



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

SCAN HERE



PPMP-2025-1003-301182

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. **02**

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Procurement 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 Furniture & Fixture											
Executive Leather Office Chair	Goods	1 unit * 18	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	12,000.00	• Technical Specification	
Steel Cabinet Open Type / Standard Boltless Racks	Goods	2 unit * 46	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	19,000.00	• Technical Specification	
Sub-Total									31,000.00		
Office Equipment											
Ink, Epson, genuine, (BK) T664, 70 ml	Goods	20 pieces	NP - Agency to Agency	No	01/2026	01/2026	04/2026	GF-MOOE	7,000.00		

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Toner Cartridge Fuji Xerox DocuCentre S2011	Goods	2 pcs * 50	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	8,600.00	• Technical Specification	
Sub-Total									15,600.00		
IT Supplies and Equipment											
External Hard Drive – Mid-Range Model	Goods	1 unit * 20	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	5,500.00	• Technical Specification	
Sub-Total									5,500.00		
Miscellaneous Expenses											
Miscellaneous Expenses	Goods	4 lot * 30	Direct Acquisition	No	01/2026	01/2026	02/2026	GF-MOOE	20,000.00	• Technical Specification	
Sub-Total									20,000.00		
Common-Use Supplies & Equipment (CSE)											
Battery, Dry Cell, AA	Goods	3 packs * 2	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	300.00	• Technical Specification	
Battery, Dry Cell, AAA	Goods	3 packs * 3	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	405.00	• Technical Specification	
Binder Clips / Backfold Clips, 1-1/4" (approx. 32 mm)	Goods	10 boxes * 4	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	370.00	• Technical Specification	
Binder Clips / Backfold Clips, 1" (approx. 25 mm)	Goods	15 boxes * 5	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	390.00	• Technical Specification	

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Binder Clips / Backfold Clips, 2" (approx. 50 mm)	Goods	25 boxes * 6	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,050.00	• Technical Specification	
Binder Clips / Backfold Clips, 3/4" (approx. 19 mm)	Goods	10 boxes * 7	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	210.00	• Technical Specification	
Bond Paper, 70 gsm, A4	Goods	140 reams * 9	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	33,600.00	• Technical Specification	
Bond Paper, 80 gsm, A4	Goods	100 reams * 10	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	27,500.00	• Technical Specification	
Bond Paper, 80 gsm, Long	Goods	5 reams * 11	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,525.00	• Technical Specification	
Correction Tape	Goods	5 pcs * 14	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	210.00	• Technical Specification	
Cutter / Utility Knife	Goods	5 pcs * 15	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	775.00	• Technical Specification	
Note Pad / Sticky Note, 2 x 3	Goods	4 pads * 31	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	100.00	• Technical Specification	
Note Pad / Sticky Note, 3 x 3	Goods	10 pads * 32	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	300.00	• Technical Specification	
Note Pad / Sticky Note, 3 x 4	Goods	5 pads * 33	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	175.00	• Technical Specification	

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Paper Puncher	Goods	3 pcs * 34	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	660.00	• Technical Specification	
Permanent Marker / Permanent Pen, Black, Fine	Goods	3 pcs * 35	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	150.00	• Technical Specification	
Permanent Marker / Permanent Pen, Blue, Fine	Goods	2 pcs * 36	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	100.00	• Technical Specification	
Record Book, 500 Pages	Goods	4 pcs * 38	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,100.00	• Technical Specification	
Rubber Band, No. 18	Goods	1 boxes * 39	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	230.00	• Technical Specification	
Scissors, Symmetrical/Asymmetrical	Goods	3 pairs * 40	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	150.00	• Technical Specification	
Stamp Pad Ink	Goods	5 boxes * 41	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	375.00	• Technical Specification	
Staple Remover / Staple Wire Remover	Goods	3 pcs * 42	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	225.00	• Technical Specification	
Stapler, Standard Type	Goods	3 pcs * 45	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,650.00	• Technical Specification	
Toilet Tissue Paper, 2 Ply	Goods	3 packs * 49	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	660.00	• Technical Specification	

