



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

SCAN HERE



PPMP-2025-1007-301855

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Department of Agricultural Education & Extension**

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	130 liters * 9	NP - Agency to Agency	No	01/2026	01/2026	02/2026	GF-MOOE	8,060.00	• Technical Specification	
Fuel, Gasoline	Goods	105 liters * 10	NP - Agency to Agency	No	01/2026	01/2026	02/2026	GF-MOOE	6,930.00	• Technical Specification	
Sub-Total									14,990.00		
Office Supplies											
Scissors, 6" heavy duty, good quality	Goods	5 piece	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	340.00		
Sub-Total									340.00		

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Office Equipment and Appliances											
Heavy Duty Laminator (laminating machine)	Goods	1 pc * 11	NP - Agency to Agency	No	01/2026	01/2026	04/2026	GF-MOOE	5,000.00	• Technical Specification	
tv bracket	Goods	2 pcs * 30	NP - Agency to Agency	No	01/2026	01/2026	04/2026	GF-MOOE	1,760.00	• Technical Specification • Market Scoping Checklist	
Sub-Total									6,760.00		
Office Equipment											
Ink, Epson 003, Genuine Black 65mL	Goods	15 btl	NP - Agency to Agency	No	01/2026	01/2026	04/2026	GF-MOOE	5,700.00		
Ink, EPSON 003, Genuine Cyan 65mL	Goods	10 btl	NP - Agency to Agency	No	01/2026	01/2026	04/2026	GF-MOOE	4,000.00		
Ink, EPSON 003, Genuine Magenta 65mL	Goods	10 btl	NP - Agency to Agency	No	01/2026	01/2026	04/2026	GF-MOOE	4,000.00		
Ink, EPSON 003, Genuine Yellow 65mL	Goods	10 btl	NP - Agency to Agency	No	01/2026	01/2026	04/2026	GF-MOOE	4,000.00		
Sub-Total									17,700.00		
Food and Services											
Packed Meals (for Lunch or Dinner)	Goods	1 pax * 21	NP - Agency to Agency	No	01/2026	01/2026	02/2026	GF-MOOE	220.00	• Technical Specification	

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Sub-Total									220.00		
IT Supplies and Equipment											
Wi-Fi All-in-One Ink Tank Printer with ADF	Goods	2 unit * 32	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	34,000.00	• Technical Specification	
Sub-Total									34,000.00		
Common-Use Supplies & Equipment (CSE)											
Binder Clips / Backfold Clips, 1-1/4" (approx. 32 mm)	Goods	8 boxes * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	296.00	• Technical Specification	
Binder Clips / Backfold Clips, 1" (approx. 25 mm)	Goods	8 boxes * 2	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	208.00	• Technical Specification	
Binder Clips / Backfold Clips, 2" (approx. 50 mm)	Goods	10 boxes * 3	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	820.00	• Technical Specification	
Binder Clips / Backfold Clips, 3/4" (approx. 19 mm)	Goods	10 boxes * 4	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	210.00	• Technical Specification	
Bond Paper, 80 gsm, A4	Goods	10 reams * 6	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,750.00	• Technical Specification	
Bond Paper, 80 gsm, Long	Goods	5 reams * 7	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,525.00	• Technical Specification	
Note Pad / Sticky Note, 2 x 3	Goods	10 pads * 19	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	250.00	• Technical Specification	

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Note Pad / Sticky Note, 3 x 4	Goods	10 pads * 20	NP -Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	350.00	• Technical Specification	
Paper Puncher	Goods	1 pcs * 22	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	220.00	• Technical Specification	
Sign Pen, Medium Tip, Black	Goods	10 pcs * 26	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,150.00	• Technical Specification	
Sign Pen, Medium Tip, Blue	Goods	5 pcs * 27	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	575.00	• Technical Specification	
Sign Pen, Medium Tip, Red	Goods	5 pcs * 28	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	575.00	• Technical Specification	
Sub-Total									8,929.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Bond Paper, 70 gsm, Short	Goods	5 reams * 5	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,175.00	• Technical Specification	
Data Folder / Lever Arch File Folder, Black	Goods	20 pcs * 8	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	6,000.00	• Technical Specification	
Laminating Film, A4	Goods	2 boxes * 16	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,620.00	• Technical Specification	
Laminating Film, Legal	Goods	2 boxes * 17	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,890.00	• Technical Specification	

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Load Cards, Globe, PhP 500	Goods	2 pcs	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,120.00		
Sign Pen, Extra Fine Tip, Blue	Goods	15 boxes * 24	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	4,425.00	• Technical Specification	
Sign Pen, Extra Fine Tip, Red	Goods	15 boxes * 25	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	4,425.00	• Technical Specification	
Sticky Sheets Flags & Tabs / Sign Here Sticky Flags	Goods	20 pack * 29	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,100.00	• Technical Specification	
White Folder / File Folder, Legal	Goods	100 pcs * 31	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	800.00	• Technical Specification	
Sub-Total									22,555.00		
TOTAL BUDGET:									105,494.00		

* Please see attached specification

Prepared by:

LOVELY V. PADERES

Job Order
DAEEEx

Date:

10/07/2025

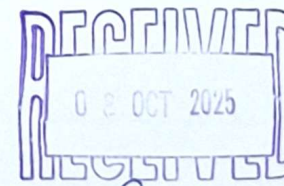
Submitted by:

LIJUERA J. CUADRA

Associate Professor V
DAEEEx

Date:

10/07/2025



Date Generated: 10/07/2025

LUCIA M. FLORES