



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

SCAN HERE



PPMP-2026-1007-301891

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. **01**

☒ INDICATIVE ☒ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Faculty of Forestry and Environmental Science**

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	150 liters * 15	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	9,300.00	• Technical Specification	
Fuel, Gasoline	Goods	150 liters * 16	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	9,900.00	• Technical Specification	
Sub-Total									19,200.00		
Office Equipment and Appliances											
Split-Type Inverter Aircon – 1.0 HP (Green Procurement Compliant)	Goods	1 unit * 30	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	36,000.00	• Technical Specification	
Sub-Total									36,000.00		

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Food and Services											
Buffet-Style Meals (for Breakfast)	Goods	20 pax * 9	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	4,400.00	• Technical Specification	
Buffet-Style Meals (for Lunch or Dinner)	Goods	20 pax * 10	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	6,000.00	• Technical Specification	
Snacks	Goods	200 pax * 29	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	16,000.00	• Technical Specification	
Sub-Total									26,400.00		
Miscellaneous Expenses											
Honorarium and tokens for resource person	Goods	1 lot * 21	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	10,000.00	• Technical Specification	with rent/lease expenses
Training Expenses (Faculty/Staff Registration, Travel, etc.)	Goods	1 lot * 36	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	20,000.00	• Technical Specification	with accommodation
Travel Expenses (Faculty/Staff)	Goods	2 lot * 38	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	20,000.00	• Technical Specification	
Sub-Total									50,000.00		
Common-Use Supplies & Equipment (CSE)											
Alcohol, Ethyl, 1 Gallon	Goods	2 gallons * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,380.00	• Technical Specification	

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Binder Clips / Backfold Clips, 1-1/4" (approx. 32 mm)	Goods	5 boxes * 3	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	185.00	• Technical Specification	
Binder Clips / Backfold Clips, 1" (approx. 25 mm)	Goods	5 boxes * 4	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	130.00	• Technical Specification	
Bond Paper, 70 gsm, A4	Goods	25 reams * 5	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	6,000.00	• Technical Specification	
Bond Paper, 70 gsm, Long	Goods	10 reams * 6	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,700.00	• Technical Specification	
Broom (Walis Tambo) / Soft Broom	Goods	5 pcs * 7	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,985.00	• Technical Specification	
Broom (Walis Ting-Ting) / Broom Stick	Goods	8 pcs * 8	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	480.00	• Technical Specification	
Correction Tape	Goods	10 pcs * 11	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	420.00	• Technical Specification	
Detergent Powder, 1 kilogram	Goods	20 packs * 12	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,800.00	• Technical Specification	
Hand Soap, Liquid	Goods	5 btls * 20	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	975.00	• Technical Specification	
Note Pad / Sticky Note, 2 x 3	Goods	5 pads * 22	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	125.00	• Technical Specification	

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Packaging Tape / Packing Tape, 2"x 50 yards	Goods	3 rolls * 23	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	225.00	• Technical Specification	
Paper Clip / Clip Paper, 33mm	Goods	6 boxes * 24	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	150.00	• Technical Specification	
Paper Clip / Clip Paper, 50mm	Goods	5 boxes * 25	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	200.00	• Technical Specification	
Scissors, Symmetrical/Asymmetrical	Goods	2 pairs * 28	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	100.00	• Technical Specification	
Tape Dispenser, Table Top	Goods	1 pcs * 33	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	130.00	• Technical Specification	
Toilet Tissue Paper, 2 Ply	Goods	4 packs * 35	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	880.00	• Technical Specification	
Transparent Tape / Clear Tape, 2" x 50 yards	Goods	5 rolls * 37	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	410.00	• Technical Specification	
Sub-Total									19,275.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Ballpen, Blue	Goods	1 boxes * 2	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	95.00	• Technical Specification	
Dishwashing Liquid, at least 475 mL	Goods	5 btls	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	825.00		

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Dust Bin / Trash Bin / Trash Can, 50L	Goods	6 pcs * 14	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,450.00	• Technical Specification	
Garbage Bags / Trash Bags, Black, M	Goods	25 packs * 17	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,500.00	• Technical Specification	
Garbage Bags / Trash Bags, Black, S	Goods	25 packs * 18	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,375.00	• Technical Specification	
Glass Cleaner	Goods	7 btls * 19	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,750.00	• Technical Specification	
Paper Fastener, Plastic	Goods	5 boxes * 26	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	275.00	• Technical Specification	
Photo Paper, A4	Goods	2 packs * 27	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	540.00	• Technical Specification	
Sticker Paper, Matte	Goods	3 packs * 31	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	600.00	• Technical Specification	
Sticky Sheets Flags & Tabs / Sign Here Sticky Flags	Goods	5 pack * 32	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	275.00	• Technical Specification	
Tape, Double Sided, 1" x 10m	Goods	10 rolls	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	450.00		
White Folder / File Folder, Legal	Goods	201 pcs * 39	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,608.00	• Technical Specification	

