



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

SCAN HERE



PPMP-2025-1010-302991

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

Fiscal Year: **2025**End-user or Implementing Unit: **Faculty of Agriculture and Food Science**

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											
Folder, Expanded, Long (Light Blue)	Goods	100 pcs	Small Value Procurement	No	10/2025	11/2025	12/2025	TF	3,000.00		
Sub-Total									3,000.00		
Office Furniture & Fixture											
Basic Ergonomic Office Chair	Goods	2 pcs * 2	Small Value Procurement	No	10/2025	11/2025	12/2025	TF	12,000.00	• Technical Specification	
Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,	Goods	1 pc * 30	Small Value Procurement	No	10/2025	11/2025	12/2025	TF	12,000.00	• Technical Specification	
Sub-Total									24,000.00		

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IT Supplies and Equipment											
Ink, Epson 003, Genuine Black 65mL	Goods	10 btl	Small Value Procurement	No	10/2025	11/2025	01/2026	TF	3,800.00		
Ink, EPSON 003, Genuine Cyan 65mL	Goods	2 btl	Small Value Procurement	No	10/2025	11/2025	01/2026	TF	800.00		
Ink, EPSON 003, Genuine Magenta 65mL	Goods	2 btl	Small Value Procurement	No	10/2025	11/2025	01/2026	TF	800.00		
Ink, EPSON 003, Genuine Yellow 65mL	Goods	2 btl	Small Value Procurement	No	10/2025	11/2025	01/2026	TF	800.00		
Laser Presentation Remote / Wireless Presenter, Black	Goods	1 pcs * 20	Small Value Procurement	No	10/2025	11/2025	01/2026	TF	1,895.00	• Technical Specification	
Sub-Total									8,095.00		
Common-Use Supplies & Equipment (CSE)											
Alcohol, Ethyl, 1 Gallon	Goods	1 gallons * 1	NP - Agency to Agency	No	10/2025	11/2025	12/2025	TF	690.00	• Technical Specification	
Binder Clips / Backfold Clips, 1" (approx. 25 mm)	Goods	20 boxes * 3	NP - Agency to Agency	No	10/2025	11/2025	12/2025	TF	520.00	• Technical Specification	
Binder Clips / Backfold Clips, 2" (approx. 50 mm)	Goods	10 boxes * 4	NP - Agency to Agency	No	10/2025	11/2025	12/2025	TF	820.00	• Technical Specification	

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Cutter / Utility Knife	Goods	1 pcs * 5	NP - Agency to Agency	No	10/2025	11/2025	12/2025	TF	155.00	• Technical Specification	
Eraser, Plastic / Rubber	Goods	3 pcs * 7	NP - Agency to Agency	No	10/2025	11/2025	12/2025	TF	120.00	• Technical Specification	
Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	Goods	4 btls	NP - Agency to Agency	No	10/2025	11/2025	12/2025	TF	640.00		
Mailing Envelope / White Letter Envelope, Legal	Goods	1 boxes * 21	NP - Agency to Agency	No	10/2025	11/2025	12/2025	TF	525.00	• Technical Specification	
Masking Tape, 1" x 25 yards	Goods	5 rolls * 22	NP - Agency to Agency	No	10/2025	11/2025	12/2025	TF	275.00	• Technical Specification	
Pencil Sharpener	Goods	1 pcs * 23	NP - Agency to Agency	No	10/2025	11/2025	12/2025	TF	340.00	• Technical Specification	
Permanent Marker / Permanent Pen, Black, Fine	Goods	1 pcs * 25	NP - Agency to Agency	No	10/2025	11/2025	12/2025	TF	50.00	• Technical Specification	
Sticker Paper, high gloss A4 size, 50 sheets/pack	Goods	1 pack	NP - Agency to Agency	No	10/2025	11/2025	12/2025	TF	400.00		
Tape Dispenser, Table Top	Goods	1 pcs * 32	NP - Agency to Agency	No	10/2025	11/2025	12/2025	TF	130.00	• Technical Specification	
Toilet Tissue Paper, 2 Ply	Goods	10 packs * 34	NP - Agency to Agency	No	10/2025	11/2025	12/2025	TF	2,200.00	• Technical Specification	

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Transparent Tape / Clear Tape, 1" x 50 yards	Goods	5 rolls * 35	NP - Agency to Agency	No	10/2025	11/2025	12/2025	TF	225.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Black	Goods	3 pcs * 37	NP - Agency to Agency	No	10/2025	11/2025	12/2025	TF	225.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Blue	Goods	3 pcs * 38	NP - Agency to Agency	No	10/2025	11/2025	12/2025	TF	225.00	• Technical Specification	
Sub-Total									7,540.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Empty Water Bottle (5 gallon), round, blue	Goods	2 pc	Small Value Procurement	No	10/2025	11/2025	12/2025	TF	380.00		
Expanding Envelope, Legal, Blue	Goods	50 pcs * 8	Small Value Procurement	No	10/2025	11/2025	12/2025	TF	1,250.00	• Technical Specification	
Face Mask	Goods	3 boxes * 9	Small Value Procurement	No	10/2025	11/2025	12/2025	TF	450.00	• Technical Specification	
Garbage Bags / Trash Bags, Black, L	Goods	10 packs * 11	Small Value Procurement	No	10/2025	11/2025	12/2025	TF	600.00	• Technical Specification	
Glass Cleaner	Goods	1 btls * 12	Small Value Procurement	No	10/2025	11/2025	12/2025	TF	250.00	• Technical Specification	
Ink, Refill, for Permanent Marker, Black	Goods	1 btls * 18	Small Value Procurement	No	10/2025	11/2025	12/2025	TF	100.00	• Technical Specification	

