



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

SCAN HERE



PPMP-2025-1007-301870

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

☐ INDICATIVE ☒ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Performance Management and Rewards & Recognition 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 Equipment and Appliances											
Electric fan	Goods	1 pc * 16	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	2,500.00	• Technical Specification	
Sub-Total									2,500.00		
Office Equipment											
Computer Keyboard USB	Goods	2 pcs * 7	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	700.00	• Technical Specification	
Ink, Epson 003,Genuine Black 65mL	Goods	7 btl	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	2,660.00		

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Ink, EPSON 003, Genuine Cyan 65mL	Goods	6 btl	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	2,400.00		
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		
Sub-Total									9,760.00		
Awards & Tokens											
Diploma folder, yellow, with VSU logo, for certificates of recognition	Goods	100 pcs	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	10,000.00		
Printing of Loyalty Certificates for Loyalty Award - colored including paper - Cryogen white 120g	Goods	100 pcs	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	4,000.00		
Sub-Total									14,000.00		
Hardware											
Paint Brush, 3"	Goods	2 pc	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	190.00		
Sub-Total									190.00		
IT Supplies and Equipment											
Computer Mouse, Wired	Goods	2 pieces * 8	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	420.00	• Technical Specification	

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Sub-Total									420.00		
Miscellaneous Expenses											
Contingency Fund 2026	Goods	2 lot	Direct Acquisition	No	01/2026	01/2026	02/2026	GF-MOOE	14,230.00		
Travel Expenses (Faculty/Staff)	Goods	1 lot * 34	Direct Acquisition	No	01/2026	01/2026	02/2026	GF-MOOE	10,000.00	• Technical Specification	
Sub-Total									24,230.00		
Common-Use Supplies & Equipment (CSE)											
Air Freshener, Aerosol type	Goods	2 cans * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	590.00	• Technical Specification	
Alcohol, Ethyl, 500mL	Goods	5 btls * 2	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	500.00	• Technical Specification	
Binder Clips / Backfold Clips, 1-1/4" (approx. 32 mm)	Goods	2 boxes * 4	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	74.00	• Technical Specification	
Binder Clips / Backfold Clips, 1" (approx. 25 mm)	Goods	4 boxes * 5	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	104.00	• Technical Specification	
Bond Paper, 80 gsm, A4	Goods	15 reams * 6	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	4,125.00	• Technical Specification	
Detergent Powder, 1 kilogram	Goods	5 packs * 11	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	700.00	• Technical Specification	

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Disinfectant Spray	Goods	4 can * 14	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,912.00	• Technical Specification	
Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	Goods	5 btls	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	800.00		
Hand Soap, Liquid	Goods	3 btls * 19	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	585.00	• Technical Specification	
Pressboard Folder, Green, Legal	Goods	50 pcs * 26	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,500.00	• Technical Specification	
Record Book, 300 pages	Goods	2 pcs * 28	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	300.00	• Technical Specification	
Stamp Pad Ink	Goods	3 boxes * 30	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	225.00	• Technical Specification	
Stapler, Standard Type	Goods	1 pcs * 31	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	550.00	• Technical Specification	
Toilet Tissue Paper, 2 Ply	Goods	2 packs * 33	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	440.00	• Technical Specification	
Sub-Total									12,405.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Bathroom Deodorizer	Goods	5 pcs * 3	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	450.00	• Technical Specification	

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Dater Stamp / Date Stamp, with "RECEIVED"	Goods	1 pcs * 10	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	454.00	• Technical Specification	
Dishwashing Liquid, at least 475 mL	Goods	4 btls	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	660.00		
Dust Bin / Trash Bin / Trash Can, 15L	Goods	1 pcs * 15	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	265.00	• Technical Specification	
Glass Cleaner	Goods	2 btls * 17	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	500.00	• Technical Specification	
Magazine Box / Data File Box / Datafiler, Double, Black	Goods	10 pcs * 24	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	4,080.00	• Technical Specification	
Sign Pen, Extra Fine Tip, Blue	Goods	15 boxes * 29	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	4,425.00	• Technical Specification	
Tape, Double Sided, 1" x 10m	Goods	3 rolls	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	135.00		
White Folder / File Folder, Legal	Goods	50 pcs * 35	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	400.00	• Technical Specification	
Sub-Total									11,369.00		
TOTAL BUDGET:									74,874.00		

