



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

SCAN HERE



PPMP-2025-1007-301743

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01

☒ 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 Equipment											
Ink, Epson 003,Genuine Black 65mL	Goods	5 btl	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	1,900.00		
Ink, EPSON 003,Genuine Cyan 65mL	Goods	4 btl	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	1,600.00		
Ink, EPSON 003,Genuine Magenta 65mL	Goods	4 btl	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	1,600.00		
Ink, EPSON 003,Genuine Yellow 65mL	Goods	4 btl	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	1,600.00		
Sub-Total									6,700.00		

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Miscellaneous Expenses											
Contingency Fund RDA 2026	Goods	1 lot	Direct Acquisition	No	01/2026	01/2026	02/2026	GF-MOOE	15,110.00		
Sub-Total									15,110.00		
Common-Use Supplies & Equipment (CSE)											
Bond Paper, 70 gsm, A4	Goods	5 reams * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,200.00	• Technical Specification	
Paper Clip / Clip Paper, 33mm	Goods	5 boxes * 8	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	125.00	• Technical Specification	
Pencil, Lead/Graphite, with Eraser	Goods	1 boxes * 9	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	135.00	• Technical Specification	
Sign Pen, Medium Tip, Blue	Goods	10 pcs * 10	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,150.00	• Technical Specification	
Sub-Total									2,610.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Magazine Box / Data File Box / Datafiler, Single, Black	Goods	5 pcs * 7	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,315.00	• Technical Specification	
Sub-Total									1,315.00		

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TOTAL BUDGET:									25,735.00		

* Please see attached specification

Prepared by: **MICHELLE A. BORLEO**

Planning Officer I

PO

Date: October 7, 2025Submitted by: **CHRISTOPHER A. LLONES**

Assistant Professor IV

VISERDAC

Date: October 7, 2025Date Generated: 10/07/2025

 ALICIA M. FLORES

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SPECIFICATION

1. 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

2. Contingency Fund RDA 2026

3. Ink, Epson 003,Genuine Black 65mL

4. Ink, EPSON 003,Genuine Cyan 65mL

5. Ink, EPSON 003,Genuine Magenta 65mL

6. Ink, EPSON 003,Genuine Yellow 65mL

7. Magazine Box / Data File Box / Datafiler, Single, Black

- horizontal
- Made with thick chipboard and Arlin (semi-rough texture) book binding cover for a matte finish
- Includes label insert and finger hole mechanism for easier handling
- Size: 15 ½" x 9 ½" x 4 5/8" (L x H x W)

8. Paper Clip / Clip Paper, 33mm

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

9. Pencil, Lead/Graphite, with Eraser

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

- wood cased

10. 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