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Sub-Total									12,743.00		
TOTAL BUDGET:									163,618.00		

* Please see attached specification

Prepared by:


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Date:



Date Generated: 10/07/2025

July 10
for Alycia M. Flores

Republic of the Philippines
VISAYAS STATE UNIVERSITY

SPECIFICATION

1. 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

2. Ballpen, Blue

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

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

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

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

- 12 pcs/box
- all metal
- binding capacity: at least 9.5mm

5. 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

6. Bond Paper, 70 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

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. 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

9. Buffet-Style Meals (for Breakfast)

- at least 1 serving of egg
- at least 2 of any but not limited to the following breakfast menu: ham, tocino, hotdog, chorizo, dried fish, bangus daing, sausage, corned beef, longganisa, meat loaf, bacon
- at least 1 serving of rice
- at least 1 serving of drinks
- with complete basic catering set-up

10. Buffet-Style Meals (for Lunch or Dinner)

- at least 1 serving of rice
- at least a combination of 2 main dishes of pork/beef/chicken/seafoods
- at least 1 serving of vegetables
- at least 1 serving of fruits or dessert
- at least 1 serving of drinks
- with complete basic catering set-up

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. Dishwashing Liquid, at least 475 mL

14. Dust Bin / Trash Bin / Trash Can, 50L

- at least 50 liters capacity
- durable plastic
- w/ swing-type cover

15. Fuel, Diesel

- good quality

16. Fuel, Gasoline

- green color
- good quality

17. Garbage Bags / Trash Bags, Black, M

- 20 pcs/pack
- with built-in tie
- biodegradable

18. Garbage Bags / Trash Bags, Black, S

- 20 pcs/pack
- with built-in tie
- biodegradable

19. Glass Cleaner

- 500mL/btl
- spray type

20. Hand Soap, Liquid

- 500 mL/bottle
- scented
- container: pump-type

21. Honorarium and tokens for resource person

Engagement of resource persons, honorariums and provision of tokens for invited speaker

22. Note Pad / Sticky Note, 2 x 3

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

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

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

24. Paper Clip / Clip Paper, 33mm

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

25. Paper Clip / Clip Paper, 50mm

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

26. Paper Fastener, Plastic

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

27. Photo Paper, A4

- A4 (8.25in x 11.75in)

- at least 200 gsm
- Type: Glossy
- 20 sheets/pack

28. Scissors, Symmetrical/Asymmetrical

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

29. Snacks

- one (1) serving of snacks
- one (1) serving of drinks
- packed in biodegradable materials

30. Split-Type Inverter Aircon – 1.0 HP (Green Procurement Compliant)

- Cooling Capacity: **9,000 – 10,000 kJ/hr**
 - DOE Certified Energy Efficient Model
 - **EER: ? 11.5 kJ/hW**
 - Power Supply: 220–240V / 60Hz, Single Phase
 - Inverter Compressor, Smart Remote / Wi-Fi Control, Digital Display, Timer & Sleep Mode
 - Refrigerant: R32 (eco-friendly) • Noise Level: ?45 dB • Warranty: 1 Year (Parts & Service)
- With Free Installation (includes 10 ft copper tubing & insulation, outdoor mounting brackets, drain hose, electrical wiring, and labor)**

31. Sticker Paper, Matte

- 100 sheets/pack

32. 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

33. Tape Dispenser, Table Top

- weight: at least 1.2 kg
- body made of molded plastic, smooth finish
- non-skid full base padding
- holds 24 mm (1") wide tapes with up to 75 mm core

34. Tape, Double Sided, 1" x 10m

35. 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

36. Training Expenses (Faculty/Staff Registration, Travel, etc.)

Staff participation in seminars, workshops, and conference.

(Registration, Travel Expenses, etc.)

37. Transparent Tape / Clear Tape, 2" x 50 yards

- 48 mm (2") width
- usable length: 50 yards
- base material: biaxially-oriented polypropylene

38. Travel Expenses (Faculty/Staff)

Official travel for university-related activities and coordination meetings

39. White Folder / File Folder, Legal

- size: Legal
- color: White
- 14 pts