



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

SCAN HERE



PPMP-2025-1009-302808

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01

☐ INDICATIVE ☒ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Project and Development**

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	Recommend ed Mode of Procurement	Pre-Procurement Conference (Yes/No)	Start of Procurement Activity	End of Procurement Activity	Expected Delivery/Impl ementation Period	Source of Funds	Estimated Budget / Authorized Budgetary Allocation (Php)		
Office Supplies											
Ballpen. Blue 0.5mm Gel	Goods	1 Box of 12's	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	280.00		
Folder, Expanded, Long (Light Blue)	Goods	20 pcs	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	600.00		
Ink, Refill, Ballpen 0.5mm Blue	Goods	3 Box of 12's	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	660.00		
Sub-Total									1,540.00		
Office Equipment and Appliances											

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Top Load Water Dispenser	Goods	1 pc * 13	Competitive Bidding	No	01/2026	05/2026	07/2026	STF-MOOE	6,000.00	• Technical Specification • Market Scoping Checklist	
Sub-Total									6,000.00		
IT Supplies and Equipment											
Ink, Epson 003, Genuine Black 65mL	Goods	2 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	760.00		
Ink, EPSON 003, Genuine Cyan 65mL	Goods	2 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	800.00		
Ink, EPSON 003, Genuine Magenta 65mL	Goods	2 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	800.00		
Ink, EPSON 003, Genuine Yellow 65mL	Goods	2 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	800.00		
Sub-Total									3,160.00		
Miscellaneous Expenses											
Contingency Fund (IPDO)	Goods	1 lot	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	20,000.00	• Market Scoping Checklist	
Sub-Total									20,000.00		
Common-Use Supplies & Equipment (CSE)											

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Alcohol, Ethyl, 1 Gallon	Goods	1 gallons * 1	NP -Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	690.00	• Technical Specification	
Bond Paper, 80 gsm, A4	Goods	5 reams * 3	NP -Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	1,375.00	• Technical Specification	
Sub-Total									2,065.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Expanding Envelope, Legal, Red	Goods	20 pcs * 5	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	500.00	• Technical Specification	
Magazine Box / Data File Box / Datafiler, Double, Blue	Goods	4 pcs * 12	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	1,632.00	• Technical Specification	
Sub-Total									2,132.00		
TOTAL BUDGET:									34,897.00		

* Please see attached specification

Prepared by:

AIZA B. BESAVILLA
Administrative Aide VI
PD

Date:

10/09/25

Submitted by:

MARIO LILIO P. VALENZONA
Supervising Administrative Officer
OVPPD

Date:

10/09/25



Date Generated: 10/09/2025

for AUCK m. f. WORKS
STF - OVRPGAS

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SPECIFICATION

1. Alcohol, Ethyl, 1 Gallon

- 70% (+/-) v/v Ethanol (Ethyl Alcohol)
- Volume: 1 Gallon or at least 3.785 Liters (3,785 mL)
- Colorless clear liquid
- HDPE Plastic container

2. Ballpen. Blue 0.5mm Gel

3. 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

4. Contingency Fund (IPDO)

5. Expanding Envelope, Legal, Red

- with elastic band

6. Folder, Expanded, Long (Light Blue)

7. Ink, Epson 003,Genuine Black 65mL

8. Ink, EPSON 003,Genuine Cyan 65mL

9. Ink, EPSON 003,Genuine Magenta 65mL

10. Ink, EPSON 003,Genuine Yellow 65mL

11. Ink, Refill, Ballpen 0.5mm Blue

12. Magazine Box / Data File Box / Datafiler, Double, Blue

- 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)

13. Top Load Water Dispenser

-Top Load

-3 Water options (hot, cold and warm)

-Child safety lock

-Temperature control with double safety thermostat

-Dip tray for water waste collection

-Easy push button faucets

-Stainless steel heating tank

-Cold: 2L/H; 150watts

-Hot: 4L/H; 420watts

-230V~60Hz

-Refrigerant: R134a

Product dimension (W x D x H) 31cm x 32.5cm x 93.3cm