



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

SCAN HERE



PPMP-2025-1007-302061

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 07

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Planning 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											
Ink, Epson 003, Genuine Black 65mL	Goods	2 btl	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	760.00		
Ink, EPSON 003, Genuine Cyan 65mL	Goods	2 btl	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	800.00		
Ink, EPSON 003, Genuine Magenta 65mL	Goods	2 btl	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	800.00		
Ink, EPSON 003, Genuine Yellow 65mL	Goods	2 btl	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	800.00		
Sub-Total									3,160.00		
Food and Services											

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)		
Snacks	Goods	550 pax * 12	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	44,000.00	• Technical Specification	
Sub-Total									44,000.00		
Common-Use Supplies & Equipment (CSE)											
Binder Clips / Backfold Clips, 1-1/4" (approx. 32 mm)	Goods	3 boxes * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	111.00	• Technical Specification	
Binder Clips / Backfold Clips, 2" (approx. 50 mm)	Goods	3 boxes * 2	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	246.00	• Technical Specification	
Bond Paper, 70 gsm, A4	Goods	10 reams * 3	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,400.00	• Technical Specification	
Paper Clip / Clip Paper, 33mm	Goods	2 boxes * 9	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	50.00	• Technical Specification	
Paper Clip / Clip Paper, 50mm	Goods	5 boxes * 10	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	200.00	• Technical Specification	
Staple Wire, Standard	Goods	2 boxes * 13	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	90.00	• Technical Specification	
Stapler, Standard Type	Goods	1 pcs * 14	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	550.00	• Technical Specification	
Sub-Total									3,647.00		

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)		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Magazine Box / Data File Box / Datafiler, Single, Black	Goods	5 pcs * 8	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,315.00	• Technical Specification	
Paper Fastener, Plastic	Goods	2 boxes * 11	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	110.00	• Technical Specification	
Sub-Total									1,425.00		
TOTAL BUDGET:									52,232.00		

* Please see attached specification

Prepared by:

[Signature]
EDELINA B. MOLINA
 Planning Officer II
 PO

Date:

10/7/25

Submitted by:

[Signature]
TONI MARC L. DARGANTES
 Planning Officer III
 PO

Date:

10/7/2025

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

July 2025
for AYCHA M. Flores

Republic of the Philippines
VISAYAS STATE UNIVERSITY

SPECIFICATION

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

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

2. Binder Clips / Backfold Clips, 2" (approx. 50 mm)

- 12 pcs/box
- all metal
- binding capacity: at least 19mm

3. Bond Paper, 70 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

4. Ink, Epson 003,Genuine Black 65mL

5. Ink, EPSON 003,Genuine Cyan 65mL

6. Ink, EPSON 003,Genuine Magenta 65mL

7. Ink, EPSON 003,Genuine Yellow 65mL

8. Magazine Box / Data File Box / Datafiler, Single, Black

- horizontal
- Made with thick chipboard and Arlin (semi-rough texture) book binding cover for a matte finish
- Includes label insert and finger hole mechanism for easier handling
- Size: 15 ½" x 9 ½" x 4 5/8" (L x H x W)

9. Paper Clip / Clip Paper, 33mm

- vinyl/plastic coated
- size: 33mm
- assorted colors
- 100 pcs/box

10. Paper Clip / Clip Paper, 50mm

- vinyl/plastic coated
- size: 50mm
- assorted colors
- 100 pcs/box

11. Paper Fastener, Plastic

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

12. Snacks

- one (1) serving of snacks
- one (1) serving of drinks
- packed in biodegradable materials

13. Staple Wire, Standard

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

14. Stapler, Standard Type

- heavy duty stapler

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