



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

SCAN HERE



PPMP-2025-1008-302292

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **College of Medicine**

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)		
Transportation											
Travelling Expenses	Goods	1 unit * 42	Direct Acquisition	No	01/2026	01/2026	02/2026	GF-MOOE	40,000.00	• Technical Specification	
Sub-Total									40,000.00		
Fuel & Lubricants											
Fuel, Diesel	Goods	500 liters * 14	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	02/2026	GF-MOOE	31,000.00	• Technical Specification	
Sub-Total									31,000.00		
Office Supplies											

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Ballpen, Blue 0.5mm Gel	Goods	5 Box of 12's	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,400.00		
Dinner Plate, White	Goods	10 pc * 5	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	990.00	• Technical Specification	
Drinking Glass	Goods	10 pc * 8	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	700.00	• Technical Specification	
Envelope, Documentary, Brown, 150 lbs, Long	Goods	20 pc	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	200.00		
Mug	Goods	10 pc * 23	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,000.00	• Technical Specification	
Sub-Total									5,290.00		
Office Equipment and Appliances											
Microwave oven	Goods	1 unit * 21	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	6,500.00	• Technical Specification	
Sub-Total									6,500.00		
Office Equipment											
Ink, Epson 003, Genuine Black 65mL	Goods	19 btl	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	7,220.00		
Ink, EPSON 003, Genuine Cyan 65mL	Goods	5 btl	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	2,000.00		

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Ink, EPSON 003, Genuine Magenta 65mL	Goods	5 btl	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	2,000.00		
Ink, EPSON 003, Genuine Yellow 65mL	Goods	5 btl	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	2,000.00		
Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)	Goods	1 unit * 32	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	11,000.00	• Technical Specification	
Sub-Total									24,220.00		
IT Supplies and Equipment											
Water Dispenser – Mid-Range Floor Standing Model	Goods	1 unit * 43	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	10,000.00	• Technical Specification	
Sub-Total									10,000.00		
Miscellaneous Expenses											
Miscellaneous Expenses	Goods	1 lot * 22	Direct Acquisition	No	01/2026	01/2026	02/2026	GF-MOOE	5,000.00	• Technical Specification	
Training Expenses (Faculty/Staff Registration, Travel, etc.)	Goods	1 lot * 39	Direct Acquisition	No	01/2026	01/2026	02/2026	GF-MOOE	20,000.00	• Technical Specification	
Sub-Total									25,000.00		
Common-Use Supplies & Equipment (CSE)											
Alcohol, Ethyl, 500mL	Goods	5 btl * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	500.00	• Technical Specification	

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Bond Paper, 80 gsm, A4	Goods	25 reams * 3	NP -Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	6,875.00	• Technical Specification	
Bond Paper, 80 gsm, Long	Goods	3 reams * 4	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	915.00	• Technical Specification	
Fluorescent Marker / Highlighter Pen, Yellow	Goods	5 pcs * 13	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	250.00	• Technical Specification	
Note Pad / Sticky Note, 2 x 3	Goods	10 pads * 24	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	250.00	• Technical Specification	
Note Pad / Sticky Note, 3 x 4	Goods	10 pads * 25	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	350.00	• Technical Specification	
Pencil, Lead/Graphite, with Eraser	Goods	1 boxes * 26	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	135.00	• Technical Specification	
Pressboard Folder, Blue, Legal	Goods	20 pcs * 30	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	600.00	• Technical Specification	
Pressboard Folder, Green, Legal	Goods	20 pcs * 31	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	600.00	• Technical Specification	
Record Book, 300 pages	Goods	5 pcs * 33	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	750.00	• Technical Specification	
Scissors, Symmetrical/Asymmetrical	Goods	3 pairs * 34	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	150.00	• Technical Specification	

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Staple Remover / Staple Wire Remover	Goods	1 pcs * 35	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	75.00	• Technical Specification	
Staple Wire, Standard	Goods	5 boxes * 36	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	225.00	• Technical Specification	
Stapler, Standard Type	Goods	1 pcs * 37	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	550.00	• Technical Specification	
Transparent Tape / Clear Tape, 1" x 50 yards	Goods	3 rolls * 40	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	135.00	• Technical Specification	
Transparent Tape / Clear Tape, 2" x 50 yards	Goods	3 rolls * 41	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	246.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Black	Goods	5 pcs * 46	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	375.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Blue	Goods	5 pcs * 47	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	375.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Red	Goods	5 pcs * 48	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	375.00	• Technical Specification	
Sub-Total									13,731.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Dishwashing Paste, at least 400 g	Goods	4 pcs	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	320.00		

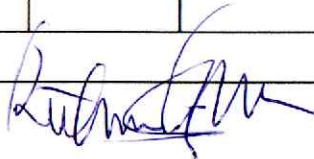
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Double-Sided Tape	Goods	1 rolls * 7	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	225.00	• Technical Specification	
Empty Water Bottle (Round, Blue)	Goods	3 pc * 9	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	750.00	• Technical Specification	
Expanding Envelope, Legal, Blue	Goods	10 pcs * 11	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	250.00	• Technical Specification	
Expanding Envelope, Legal, Green	Goods	10 pcs * 12	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	250.00	• Technical Specification	
Garbage Bags / Trash Bags, Black, M	Goods	5 packs * 15	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	300.00	• Technical Specification	
Magazine Box / Data File Box / Datafiler, Single, Black	Goods	5 pcs * 20	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,315.00	• Technical Specification	
Permanent Marker / Permanent Pen, Black, Broad	Goods	5 pcs * 27	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	250.00	• Technical Specification	
Permanent Marker / Permanent Pen, Blue, Broad	Goods	5 pcs * 28	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	250.00	• Technical Specification	
Permanent Marker / Permanent Pen, Red, Broad	Goods	5 pcs * 29	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	250.00	• Technical Specification	
Sticky Sheets Flags & Tabs / Sign Here Sticky Flags	Goods	3 pack * 38	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	165.00	• Technical Specification	

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White Folder / File Folder, Legal	Goods	10 pcs * 44	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	80.00	• Technical Specification	
White Folder / File Folder, Short	Goods	10 pcs * 45	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	70.00	• Technical Specification	
Whiteboard, Wall Mount, 3' x 6' (90 cm x 180 cm)	Goods	1 pcs * 49	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,400.00	• Technical Specification	
Sub-Total									7,875.00		
TOTAL BUDGET:									163,616.00		

* Please see attached specification

Prepared by: 
NOVEMARIE C. CLAVERIA
 Job Order
 CM

Date: 10/8/25

Submitted by: 
ROXANNE J. BONGON
 Professor II
 CM

Date: 10/8/25



Date Generated: **10/08/2025**

