub Sponge	Goods	1 pcs * 42	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	80.00	• Technical Specification	

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Sticky Sheets Flags & Tabs / Sign Here Sticky Flags	Goods	30 pack * 48	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,650.00	• Technical Specification	
Tape, Double Sided, 1" x 10m	Goods	10 rolls	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	450.00		
White Folder / File Folder, Legal	Goods	200 pcs * 54	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,600.00	• Technical Specification	
White Folder / File Folder, Short	Goods	50 pcs * 55	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	350.00	• Technical Specification	
Sub-Total									10,003.00		
TOTAL BUDGET:									163,622.04		

* Please see attached specification

Prepared by: JONALYN A. BULAWAN
 Administrative Aide VI
 DMet
 Date: 10/10/2025

Submitted by: ROSEN B. LAPISORES
CHARLINDO S. TORRION
 Instructor I
 DMet
 Date: 10/10/2025



Date Generated: 10/10/2025

July B. Torres

Republic of the Philippines
VISAYAS STATE UNIVERSITY

SPECIFICATION

1. 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

2. Ballpen, Blue

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

3. Ballpen, Red

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

4. Binder Clips / Backfold Clips, 1-1/4" (approx. 32 mm)

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

5. Binder Clips / Backfold Clips, 1" (approx. 25 mm)

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

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. Bond Paper, 80 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

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. Chalk, White Enamel

- molded
- white, dustless, non-toxic
- at least 100 pcs/box

10. Contingency Fund"DMet)

Other Maintenance and Operating Expense- CONTIGENCY FUND"DMET" P6,522.04

11. Correction Tape

- tape usable length: at least 8 meters
- tape width: 5mm
- tape color: white opaque
- disposable

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. Dust Pan

- made of rigid plastic
- with detachable handle with at least 30mm diameter, 600mm length
- handle shall not detach during usage
- base is at least 1.25mm thick, 260mm front width, 200mm back width, 225mm depth

15. Envelope, Documentary, Brown, 150 lbs, Long

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

17. Epson 001 ink, Cyan, Genuine

18. Epson 001 ink, Magenta, Genuine

19. Epson 001 ink, Yellow, Genuine

20. Eraser, Plastic / Rubber

- large size
- smudge free
- dust free
- color: white

21. Expanding Envelope, Legal, Blue

- with elastic band

22. Fabric Conditioner, Refill

- at least 1L/pack
- with a twist cap for dispensing

23. Fuel, Diesel

- good quality

24. Garbage Bags / Trash Bags, Black, L

- size: L (at least 635 mm x 787 mm)
- 10 pcs/pack
- with built-in tie
- biodegradable

25. Glass Cleaner

- 500mL/btl
- spray type

26. Hand Towel, cloth, cotton, 12 pcs/pack

27. HDMI Cable – High-End Model

- Type: Premium Ultra High-Speed HDMI 2.1

- Length: 3 meters
- Resolution: Up to 8K @ 120Hz
- Connector: Gold-plated, corrosion-resistant
- Cable Type: Triple-shielded, braided nylon
- Compatibility: High-end AV systems, 4K/8K monitors
- **Warranty:** 3 years Manufacturer Warranty (replacement only)
- **Green Procurement:** RoHS compliant, eco-friendly packaging

28. Honorarium and tokens for resource person

Engagement of resource persons, honorariums and provision of tokens for invited speaker

29. Ink, Refill, for Whiteboard Marker, Black

- 30mL

30. Note Pad / Sticky Note, 2 x 3

- 2 x 3 inches (50 x 76 mm)
- 100 sheets/pad

31. 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*

32. 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*

33. Paper Clip / Clip Paper, 33mm

- vinyl/plastic coated
- size: 33mm
- assorted colors
- 100 pcs/box

34. Paper Clip / Clip Paper, 50mm

- vinyl/plastic coated
- size: 50mm
- assorted colors
- 100 pcs/box

35. Paper Fastener, Plastic

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

36. Pencil, Lead/Graphite, with Eraser

- 12 pcs/box
- lead/graphite: diameter at least 2mm
- wood cased

37. Permanent Marker / Permanent Pen, Black, Fine

- bullet tip
- xylene free
- refillable

38. 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

39. Repair and Maintenance- Furniture & Fixtures etc.

Repair and Maintenance-Furniture & Fixtures , etc

40. Room Accommodation (1)

Deluxe Room

41. Scissors, Symmetrical/Asymmetrical

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

42. Scrub Sponge

- at least 150 mm x 95 mm
- heavy duty scouring pad with sponge

43. 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

44. Snacks (AM/PM)

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

45. Stainless Steel Ceiling Fan

Specifications:

- **Blade Size:** 56 inches (1,400 mm)
- **Blade Type:** 3-leaf stainless steel propeller
- **Power Consumption:** 90 W
- **Speed Settings:** 3 speeds
- **Max Speed:** 350 RPM
- **Max Airflow:** 270 m³/min
- **Control:** Wall-mounted continuous rotary switch
- **Safety Feature:** Equipped with resettable Thermal Cut-Off Fuse (TCO)
- **Dimensions:** 140 x 140 x 58 cm (L x W x H)

46. Staple Wire, Standard

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

47. Stapler, Standard Type

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

48. Sticky Sheets Flags & Tabs / Sign Here Sticky Flags

- with 5 different colored tabs
- durable & adhesive
- PET material

- waterproof transparent
- 20 flags/color
- 45 mm x 12 mm
- package dimensions: L 6cm x W 0.2cm x H 12.7cm

49. Tape, Double Sided, 1" x 10m

50. 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

51. Training Expense 2026

Training Expense 5,000

52. Travel Expense Internship Program Coordinator (DMet)

Travelling Expense- Internship Program Coordinator- 25,000

53. Travel Expense "DMet"

Travelling Expense- Faculty and Staff Trainings/seminars/workshops/conferences

54. White Folder / File Folder, Legal

- size: Legal
- color: White
- 14 pts

55. White Folder / File Folder, Short

- size: Letter
- color: White
- 14 pts

56. Whiteboard Marker / Whiteboard Pen, Black

- Tip: Bullet
- low odor
- xylene free
- alcohol based ink
- writing width: 1.80 mm - 2.20 mm
- tip size: 4.0 mm