* Please see attached specification

Prepared by: _____
MA. FE L. GAYANILO
Administrative Officer II
PMRRO

Date: _____

Submitted by: _____
MA. FE L. GAYANILO
Administrative Officer II
PMRRO

Date: _____

Date Generated: **10/07/2025**

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SPECIFICATION

1. Air Freshener, Aerosol type

- net content: at least 300 mL
- clean and refreshing scent

2. Alcohol, Ethyl, 500mL

- 70% (± 2) v/v Ethanol (Ethyl Alcohol)
- Volume (min.): 500ml
- Colorless clear liquid
- Cap: Flip-top/pull-up/twist cap
- Scented
- Brand, formulation, indications and precautions must be engraved/ embossed/ printed/ thermally adhered on the bottle

3. Bathroom Deodorizer

- with holder
- at least 100g
- any scent

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

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

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

- 12 pcs/box
- all metal

- binding capacity: at least 9.5mm

6. 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

7. Computer Keyboard USB

- **Type:** Standard Keyboard with 104 Keys
- **Connection:** USB
- **Key Caps:** Low profile
- **Key Noise:** Minimum
- **Key Layout:** Laser printed
- **Design:** Spill resistant

8. Computer Mouse, Wired

- **Connectivity:** USB Port
- **Sensor:** Optical
- **DPI:** 1600
- **Work Method:** Wired
- **Buttons:** Left button, middle button, right button
- **Scroll Wheel:** Two-way
- **Design Highlights:**
 - Easy installation
 - 1600 DPI high-definition tracking engine
 - Anti-slip scroll wheel
 - Full-size, ambidextrous design

9. Contingency Fund 2026

10. Dater Stamp / Date Stamp, with "RECEIVED"

- self-ink dater
- dimension: approx. 5 x 7 x 12 cm

11. Detergent Powder, 1 kilogram

- at least 1 kilogram as packed
- with scent

12. Diploma folder, yellow, with VSU logo, for certificates of recognition**13. Dishwashing Liquid, at least 475 mL****14. Disinfectant Spray**

- aerosol type
- at least 340g/can
- clean and refreshing scent
- active ingredients should be indicated on the label

15. Dust Bin / Trash Bin / Trash Can, 15L

- at least 15 liters capacity
- durable plastic
- w/ swing-type cover

16. Electric fan**Electric Stand Fan Features**

- **Type:** Stand Fan
- **Blade Size:** 16 inches
- **Blade Material:** Metal
- **Height Adjustment:** Adjustable
- **Speed Settings:** Three-speed controller

17. Glass Cleaner

- 500mL/btl
- spray type

18. Hand Sanitizer, Gel, Antibacterial, push-type, 250mL**19. Hand Soap, Liquid**

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

20. Ink, Epson 003,Genuine Black 65mL**21. Ink, EPSON 003,Genuine Cyan 65mL****22. Ink, EPSON 003,Genuine Magenta 65mL****23. Ink, EPSON 003,Genuine Yellow 65mL****24. Magazine Box / Data File Box / Datafiler, Double, Black**

- horizontal
- Made with thick chipboard and Arlin book binding cover for a matte finish
- Includes label insert and finger hole mechanism for easier handling
- Size: 15 ½" x 9 ½" x 8 ½"(L x H x W)

25. Paint Brush, 3"**26. Pressboard Folder, Green, Legal**

- US type
- made of sturdy material

27. Printing of Loyalty Certificates for Loyalty Award - colored including paper - Cryogen white 120g**28. Record Book, 300 pages**

- 55 gsm
- thickness of leaves: at least 0.07 mm
- size of cover: at least 278 mm x 214 mm (L x W)
- cover material: laminated chipboard
- durable smyth sewn binding
- non-blot

29. 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

30. Stamp Pad Ink

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

31. Stapler, Standard Type

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

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

33. 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

34. Travel Expenses (Faculty/Staff)

Official travel for university-related activities and coordination meetings

35. White Folder / File Folder, Legal

- size: Legal
- color: White

- 14 pts