



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

PPMP-2026-100325-0285 (Project Code: C&O-2026) original



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01
☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**
End-user or Implementing Unit: Cashiering 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 Supplies											
Pen, Sign, .5mm, Gel-type, Blue	Goods	60 piece	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,100.00		
Pen, Sign, .5mm, Gel-type, Red	Goods	30 piece	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,050.00		
Sub-Total									3,150.00		
Office Equipment											
Epson 001 ink, Black, 127ml, Genuine	Goods	2 btl	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	1,200.00		
Epson 001 ink, Cyan, Genuine	Goods	1 btl	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	455.00		

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Epson 001 ink, Magenta, Genuine	Goods	1 blis	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	455.00		
Epson 001 ink, Yellow, Genuine	Goods	1 blis	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	455.00		
Ribbon Cartridge EPSON LX-310	Goods	13 pcs	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	2,600.00		
USB Flash Drive 16GB capacity	Goods	10 pcs * 33	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	10,000.00	* Technical Specification	
Sub-Total									15,165.00		
IT Supplies and Equipment											
Desktop Computer for Basic Users	Goods	1 set * 7	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	45,000.00	* Technical Specification	
Ink, Epson 003, Genuine Black 65ml	Goods	30 bl	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	11,400.00		
Ink, EPSON 003, Genuine Cyan 65ml	Goods	10 bl	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	4,000.00		
Ink, EPSON 003, Genuine Magenta 65ml	Goods	10 bl	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	4,000.00		
Ink, EPSON 003, Genuine Yellow 65ml	Goods	10 bl	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	4,000.00		
Sub-Total									68,400.00		
Miscellaneous Expenses											
Contingency Fund Cao	Goods	1 lot	NP - Emergency Cases	No	01/2026	01/2026	02/2026	GF-MOOE	20,000.00		

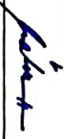
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Sub-Total									20,000.00		
Common-Use Supplies & Equipment (CSE)											
Alcohol, Ethyl, 1 Gallon	Goods	3 gallons * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,070.00	• Technical Specification	
Bond Paper, 80 gsm, A4	Goods	135 reams * 2	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	37,125.00	• Technical Specification	
Bond Paper, 80 gsm, Long	Goods	130 reams * 3	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	39,650.00	• Technical Specification	
Correction Tape	Goods	30 pcs * 6	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,260.00	• Technical Specification	
Note Pad / Sticky Note, 2 x 3	Goods	5 pads * 18	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	125.00	• Technical Specification	
Note Pad / Sticky Note, 3 x 3	Goods	7 pads * 19	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	210.00	• Technical Specification	
Paper Clip / Clip Paper, 33mm	Goods	20 boxes * 20	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	500.00	• Technical Specification	
Paper Clip / Clip Paper, 50mm	Goods	20 boxes * 21	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	800.00	• Technical Specification	
Plastic Twine	Goods	6 rolls * 26	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	600.00	• Technical Specification	

PPMP-2026-100325-0255 (Project Code: C-0-2026) original

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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)		
Rubber Band, No. 18	Goods	10 boxes * 28	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,300.00	• Technical Specification	
Stamp Pad Ink	Goods	10 boxes * 29	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	750.00	• Technical Specification	
Staple Wire, Standard	Goods	15 boxes * 30	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	675.00	• Technical Specification	
Stapler, Standard Type	Goods	2 pcs * 31	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,100.00	• Technical Specification	
Transparent Tape / Clear Tape, 1" x 50 yards	Goods	9 rolls * 32	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	405.00	• Technical Specification	
Sub-Total									87,570.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Bundy Clock Time Card	Goods	2 pack of 100's * 4	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	500.00	• Technical Specification	
Dishwashing Liquid, at least 475 mL	Goods	5 blts	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	825.00		
Garbage Bags / Trash Bags, Black, L	Goods	10 packs * 13	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	600.00	• Technical Specification	

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Paper Fastener, Plastic	Goods	30 boxes * 22	Small Value Procurement †	No	01/2026	01/2026	03/2026	GF-MOOE	1,650.00	• Technical Specification	
Photo Paper, A4	Goods	2 packs * 25	Small Value Procurement †	No	01/2026	01/2026	03/2026	GF-MOOE	540.00	• Technical Specification	
White Folder / File Folder, Legal	Goods	200 pcs * 34	Small Value Procurement †	No	01/2026	01/2026	03/2026	GF-MOOE	1,600.00	• Technical Specification	
Sub-Total									5,715.00		
TOTAL BUDGET:									200,000.00		

