



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

SCAN HERE



PPMP-2025-1008-302528

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 02

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Department of Civil 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)		
Fuel & Lubricants											
Fuel, Diesel	Goods	160 liters * 12	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	9,920.00	• Technical Specification	
Sub-Total									9,920.00		
Office Equipment											
LCD Projector, 3LCD Technology	Goods	1 unit * 16	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	30,000.00	• Technical Specification	
Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)	Goods	3 unit * 24	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	33,000.00	• Technical Specification	
Sub-Total									63,000.00		

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IT Supplies and Equipment											
Water Dispenser – Mid-Range Floor Standing Model	Goods	1 unit * 29	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	10,000.00	• Technical Specification	
Sub-Total									10,000.00		
Miscellaneous Expenses											
Travel Expenses (Faculty/Staff)	Goods	1 lot * 27	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	10,000.00	• Technical Specification	
Travel Expenses (Internship Program Coordinator)	Goods	1 lot * 28	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	10,000.00	• Technical Specification	
Sub-Total									20,000.00		
Common-Use Supplies & Equipment (CSE)											
Air Freshener, Aerosol type	Goods	5 cans * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,475.00	• Technical Specification	
Alcohol, Ethyl, 500mL	Goods	15 btls * 2	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,500.00	• Technical Specification	
Battery, Dry Cell, AA	Goods	20 packs * 5	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,000.00	• Technical Specification	
Battery, Dry Cell, AAA	Goods	5 packs * 6	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	675.00	• Technical Specification	

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Broom (Walis Tambo) / Soft Broom	Goods	10 pcs * 7	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	3,970.00	• Technical Specification	
Chalk, White Enamel	Goods	15 boxes * 10	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,380.00	• Technical Specification	
Note Pad / Sticky Note, 3 x 4	Goods	10 pads * 19	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	350.00	• Technical Specification	
Paper Clip / Clip Paper, 33mm	Goods	10 boxes * 20	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	250.00	• Technical Specification	
Paper Clip / Clip Paper, 50mm	Goods	10 boxes * 21	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	400.00	• Technical Specification	
Record Book, 300 pages	Goods	5 pcs * 25	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	750.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Black	Goods	40 pcs * 30	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	3,000.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Blue	Goods	30 pcs * 31	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,250.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Red	Goods	30 pcs * 32	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,250.00	• Technical Specification	
Sub-Total									20,250.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											

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Ballpen, Blue	Goods	30 boxes * 3	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,850.00	• Technical Specification	
Ballpen, Red	Goods	15 boxes * 4	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,425.00	• Technical Specification	
Certificate Holder, A4	Goods	10 pcs * 8	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	550.00	• Technical Specification	
Chalk, Colored	Goods	15 boxes * 9	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,545.00	• Technical Specification	
Dishwashing Liquid, at least 475 mL	Goods	20 btls	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,300.00		
Ink, Refill, for Whiteboard Marker, Black	Goods	15 btls * 13	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,325.00	• Technical Specification	
Ink, Refill, for Whiteboard Marker, Blue	Goods	15 btls * 14	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,325.00	• Technical Specification	
Ink, Refill, for Whiteboard Marker, Red	Goods	15 btls * 15	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,325.00	• Technical Specification	
Liquid Bleach	Goods	4 gallon * 17	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	840.00	• Technical Specification	
Magazine Box / Data File Box / Datafiler, Single, Black	Goods	10 pcs * 18	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,630.00	• Technical Specification	

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Paper Fastener, Plastic	Goods	5 boxes * 22	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	275.00	• Technical Specification	
Photo Paper, A4	Goods	20 packs * 23	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	5,400.00	• Technical Specification	
Scrub Sponge	Goods	20 pcs * 26	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,600.00	• Technical Specification	
Sub-Total									27,390.00		
TOTAL BUDGET:									150,560.00		

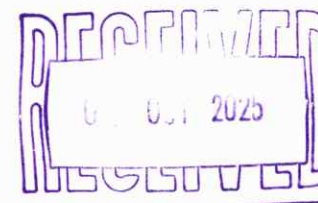
* Please see attached specification

Prepared by: Lyka S. Bagarinao

LYKA S. BAGARINAO
Job Order
DCE

Date: 10/08/25Submitted by: John Christian L. Gaviola

JOHN CHRISTIAN L. GAVIOLA
Assistant Professor II
DCE

Date: 10/08/25Date Generated: 10/08/2025

for Lucia M. Gaviola

Republic of the Philippines
VISAYAS STATE UNIVERSITY

SPECIFICATION

1. Air Freshener, Aerosol type

- net content: at least 300 mL
- clean and refreshing scent

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. Ballpen, Blue

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

4. Ballpen, Red

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

5. Battery, Dry Cell, AA

- 4 pcs/pack
- Voltage: 1.5 volts
- Type: Alkaline
- No mercury and cadmium added