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Whiteboard Marker / Whiteboard Pen, Black	Goods	3 pcs * 51	NP -Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	225.00	• Technical Specification	
Sub-Total									73,435.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Ballpen, Blue	Goods	10 boxes * 1	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	950.00	• Technical Specification	
Board, Illustration, 20" x 30"	Goods	5 pcs * 8	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	350.00	• Technical Specification	
Bundy Clock Time Card	Goods	2 pack of 100's * 12	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	500.00	• Technical Specification	
Correction Fluid	Goods	3 btls * 13	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	195.00	• Technical Specification	
Dishwashing Paste, at least 400 g	Goods	10 pcs	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	800.00		
Double-Sided Tape	Goods	3 rolls * 17	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	675.00	• Technical Specification	
Expanding Envelope, Legal, Blue	Goods	100 pcs * 19	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,500.00	• Technical Specification	

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Ink, Refill, for Permanent Marker, Black	Goods	1 btls * 22	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	100.00	• Technical Specification	
Ink, Refill, for Permanent Marker, Blue	Goods	1 btls * 23	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	100.00	• Technical Specification	
Ink, Refill, for Whiteboard Marker, Black	Goods	1 btls * 24	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	155.00	• Technical Specification	
Laid Paper / Specialty Paper, Long, Cream	Goods	5 pack * 25	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	175.00	• Technical Specification	
Laminating Film, A4	Goods	1 boxes * 26	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	810.00	• Technical Specification	
Load Cards, Smart, PhP 500	Goods	15 pcs	Direct Acquisition	No	01/2026	01/2026	02/2026	GF-MOOE	8,400.00		
Magazine Box / Data File Box / Datafiler, Double, Black	Goods	25 pcs * 28	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	10,200.00	• Technical Specification	
Magazine Box / Data File Box / Datafiler, Single, Black	Goods	25 pcs * 29	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	6,575.00	• Technical Specification	
Photo Paper, A4	Goods	3 packs * 37	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	810.00	• Technical Specification	
Staple Wire, 23/10 mm (3/8")	Goods	3 boxes * 43	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	135.00	• Technical Specification	

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Staple Wire, 23/13 mm (1/2")	Goods	5 boxes * 44	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	250.00	• Technical Specification	
Sticker Paper, Gloss	Goods	2 packs * 47	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	400.00	• Technical Specification	
Sticky Sheets Flags & Tabs / Sign Here Sticky Flags	Goods	5 pack * 48	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	275.00	• Technical Specification	
Sub-Total									34,355.00		
TOTAL BUDGET:									179,890.00		

* Please see attached specification

Prepared by: 
ARJANERY B. ANTOFINA
 Administrative Officer I
 PO

Date: _____

Submitted by: 
JESSAMINE C. ECLEO
 Administrative Officer V
 PO

Date: _____



Date Generated: 10/03/2025


 LUCIA M. FLORES

SPECIFICATION

1. Ballpen, Blue

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

2. Battery, Dry Cell, AA

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

3. Battery, Dry Cell, AAA

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

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

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

5. Binder Clips / Backfold Clips, 1" (approx. 25 mm)

- 12 pcs/box

- all metal
- binding capacity: at least 9.5mm

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

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

7. Binder Clips / Backfold Clips, 3/4" (approx. 19 mm)

- 12 pcs/box
- all metal
- binding capacity: at least 5.5mm

8. Board, Illustration, 20" x 30"

- premium quality
- with plastic cover

9. 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

10. 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

11. 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

12. Bundy Clock Time Card

Standard Time Card for Bundy Clocks.

- > Standard Time Card
- > 3.35 x 7.48 inches (L x H)
- > 6 Columns > 100 pcs

13. Correction Fluid

- water-base
- at least 15 mL

14. Correction Tape

- tape usable length: at least 8 meters
- tape width: 5mm
- tape color: white opaque
- disposable

15. Cutter / Utility Knife

- heavy duty cutter
- blade size: at least 16mm
- large size
- with auto-lock system to hold blade securely

16. Dishwashing Paste, at least 400 g

17. Double-Sided Tape

- foam type

- at least 18 mm x 10 m
- Made up of strong, high-density foam with permanent adhesive on both sides