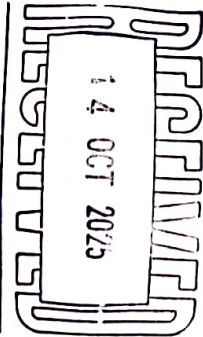
* Please see attached specification

Prepared by: 
LIAENIVE N. VALENZONA
Job Order
Cao

Date: _____

Submitted by: 
QUEEN MARY KATAPAN
Supervising Administrative Officer
Cao

Date: _____



Date Generated: 10/06/2025

for supply list process.

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. Bond Paper, 80 gsm, A4

- 500 sheets/ream
- lint-free, bright white paper
- acid-free
- manufacturer should be ISO 9001:2015 (Quality Management System) certified

3. 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

4. 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

5. Contingency Fund CAO

6. Correction Tape

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

7. Desktop Computer for Basic Users

Specifications:

- Processor: Intel Core i3 (11th Gen or higher) / AMD Ryzen 3 equivalent, quad-core, 3.0GHz with integrated graphics
- Memory: 8GB DDR4 RAM, expandable to 16GB
- Storage: 256GB SSD (NVMe preferred); optional 1TB HDD
- Motherboard: Compatible with CPU; 4x USB (2xUSB 3.0), HDMI/VGA, LAN, audio ports
- Graphics: Integrated (Intel UHD / AMD Vega or better)
- Monitor: 19" LED/LCD (min. 1366x768) or 21"-22" Full HD preferred
- Peripherals: USB Keyboard & Mouse (wired)
- Operating System: Licensed Windows 11 Pro (64-bit)
- Productivity Suite: MS Office (or equivalent)
- Connectivity: Gigabit LAN; Wi-Fi ready (if available)
- Power Supply: 7300W, 80 PLUS certified (or equivalent quality)
- Included: 650VA Line-Interactive UPS (Overload & surge protection, automatic voltage regulation, 10-15 mins backup time)
- Warranty: Minimum 1 year parts & service, on-site support
- Packaging: User manual, warranty card, recyclable packaging
- Energy-efficient & DOE-compliant components

8. Dishwashing Liquid, at least 475 mL

9. Epson 001 ink, Black, 127ml, Genuine

10. Epson 001 ink, Cyan, Genuine

11. Epson 001 ink, Magenta, Genuine

12. Epson 001 ink, Yellow, Genuine

13. Garbage Bags / Trash Bags, Black, L

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

14. Ink, Epson 003, Genuine Black 65mL

15. Ink, EPSON 003, Genuine Cyan 65mL

16. Ink, EPSON 003, Genuine Magenta 65mL

17. Ink, EPSON 003, Genuine Yellow 65mL

18. Note Pad / Sticky Note, 2 x 3

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

19. Note Pad / Sticky Note, 3 x 3

- 3 x 3 inches (76 x 76 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. Pen, Sign, .5mm, Gel-type, Blue

24. Pen, Sign, .5mm, Gel-type, Red

25. Photo Paper, A4

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

26. Plastic Twine

- 1 kg/roll
- breaking strength: at least 25 kg
- black color

27. Ribbon Cartridge EPSON LX-310

28. Rubber Band, No. 18

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

29. Stamp Pad Ink

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

30. Staple Wire, Standard

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

31. Stapler, Standard Type

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

- ergonomic style

32. Transparent Tape / Clear Tape, 1" x 50 yards

- 24 mm (1") width
- usable length: 50 yards
- base material: biaxially-oriented polypropylene

33. USB Flash Drive 16GB capacity

- Storage Capacity 16GB
- Interface USB 3.0
- USB Connector USB Type-A
- Operating Temperature 0°C to 60°C
- System Compatibility Windows 7, 8, 10
- Mac OS: 10.x and above
- Operating Voltage: 4.5–5.5 VDC

34. White Folder / File Folder, Legal

- size: Legal
- color: White
- 14 pts