



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



PPMP-2025-1009-302739

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 03

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Department of Mechanical Engineering**

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)		
Construction and Electrical Supplies											
LED Bulb, 9 watts	Goods	4 pcs	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	600.00		
Sub-Total									600.00		
Fuel & Lubricants											
Fuel, Diesel	Goods	50 liters * 14	NP - Agency to Agency	No	01/2026	01/2026	02/2026	GF-MOOE	3,100.00	* Technical Specification	
Fuel, Gasoline	Goods	50 liters * 15	NP - Agency to Agency	No	01/2026	01/2026	02/2026	GF-MOOE	3,300.00	* Technical Specification	
Sub-Total									6,400.00		

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Office Supplies											
Ballpen, Blue 0.5mm Gel	Goods	20 Box of 12's	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	5,600.00		
Sub-Total									5,600.00		
Office Equipment											
1TB, Hard disk Drive, 7200rpm, for desktop	Goods	1 piece * 1	NP - Agency to Agency	No	01/2026	01/2026	04/2026	GF-MOOE	3,350.00	* Technical Specification	
Sub-Total									3,350.00		
IT Supplies and Equipment											
Ink Epson 6490 #008, cyan	Goods	15 boxes	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	12,750.00		
Ink Epson 6490 #008, Magenta	Goods	15 boxes	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	12,750.00		
Ink Epson 6490 #008, yellow	Goods	15 boxes	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	12,750.00		
Ink Epson L6490 # 008 Black	Goods	20 btl	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	17,000.00		
Ink, EPSON 003, Genuine Cyan 65ml	Goods	5 btl	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,000.00		

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Ink, EPSON 003, Genuine Magenta 65ml	Goods	5 btl	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,000.00		
Ink, EPSON 003, Genuine Yellow 65ml	Goods	5 btl	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,000.00		
Sub-Total									61,250.00		
Common-Use Supplies & Equipment (CSE)											
Alcohol, Ethyl, 1 Gallon	Goods	5 gallons * 2	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	3,450.00	• Technical Specification	
Battery, Dry Cell, AA	Goods	2 packs * 7	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	200.00	• Technical Specification	
Binder Clips / Backfold Clips, 2" (approx. 50 mm)	Goods	2 boxes * 8	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	164.00	• Technical Specification	
Bond Paper, 80 gsm, A4	Goods	60 reams * 9	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	16,500.00	• Technical Specification	
Bond Paper, 80 gsm, Long	Goods	30 reams * 10	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	9,150.00	• Technical Specification	
Correction Tape	Goods	3 pcs * 11	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	126.00	• Technical Specification	
Detergent Powder, 1 kilogram	Goods	1 packs * 12	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	140.00	• Technical Specification	

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Disinfectant Spray	Goods	2 can * 13	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	956.00	• Technical Specification	
Index Tab	Goods	10 boxes * 17	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,250.00	• Technical Specification	
Packaging Tape / Packing Tape, 2" x 50 yards	Goods	2 rolls * 28	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	150.00	• Technical Specification	
Record Book, 300 pages	Goods	4 pcs * 30	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	600.00	• Technical Specification	
Stapler, Standard Type	Goods	3 pcs * 33	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,650.00	• Technical Specification	
Sub-Total									34,336.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Ballpen, Black	Goods	50 boxes * 3	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	4,750.00	• Technical Specification	
Ballpen, Red	Goods	50 boxes * 4	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	4,750.00	• Technical Specification	
Bathroom Deodorizer	Goods	5 pcs * 6	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	450.00	• Technical Specification	
Garbage Bags / Trash Bags, Black, L	Goods	10 packs * 16	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	600.00	• Technical Specification	

