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PPMP-2025-0331-263857

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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 00

☐ INDICATIVE ☑ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Admissions Office**

PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS			
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)**	**Attached Supporting Documents**	**Remarks**
Transportation											
Travelling Expenses	Goods	5 unit * 34	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	200,000.00	• Technical Specification	
Sub-Total									**200,000.00**		
Fuel & Lubricants											
Diesel	Goods	400 liters	NP - Agency to Agency	No	01/2026	01/2026	02/2026	STF-MOOE	26,000.00		
Sub-Total									**26,000.00**		
Office Supplies											

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Dinner Plate, White	Goods	12 pc * 6	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	03/2026	STF-MOOE	1,188.00	• Technical Specification	
Drinking Glass	Goods	12 pc * 8	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	03/2026	STF-MOOE	840.00	• Technical Specification	
Window Speaker Dual-Way Intercom System for Office	Goods	2 pc * 37	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	10,000.00	• Technical Specification • Market Scoping Checklist	
Sub-Total									**12,028.00**		
Office Furniture & Fixture											
4 Seater Sofa	Goods	1 pc * 1	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	03/2026	STF-MOOE	25,000.00	• Technical Specification	
Executive Leather Office Chair	Goods	6 unit * 11	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	72,000.00	• Technical Specification	
Mid-Range Office Table	Goods	4 unit * 18	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	40,000.00	• Technical Specification	
Senior Executive Office Table (L-Shape)	Goods	1 unit * 23	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	45,000.00	• Technical Specification	

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Steel Cabinet Open Type / Standard Boltless Racks	Goods	1 unit * 28	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	9,500.00	• Technical Specification	
Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,	Goods	1 pc * 29	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	12,000.00	• Technical Specification	
Sub-Total									**203,500.00**		
Office Equipment and Appliances											
Split-Type Inverter Aircon – 1.5 HP (Green Procurement Compliant)	Goods	1 set * 26	Small Value Procurement	No	01/2026	01/2026	04/2026	STF-MOOE	45,000.00	• Technical Specification	
Water Dispenser, Cabinet type	Goods	1 pc * 36	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	04/2026	STF-MOOE	10,000.00	• Technical Specification	
Sub-Total									**55,000.00**		
Office Equipment											
Computer Monitor, 27" IPS, 4K (3840 x 2160)	Goods	1 unit * 3	Small Value Procurement	No	01/2026	01/2026	04/2026	STF-MOOE	20,000.00	• Technical Specification	
External Hard Disk Drive (Portable, 1TB), USB 3.1	Goods	1 unit * 13	Small Value Procurement	No	01/2026	01/2026	04/2026	STF-MOOE	3,500.00	• Technical Specification	
Wireless Mouse	Goods	1 pcs * 38	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	04/2026	STF-MOOE	500.00	• Technical Specification	

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Sub-Total									**24,000.00**		
Food and Services											
Packed Meals (for Lunch or Dinner)	Goods	150 pax * 21	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	02/2026	STF-MOOE	33,000.00	• Technical Specification	
Snacks AM	Goods	150 set * 24	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	02/2026	STF-MOOE	12,000.00	• Technical Specification	
Snacks PM	Goods	150 packs * 25	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	02/2026	STF-MOOE	12,000.00	• Technical Specification	
Sub-Total									**57,000.00**		
IT Supplies and Equipment											
UPS, 1000 VA	Goods	1 unit * 35	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	03/2026	STF-MOOE	7,000.00	• Technical Specification	
Sub-Total									**7,000.00**		
Miscellaneous Expenses											
Miscellaneous Expenses	Goods	1 lot * 19	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	5,000.00	• Technical Specification	

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Sub-Total									**5,000.00**		
Common-Use Supplies & Equipment (CSE)											
Correction Tape	Goods	6 pcs * 4	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	252.00	• Technical Specification	
Dust Pan	Goods	3 pcs * 10	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	360.00	• Technical Specification	
Hand Soap, Liquid	Goods	6 btls * 16	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	1,170.00	• Technical Specification	
Note Pad / Sticky Note, 3 x 4	Goods	6 pads * 20	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	210.00	• Technical Specification	
Rubber Band, No. 18	Goods	1 boxes * 22	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	230.00	• Technical Specification	
Staple Remover / Staple Wire Remover	Goods	6 pcs * 27	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	450.00	• Technical Specification	
Sticker Paper, high gloss A4 size, 50 sheets/pack	Goods	2 pack	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	800.00		
Transparent Tape / Clear Tape, 1" x 50 yards	Goods	6 rolls * 33	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	270.00	• Technical Specification	
Sub-Total									**3,742.00**		

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Non-Common-Use Supplies and Equipment (Non-CSE)											
Certificate Holder, A4	Goods	15 pcs * 2	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	825.00	• Technical Specification	
Doormat / Foot Rugs / Basahan	Goods	12 pcs * 7	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	1,200.00	• Technical Specification	
Dust Bin / Trash Bin / Trash Can, 50L	Goods	3 pcs * 9	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	1,725.00	• Technical Specification	
Expanding Envelope, Legal, Blue	Goods	12 pcs * 12	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	300.00	• Technical Specification	
Garbage Bags / Trash Bags, Black, L	Goods	6 packs * 14	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	360.00	• Technical Specification	
Glass Cleaner	Goods	6 btls * 15	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	1,500.00	• Technical Specification	
Liquid Bleach	Goods	1 gallon * 17	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	210.00	• Technical Specification	
Sticky Sheets Flags & Tabs / Sign Here Sticky Flags	Goods	6 pack * 31	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	330.00	• Technical Specification	
Tape, Double Sided, 1" x 10m	Goods	4 rolls	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	180.00		
Sub-Total									**6,630.00**		

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							TOTAL BUDGET:			599,900.00	

* Please see attached specification

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