SCAN HERE
PPMP-2025-1010-303023

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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01

☑ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Faculty of Natural and Mathematical Sciences**

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											
Electrical Wire, THHN / THWN, AWG 10 (5.5mm2), Stranded, Copper, 150 meters/box	Goods	1 boxes * 4	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	10,500.00	• Technical Specification	
Sub-Total									**10,500.00**		
Fuel & Lubricants											
Fuel, Diesel	Goods	40 liters * 6	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	02/2026	GF-MOOE	2,480.00	• Technical Specification	

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Fuel, Gasoline	Goods	35 liters * 7	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	02/2026	GF-MOOE	2,310.00	• Technical Specification	
Sub-Total									**4,790.00**		
Office Supplies											
Folder, Expanded, Long (Light Blue)	Goods	7 pcs	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	210.00		
Sub-Total									**210.00**		
IT Supplies and Equipment											
Ink, Epson 003,Genuine Black 65mL	Goods	8 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,040.00		
Ink, EPSON 003,Genuine Cyan 65mL	Goods	10 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	4,000.00		
Ink, EPSON 003,Genuine Magenta 65mL	Goods	10 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	4,000.00		
Ink, EPSON 003,Genuine Yellow 65mL	Goods	10 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	4,000.00		
Sub-Total									**15,040.00**		
Miscellaneous Expenses											

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Contingency Fund (FNMS)	Goods	1 unit * 3	NP - Emergency Cases	No	01/2026	01/2026	02/2026	GF-MOOE	24,267.04	• Technical Specification • Market Scoping Checklist	
Honorarium of speaker, Travel Expenses, Tokens/Rewards, Accommodation	Goods	1 unit * 9	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	03/2026	GF-MOOE	25,000.00	• Technical Specification • Market Scoping Checklist	
In-house trainings and workshops	Goods	1 unit * 10	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	03/2026	GF-MOOE	20,000.00	• Technical Specification • Market Scoping Checklist	
Official travel for university related activities and coordination meetings	Goods	1 lot * 18	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	03/2026	GF-MOOE	10,000.00	• Technical Specification • Market Scoping Checklist	
Participarion to trainings, seminars,workshop,conferences and others (registration, travel expenses,	Goods	1 unit * 20	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	03/2026	GF-MOOE	30,210.00	• Technical Specification • Market Scoping Checklist	
VSU Anniversary booth Creation (Materials and Labors)	Goods	1 unit * 29	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	03/2026	GF-MOOE	10,000.00	• Technical Specification • Market Scoping Checklist	
Sub-Total									**119,477.04**		
Common-Use Supplies & Equipment (CSE)											

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Bond Paper, 80 gsm, A4	Goods	15 reams * 1	NP -Agency toAgency	No	01/2026	01/2026	03/2026	GF-MOOE	4,125.00	• Technical Specification	
Bond Paper, 80 gsm, Long	Goods	13 reams * 2	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	3,965.00	• Technical Specification	
Index Tab	Goods	2 boxes * 11	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	250.00	• Technical Specification	
Masking Tape, 1" x 25 yards	Goods	4 rolls * 16	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	220.00	• Technical Specification	
Note Pad / Sticky Note, 2 x 3	Goods	6 pads * 17	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	150.00	• Technical Specification	
Stamp Pad Ink	Goods	8 boxes * 23	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	600.00	• Technical Specification	
Staple Wire, Standard	Goods	10 boxes * 24	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	450.00	• Technical Specification	
Sticker Paper, high gloss A4 size, 50 sheets/pack	Goods	1 pack	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	400.00		
Toilet Tissue Paper, 2 Ply	Goods	1 packs * 28	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	220.00	• Technical Specification	
Sub-Total									**10,380.00**		
Non-Common-Use Supplies and Equipment (Non-CSE)											

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Garbage Bags / Trash Bags, Black,L	Goods	7 packs * 8	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	420.00	• Technical Specification	
Paper Fastener, Plastic	Goods	5 boxes * 19	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	275.00	• Technical Specification	
Photo Paper, A4	Goods	5 packs * 21	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,350.00	• Technical Specification	
Sign Pen, Extra Fine Tip, Blue	Goods	1 boxes * 22	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	295.00	• Technical Specification	
Sticky Sheets Flags & Tabs / Sign Here Sticky Flags	Goods	12 pack * 26	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	660.00	• Technical Specification	
Tape, Double Sided, 1" x 10m	Goods	5 rolls	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	225.00		
Sub-Total									**3,225.00**		
								TOTAL BUDGET:	**163,622.04**		

* Please see attached specification

Prepared by: [signature]
JONAROSE L. ALLOSO
Job Order
FNMS
Date: 10/13/2025

Submitted by: [signature]
REV RHIZZA L. AURE
Associate Professor V
FNMS
Date: 10/13/2025

Date Generated: **10/10/2025**

Republic of the Philippines
VISAYAS STATE UNIVERSITY

SPECIFICATION

1. 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

2. 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

3. Contingency Fund (FNMS)

Contingency Fund for unforeseen expenses

4. Electrical Wire, THHN / THWN, AWG 10 (5.5mm2), Stranded, Copper, 150 meters/box

- **Type**: THHN/THWN, Building Wire
- **Gauge**: AWG 10 (5.5mm²)
- **Stranding**: Stranded with Nylon Insulation
- **Length**: 150 meters/box
- **Certification**: UL listed

5. Folder, Expanded, Long (Light Blue)

6. Fuel, Diesel

- good quality

7. Fuel, Gasoline

- green color
- good quality

8. Garbage Bags / Trash Bags, Black, L

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

9. Honorarium of speaker, Travel Expenses, Tokens/Rewards, Accommodation

Honorarium of speaker, Travel Expenses, Tokens/Rewards, Accommodation

10. In-house trainings and workshops

In-house trainings and workshops

For:

Travel Expenses

Accommodation

Registration

11. Index Tab

- transparent
- self-adhesive
- 5 sets/box

12. Ink, Epson 003,Genuine Black 65mL
13. Ink, EPSON 003,Genuine Cyan 65mL
14. Ink, EPSON 003,Genuine Magenta 65mL
15. Ink, EPSON 003,Genuine Yellow 65mL
16. Masking Tape, 1" x 25 yards

- 24 mm (1") width
- usable length: 25 yards

17. Note Pad / Sticky Note, 2 x 3

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

18. Official travel for university related activities and coordination meetings

Official travel for university related activities and coordination meetings

Travel Expenses

Accommodation

Registration

19. Paper Fastener, Plastic

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

20. Participarion to trainings, seminars,workshop,conferences and others (registration, travel expenses,

Participation to trainings, seminars, workshop, conferences and others

For:

Travel Expenses

Accommodation

Registration

21. Photo Paper, A4

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

22. 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

23. Stamp Pad Ink

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

24. Staple Wire, Standard

- size: #35 / 26/6
- 5,000 staples/box
- chisel points
- galvanized wire staples

25. Sticker Paper, high gloss A4 size, 50 sheets/pack
26. 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

27. Tape, Double Sided, 1" x 10m
28. 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

29. VSU Anniversary booth Creation (Materials and Labors)

VSU Anniversary Booth Creation

Materials- 7,500

Labor wages-2,500