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Ink, Refill, for Permanent Marker, Red	Goods	2 blits * 25	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	200.00	• Technical Specification	
Ink, Refill, for Whiteboard Marker, Blue	Goods	3 blits * 26	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	465.00	• Technical Specification	
Photo Paper, A4	Goods	5 packs * 29	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,350.00	• Technical Specification	
Scrub Sponge	Goods	5 pcs * 31	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	400.00	• Technical Specification	
Sign Pen, Extra Fine Tip, Blue	Goods	30 boxes * 32	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	8,850.00	• Technical Specification	
Sticky Sheets Flags & Tabs / Sign Here Sticky Flags	Goods	5 pack * 34	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	275.00	• Technical Specification	
White Folder / File Folder, Legal	Goods	30 pcs * 35	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	240.00	• Technical Specification	
White Folder / File Folder, Short	Goods	50 pcs * 36	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	350.00	• Technical Specification	
Whiteboard with Stand, 4' x 8'	Goods	1 unit * 37	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	17,600.00	• Technical Specification	
Sub-Total									40,280.00		

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TOTAL BUDGET:										151,816.00	

* Please see attached specification

Prepared by: 
RIA L. CAGOYONG
Job Order
DME

Submitted by: 
VIC ANGELLO L. IMPAS
Assistant Professor I
DME

Date: 10/9/25

Date: 10/9/25

Date Generated: 10/08/2025

SPECIFICATION

1. 1TB, Hard disk Drive, 7200rpm, for desktop

- Capacity: 1TB
- Speed: 7200 RPM
- Interface: SATA 6Gb/s
- Cache: 64MB
- Average Data Rate: 156 MB/s (Read/Write)
- Max Sustained Data Rate: 210 MB/s (OD Read)
- Cache Type: Multisegmented

2. Alcohol, Ethyl, 1 Gallon

- 70% (+-2) v/v Ethanol (Ethyl Alcohol)
- Volume: 1 Gallon or at least 3.785 Liters (3,785 mL)
- Colorless clear liquid
- HDPE Plastic container

3. Ballpen, Black

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

4. Ballpen, Red

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

5. Ballpen. Blue 0.5mm Gel

6. Bathroom Deodorizer

- with holder
- at least 100g
- any scent

7. Battery, Dry Cell, AA

- 4 pcs/pack
- Voltage: 1.5 volts
- Type: Alkaline
- No mercury and cadmium added
- Positive polar ends must be marked

8. Binder Clips / Backfold Clips, 2" (approx. 50 mm)

- 12 pcs/box
- all metal
- binding capacity: at least 19mm

9. 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

10. 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

11. Correction Tape

- tape usable length: at least 8 meters
- tape width: 5mm

- tape color: white opaque
- disposable

12. Detergent Powder, 1 kilogram

- at least 1 kilogram as packed
- with scent

13. Disinfectant Spray

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

14. Fuel, Diesel

- good quality

15. Fuel, Gasoline

- green color
- good quality

16. Garbage Bags / Trash Bags, Black, L

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

17. Index Tab

- transparent
- self-adhesive

- 5 sets/box

18. Ink Epson 6490 #008, cyan

19. Ink Epson 6490 #008, Magenta

20. Ink Epson 6490 #008, yellow

21. Ink Epson L6490 # 008 Black

22. Ink, EPSON 003, Genuine Cyan 65mL

23. Ink, EPSON 003, Genuine Magenta 65mL

24. Ink, EPSON 003, Genuine Yellow 65mL

25. Ink, Refill, for Permanent Marker, Red

- 30mL

26. Ink, Refill, for Whiteboard Marker, Blue

- 30mL

27. LED Bulb, 9 watts

28. Packaging Tape / Packing Tape, 2" x 50 yards

- 48 mm (2") width
- tan color
- base material: biaxially-oriented Polypropylene

29. Photo Paper, A4

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

30. 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

31. Scrub Sponge

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

32. 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

33. Stapler, Standard Type

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

34. 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

35. White Folder / File Folder, Legal

- size: Legal
- color: White
- 14 pts

36. White Folder / File Folder, Short

- size: Letter
- color: White
- 14 pts

37. Whiteboard with Stand, 4' x 8'

- Back-to-back
- Magnetic
- With an aluminum stand
- with eraser and pen holder
- with roller and stopper