



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

SCAN HERE

PPMP-2025-1007-301782

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. **02**
☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**
End-user or Implementing Unit: **Planning 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 Supplies											
PVC Plastic Cover, A4, 300micron	Goods	1 pack	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	850.00		
Ring Binder, plastic, 25mm ,1" black	Goods	3 pieces	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	120.00		
Ring Binder, plastic, 51mm 2" black	Goods	4 pieces	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	220.00		
Sub-Total									1,190.00		
Office Equipment											
Ink, Epson 003,Genuine Black 65mL	Goods	4 btl	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	1,520.00		
Ink, EPSON 003,Genuine Cyan 65mL	Goods	4 btl	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	1,600.00		

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Ink, EPSON 003, Genuine Magenta 65mL	Goods	4 btl	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	1,600.00		
Ink, EPSON 003, Genuine Yellow 65mL	Goods	4 btl	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	1,600.00		
Sub-Total									6,320.00		
Hardware											
Rainboots, Size: 11 (Men), Black	Goods	2 pair * 11	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	900.00	• Technical Specification	
Rainboots, Size: 12 (Men), Black	Goods	1 pair * 12	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	450.00	• Technical Specification	
Rainboots, Size: 6 (Men), Black	Goods	1 pair * 13	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	365.00	• Technical Specification	
Rainboots, Size: 8 (Women), Black	Goods	1 pair * 14	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	365.00	• Technical Specification	
Sub-Total									2,080.00		
IT Supplies and Equipment											
A3 Printer (Ink Tank Printer)	Goods	1 unit * 1	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	32,000.00	• Technical Specification	
Sub-Total									32,000.00		
Miscellaneous Expenses											

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Contingency Fund 2026	Goods	1 lot	NP - Emergency Cases	No	01/2026	01/2026	02/2026	GF-MOOE	7,115.00		
Sub-Total									7,115.00		
Common-Use Supplies & Equipment (CSE)											
Bond Paper, 70 gsm, A4	Goods	15 reams * 2	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	3,600.00	• Technical Specification	
Plastic Twine	Goods	5 rolls * 9	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	500.00	• Technical Specification	
Stapler, Standard Type	Goods	1 pcs * 18	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	550.00	• Technical Specification	
Sub-Total									4,650.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Photo Paper, A4	Goods	5 packs * 8	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,350.00	• Technical Specification	
Sign Pen, Extra Fine Tip, Blue	Goods	1 boxes * 17	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	295.00	• Technical Specification	
Sub-Total									1,645.00		
TOTAL BUDGET:									55,000.00		

* Please see attached specification

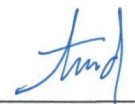
Prepared by: _____


JIMBO S. POSAS
Planning Officer I
PO

Date: _____

10/7/25

Submitted by: _____


TONI MARC L. DARGANTES
Planning Officer III
PO

Date: _____

Date Generated: 10/07/2025

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SPECIFICATION

1. A3 Printer (Ink Tank Printer)

- **Support Paper Size:** A3+, A3, A4, A5, A6, B4, B5, B6, Letter, Legal, Indian-Legal, 100 x 148 mm, 3.5 x 5", 4 x 6", 5 x 7", 5 x 8", 8 x 10", 8.5 x 13", 16:9 wide, 8K, 16K, Envelopes: #10, DL, C4, C6
- **Maximum Paper Size:** 329 x 1200 mm
- **Paper Feed Method:** Rear Feed
- **Number of Paper Trays:** 1
- **Input Capacity**
 - at least 100 sheets of A4 Plain Paper (80 g/m2)
 - at least 20 sheets of Premium Glossy Photo Paper
- **Print Speed:** At least 30 pages per minute
- At least 2-year warranty or 50,000 pages, whichever comes first
- Print at least 4,500 black pages and 7,000 color pages

2. Bond Paper, 70 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. Contingency Fund 2026

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. Photo Paper, A4

- A4 (8.25in x 11.75in)
- at least 200 gsm
- Type: Glossy

- 20 sheets/pack

9. Plastic Twine

- 1 kg/roll
- breaking strength: at least 25 kg
- black color

10. PVC Plastic Cover, A4, 300micron

11. Rainboots, Size: 11 (Men), Black

Hi-cut, Seamless injection for good waterproofing, Premium Quality

12. Rainboots, Size: 12 (Men), Black

?Hi-cut

?Seamless injection for good waterproofing

?Premium Quality

13. Rainboots, Size: 6 (Men), Black

Hi-cut, Seamless injection for good waterproofing, Premium Quality

14. Rainboots, Size: 8 (Women), Black

Hi-cut, Seamless injection for good waterproofing, Premium Quality

15. Ring Binder, plastic, 25mm ,1" black

16. Ring Binder, plastic, 51mm 2" black

17. Sign Pen, Extra Fine Tip, Blue

- 12 pcs/box
- type: liquid or gel
- 0.5 mm, needle or conical tip
- with non-slip grip
- with metal/plastic clip

18. Stapler, Standard Type

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