



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



PPMP-2025-0324-262787

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 00

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Admissions 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)	
Fuel & Lubricants										
Diesel	Goods	80 liters	NP - Agency to Agency	No	01/2026	01/2026	02/2026	GF-MOOE	5,200.00	
Sub-Total									5,200.00	
Printing Services										
Sintra Board (AdO services)	Goods	4 length * 26	Small Value Procurement †	No	01/2026	01/2026	02/2026	GF-MOOE	2,000.00	* Technical Specification
Tarpaulin printing (3ft. x 4ft.)	Goods	6 piece	Small Value Procurement †	No	01/2026	01/2026	02/2026	GF-MOOE	2,160.00	
Sub-Total									4,160.00	

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Office Supplies											
1" double sided tape	Goods	6 pcs	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	720.00		
Clip, Double Binder, 1'-5/8" (approx. 41mm), Black, 12 pcs/box	Goods	4 boxes	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	240.00		
Dishwashing Liquid Soap, Refill 350ml	Goods	3 pack * 13	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	450.00	• Technical Specification	
Fiber Doormat	Goods	6 pc * 15	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	900.00	• Technical Specification	
Jumbo Paper Clips	Goods	6 Box of 100's * 20	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	180.00	• Technical Specification	
Scotch Tape 1 inch x 100 meters	Goods	12 rolls	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	480.00		
Sub-Total									2,970.00		
Office Equipment											
Ink, Brother BT5000C Cyan	Goods	1 bits	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	500.00		
Ink, Brother BT5000M Magenta	Goods	1 bits	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	500.00		

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Ink, Brother BT5000Y Yellow	Goods	1 blis	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	500.00		
Ink, Brother BTD60BK, Black	Goods	2 blis	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	1,000.00		
Sub-Total									2,500.00		
Awards & Tokens											
Customized Pins	Goods	50 pcs * 11	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,250.00	• Technical Specification	
VSU Foldable fan for tokens	Goods	50 pcs * 30	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	6,000.00	• Technical Specification	
VSU Key chain for Tokens	Goods	50 pcs * 31	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	9,000.00	• Technical Specification	
Sub-Total									16,250.00		
IT Supplies and Equipment											
Computer Mouse, Wired	Goods	2 pieces * 10	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	420.00	• Technical Specification	
Sub-Total									420.00		
Common-Use Supplies & Equipment (CSE)											
Alcohol, Ethyl, 500mL	Goods	15 blis * 2	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,500.00	• Technical Specification	

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Binder Clips / Backfold Clips, 1-1/4" (approx. 32 mm)	Goods	5 boxes * 3	Small Value Procurement [†]	No	01/2026	01/2026	03/2026	GF-MOOE	185.00	• Technical Specification	
Bond Paper, 80 gsm, A4	Goods	12 reams * 4	Small Value Procurement [†]	No	01/2026	01/2026	03/2026	GF-MOOE	3,300.00	• Technical Specification	
Broom (Walis Tambo) / Soft Broom	Goods	4 pcs * 5	Small Value Procurement [†]	No	01/2026	01/2026	03/2026	GF-MOOE	1,588.00	• Technical Specification	
Broom (Walis Ting-Ting) / Broom Stick	Goods	4 pcs * 6	Small Value Procurement [†]	No	01/2026	01/2026	03/2026	GF-MOOE	240.00	• Technical Specification	
Disinfectant Spray	Goods	8 can * 14	Small Value Procurement [†]	No	01/2026	01/2026	03/2026	GF-MOOE	3,824.00	• Technical Specification	
Multipurpose Glue	Goods	6 bits * 21	Small Value Procurement [†]	No	01/2026	01/2026	03/2026	GF-MOOE	870.00	• Technical Specification	
Paper Clip / Clip Paper, 50mm	Goods	10 boxes * 22	Small Value Procurement [†]	No	01/2026	01/2026	03/2026	GF-MOOE	400.00	• Technical Specification	
Toilet Tissue Paper, 2 Ply	Goods	12 packs * 29	Small Value Procurement [†]	No	01/2026	01/2026	03/2026	GF-MOOE	2,640.00	• Technical Specification	
Sub-Total									14,547.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Bulldog Clips, 1-1/2" (approx. 38.1 mm)	Goods	6 boxes * 7	Small Value Procurement [†]	No	01/2026	01/2026	03/2026	GF-MOOE	408.00	• Technical Specification	

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Bulldog Clips, 2" (approx. 50.8 mm)	Goods	4 boxes * 8	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	360.00	• Technical Specification
Paper Fastener, Plastic	Goods	10 boxes * 23	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	550.00	• Technical Specification
Photo Paper, A4	Goods	3 packs * 24	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	810.00	• Technical Specification
Sticky Sheets Flags & Tabs / Sign Here Sticky Flags	Goods	12 pack * 27	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	660.00	• Technical Specification
White Folder / File Folder, Legal	Goods	25 pcs * 32	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	200.00	• Technical Specification
Sub-Total									2,988.00	
TOTAL BUDGET:									49,035.00	

* Please see attached specification

Prepared by:

[Signature]

LORNA B. ABAMO
Administrative Assistant III
AdO

Date:

10-2-2025

Submitted by:

[Signature]

JOSEPH E. PADILLA
Assistant Professor IV
AdO

Date:

10-2-2025

Date Generated: 10/02/2025

SPECIFICATION

1. 1" double sided tape

2. 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

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

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

4. 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

5. 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

6. Broom (Walis Ting-Ting) / Broom Stick

- Made of mature coconut midribs
- Grip Material: Braided yantok or nylon
- Usable Length: At least 760 mm
- Rib Count: at least 350 pieces

7. Bulldog Clips, 1-1/2" (approx. 38.1 mm)

- Metal
- 12 pcs/box
- Dimension: 2 x 3 x 20 cm

8. Bulldog Clips, 2" (approx. 50.8 mm)

- Metal
- 12 pcs/box
- Dimension: 2 x 4 x 24 cm

9. Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box

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. Customized Pins

Customized Pins

Specification:

Refer to the print-out copy for the complete specs.

12. Diesel

13. Dishwashing Liquid Soap, Refill 350ml

Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml

14. Disinfectant Spray

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

15. Fiber Doormat

at least 15 X 23 inches

16. Ink, Brother BT5000C Cyan

17. Ink, Brother BT5000M Magenta

18. Ink, Brother BT5000Y Yellow

19. Ink, Brother BTD60BK, Black

20. Jumbo Paper Clips

none

21. Multipurpose Glue

- at least 240 g/btl
- White
- non-toxic
- dries clear

22. Paper Clip / Clip Paper, 50mm

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

23. Paper Fastener, Plastic

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

24. Photo Paper, A4

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

25. Scotch Tape 1 inch x 100 meters

26. Sintra Board (Ado services)

final dimensions depend on the object to print

27. 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

28. Tarpaulin printing (3ft. x 4ft.)

29. 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

30. VSU Foldable fan for tokens

VSU round foldable size 9 inches with VSU-approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.

31. VSU Key chain for Tokens

VSU key chain with the size of 6.1cmx3.6cm with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.

32. White Folder / File Folder, Legal

- size: Legal
- color: White
- 14 pts