18. Executive Leather Office Chair

- Material: PU leather seat and backrest, flame-retardant
- Frame: Reinforced metal with nylon base
- Features: Adjustable lumbar support, tilt & height adjustable (seat height 45–55 cm), swivel, cushioned armrests, padded headrest
- Standard Dimensions: Seat width 52 cm, seat depth 50 cm, backrest height 55 cm, overall height 100–110 cm
- Color: Black
- Load Capacity: 150 kg
- Ergonomic Compliance: Lumbar and cervical support, proper cushioning for prolonged use
- Assembly: Complete assembly included upon delivery
- Safety & Compliance: CE, RoHS, ISO 14001
- Warranty: 1-year parts and service
- Green Procurement: recyclable frame, eco-friendly leather alternative

19. Expanding Envelope, Legal, Blue

- with elastic band

20. External Hard Drive – Mid-Range Model

- Storage Capacity: 2TB
- Interface: USB 3.1 Gen 1 (backward compatible)
- Transfer Speed: up to 150 MB/s
- Shock-resistant portable drive
- USB-powered
- Compatibility: Windows, macOS, Linux
- Feature: Hardware encryption for data protection
- **Warranty: 2 years Manufacturer Warranty (replacement/repair)**
- **Green Procurement:** Energy-efficient, reduced plastic packaging

21. Ink, Epson, genuine, (BK) T664, 70 ml

22. Ink, Refill, for Permanent Marker, Black

- at least 30 mL

23. Ink, Refill, for Permanent Marker, Blue

- at least 30mL

24. Ink, Refill, for Whiteboard Marker, Black

- 30mL

25. Laid Paper / Specialty Paper, Long, Cream

- 90 gsm
- 10 sheets/pack

26. Laminating Film, A4

- 100 pcs/box
- Thickness: 125 microns
- Size: 216 x 303 mm (A4)

27. Load Cards, Smart, PhP 500**28. Magazine Box / Data File Box / Datafiler, Double, Black**

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

29. 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)

30. Miscellaneous Expenses

- for unforeseeable expenses within the year

31. Note Pad / Sticky Note, 2 x 3

- 2 x 3 inches (50 x 76 mm)
- 100 sheets/pad

32. Note Pad / Sticky Note, 3 x 3

- 3 x 3 inches (76 x 76 mm)
- 100 sheets/pad

33. Note Pad / Sticky Note, 3 x 4

- 3 x 4 inches (76 x 100 mm)
- 100 sheets/pad

34. Paper Puncher

- 2 hole
- heavy duty
- size: 7 cm

35. Permanent Marker / Permanent Pen, Black, Fine

- bullet tip
- xylene free
- refillable

36. Permanent Marker / Permanent Pen, Blue, Fine

- bullet tip
- xylene free
- refillable

37. Photo Paper, A4

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

38. Record Book, 500 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

39. Rubber Band, No. 18

- 350 g/box
- band type: flat
- color: brown

40. Scissors, Symmetrical/Asymmetrical

- length: 178 mm
- straight trimmers
- blades made of stainless steel
- with blunt tip blades
- handles made of rigid plastic/rubber

41. Stamp Pad Ink

- volume: at least 50 mL
- with applicator
- color: violet

42. Staple Remover / Staple Wire Remover

- heavy-duty staple remover
- type: plier
- material: metal
- spring-loaded level handle
- removes standard and heavy-duty staples up to 60 sheets at a time
- color: silver

43. Staple Wire, 23/10 mm (3/8")

- Chisel pointed
- 1,000 staples/box
- for heavy-duty stapler, for binding
- approx. binds 50-70 sheets

44. Staple Wire, 23/13 mm (1/2")

- Chisel pointed
- 1,000 staples/box
- for heavy-duty stapler, for binding
- approx. binds 70-100 sheets

45. Stapler, Standard Type

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

46. Steel Cabinet Open Type / Standard Boltless Racks

- Dimensions: at least 72"H x 36"W x 20"D
- Finish: Powder Coated
- Steel thickness: at least 0.6mm (0.7mm)
- Weight capacity: Up to 300 kgs. static load per shelf
- 5 Adjustable shelves

- Boltless design

47. Sticker Paper, Gloss

- 100 sheets/pack

48. 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

49. 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

50. Toner Cartridge Fuji Xerox DocuCentre S2011

Genuine

51. Whiteboard Marker / Whiteboard Pen, Black

- Tip: Bullet
- low odor
- xylene free
- alcohol based ink
- writing width: 1.80 mm - 2.20 mm
- tip size: 4.0 mm