- Positive polar ends must be marked

6. Battery, Dry Cell, AAA

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

7. 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

8. Certificate Holder, A4

- A4 (8.27"x11.69")
- With a flap to prevent certificates from falling off
- With 2 Hangers for Portrait and Landscape Orientations
- Super clear transparency
- Holds certificates/diplomas/citations
- Conforms to EN 71 & ASTM Safety Standards

9. Chalk, Colored

- Dustless colored chalk
- High quality and safe
- Non-Brittle
- Erases easily
- Color: Assorted colors
- at least 100 pcs/box

10. Chalk, White Enamel

- molded
- white, dustless, non-toxic
- at least 100 pcs/box

11. Dishwashing Liquid, at least 475 mL

12. Fuel, Diesel

- good quality

13. Ink, Refill, for Whiteboard Marker, Black

- 30mL

14. Ink, Refill, for Whiteboard Marker, Blue

- 30mL

15. Ink, Refill, for Whiteboard Marker, Red

- 30mL

16. LCD Projector, 3LCD Technology

Projection System Technology:

- **Type:** RGB Liquid Crystal Shutter Projection System (3LCD), 3-chip technology

Light Output:

- **White Light Output (Normal/Eco):** 3,600 lm
- **Colour Light Output:** 3,600 lm

Resolution:

- **Native Resolution:** XGA (1024 x 768)
- **Aspect Ratio:** 4:3

LCD Panel:

- **Size:** 0.55" (C2fine)

Light Source:

- **Type:** 210W UHE
- **Life (Normal / Eco):** 6,000 / 12,000 hours

Inputs:

- **Analog Input:** D-Sub 15pin (1)
- **Digital Input:** HDMI (1)

USB Interface:

- **Type:** USB Type B (1) – For Firmware Update, Copy OSD Settings

17. Liquid Bleach

- at least 3785 mL
- multipurpose bleach
- 99.9% Antibacterial

18. 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)

19. Note Pad / Sticky Note, 3 x 4

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

20. Paper Clip / Clip Paper, 33mm

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

21. Paper Clip / Clip Paper, 50mm

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

22. Paper Fastener, Plastic

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

23. Photo Paper, A4

- A4 (8.25in x 11.75in)
- at least 200 gsm
- Type: Glossy

- 20 sheets/pack

24. Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)

Printer Specifications:

Printer Type:

- Print, Scan, and Copy

Tank Ink System:

- Yes

Scanner Type:

- Flatbed Color Image Scanner

Sensor Type:

- CIS

Optical Resolution:

- 600 x 1200 dpi

Copy Speed:

- Maximum Copies from Standalone: 20 copies

Maximum Copy Size:

- A4, Letter

ISO 29183 (A4 Simplex Flatbed):

- Black: Up to 7.0 ipm
- Colour: Up to 1.7 ipm

Maximum Copy Resolution:

- 300 x 300 dpi

Paper Handling:

- Up to 20 Sheets Premium Glossy Photo Paper

- 10 Sheets Envelope
- 30 Sheets Postcard

Output Capacity:

- Up to 30 sheets

Paper Input Capacity:

- A4 Plain Paper: Up to 20 sheets
- Premium Glossy Photo Paper: Up to 20 sheets

Maximum Paper Size:

- 215.9 x 1200 mm (8.5 x 47.24")

Nozzle Configuration:

- 180 x 1 Nozzles Black
- 59 x 1 Nozzles per Colour (Cyan, Magenta, Yellow)

Print Direction:

- Bi-directional Printing

Maximum Print Resolution:

- 5760 x 1440 dpi (with Variable-Sized Droplet Technology)

Minimum Ink Droplet Size:

- 3 pl

25. 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

26. Scrub Sponge

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

27. Travel Expenses (Faculty/Staff)

Official travel for university-related activities and coordination meetings

28. Travel Expenses (Internship Program Coordinator)

Travel expenses for Student Internship Program Coordinator(s)

29. Water Dispenser – Mid-Range Floor Standing Model

Hot, Cold & Room Temperature

- Compressor cooling
- Heating Capacity: ? 5 L/hr
- Cooling Capacity: ? 3 L/hr
- Power: 220V, 60Hz
- Child Safety Lock
- With Storage Cabinet
- **Warranty:** 1 year
- **Green Procurement:** Energy-saving mode, recyclable housing

30. 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

31. Whiteboard Marker / Whiteboard Pen, Blue

- Tip: Bullet
- low odor

- xylene free
- alcohol based ink
- writing width: 1.80 mm - 2.20 mm
- tip size: 4.0 mm

32. Whiteboard Marker / Whiteboard Pen, Red

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