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Laid Paper / Specialty Paper, Long, Cream	Goods	15 pack * 19	Small Value Procurement	No	10/2025	11/2025	12/2025	TF	525.00	• Technical Specification	
Permanent Marker / Permanent Pen, Black, Broad	Goods	1 pcs * 24	Small Value Procurement	No	10/2025	11/2025	12/2025	TF	50.00	• Technical Specification	
Photo Paper, A4	Goods	2 packs * 26	Small Value Procurement	No	10/2025	11/2025	12/2025	TF	540.00	• Technical Specification	
Scrub Sponge	Goods	10 pcs * 27	Small Value Procurement	No	10/2025	11/2025	12/2025	TF	800.00	• Technical Specification	
Sign Pen, Extra Fine Tip, Blue	Goods	4 boxes * 28		No	10/2025	11/2025	12/2025	TF	1,180.00	• Technical Specification	
Sign Pen, Extra Fine Tip, Red	Goods	1 boxes * 29	Small Value Procurement	No	10/2025	11/2025	12/2025	TF	295.00	• Technical Specification	
Tape, Double Sided, 1" x 10m	Goods	3 rolls	Small Value Procurement	No	10/2025	11/2025	12/2025	TF	135.00		
White Folder / File Folder, Legal	Goods	100 pcs * 36	Small Value Procurement	No	10/2025	11/2025	12/2025	TF	800.00	• Technical Specification	
Sub-Total									7,355.00		
TOTAL BUDGET:									49,990.00		

* Please see attached specification

Prepared by:


JOYCE LORRAINE G. DAGPIN

Job Order
FAFS

Date:

10-10-2025

Submitted by:


VICTOR B. ASIO
University Professor
DSS

Date:

10-13-2025

Date Generated: 10/10/2025


NICK FREDDY R. BELLO

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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. Basic Ergonomic Office Chair

- Material: Fabric seat and backrest, flame-retardant
- Frame: Steel with durable plastic components
- Features: Adjustable seat height (42–52 cm), 360° swivel, 5-star base with wheels, breathable fabric
- Standard Dimensions: Seat width 48 cm, seat depth 45 cm, backrest height 45 cm, overall height 90–100 cm
- Color: Black
- Load Capacity: 120 kg
- Ergonomic Compliance: Lumbar support, contoured backrest, proper seat depth
- Assembly: Complete assembly included upon delivery
- Safety & Compliance: CE, RoHS, ISO 14001, non-toxic materials
- Warranty: 1-year parts and service
- Green Procurement: recyclable materials, low-VOC paints

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

- 12 pcs/box
- all metal
- binding capacity: at least 9.5mm

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

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

5. Cutter / Utility Knife

- heavy duty cutter
- blade size: at least 16mm
- large size
- with auto-lock system to hold blade securely

6. Empty Water Bottle (5 gallon), round, blue

7. Eraser, Plastic / Rubber

- large size
- smudge free
- dust free
- color: white

8. Expanding Envelope, Legal, Blue

- with elastic band

9. Face Mask

- Surgical
- Disposable
- 3-ply
- 50 pcs/box

10. Folder, Expanded, Long (Light Blue)

11. Garbage Bags / Trash Bags, Black, L

- size: L (at least 635 mm x 787 mm)
- 10 pcs/pack

- with built-in tie
- biodegradable

12. Glass Cleaner

- 500mL/btl
- spray type

13. Hand Sanitizer, Gel, Antibacterial, push-type, 250mL

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. Ink, Refill, for Permanent Marker, Black

- at least 30 mL

19. Laid Paper / Specialty Paper, Long, Cream

- 90 gsm
- 10 sheets/pack

20. Laser Presentation Remote / Wireless Presenter, Black

- red laser pointer
- intuitive controls
- up to 15 m range
- battery indicator
- plug and play wireless receiver

21. Mailing Envelope / White Letter Envelope, Legal

- 500 pcs/box
- white
- bond paper quality

- basis weight: at least 70 gsm

22. Masking Tape, 1" x 25 yards

- 24 mm (1") width
- usable length: 25 yards

23. Pencil Sharpener

- manual
- table-mounted type, with metal clamp
- single cutter-head
- one hole guide, 9-10mm in diameter

24. Permanent Marker / Permanent Pen, Black, Broad

- chisel tip
- xylene free
- refillable

25. Permanent Marker / Permanent Pen, Black, Fine

- bullet tip
- xylene free
- refillable

26. Photo Paper, A4

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

27. Scrub Sponge

- at least 150 mm x 95 mm
- heavy duty scouring pad with sponge

28. 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

29. Sign Pen, Extra Fine Tip, Red

- 12 pcs/box
- type: liquid or gel
- 0.5 mm, needle or conical tip
- with non-slip grip
- with metal/plastic clip

30. Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,

- **Type:** Display Cabinet, Filing Cabinet
- **Dimensions:** 900 mm (W) x 450 mm (D) x 1850 mm (H)
- **Finish:** Powder coated
- **Features:** Adjustable shelves

31. Sticker Paper, high gloss A4 size, 50 sheets/pack

32. Tape Dispenser, Table Top

- weight: at least 1.2 kg
- body made of molded plastic, smooth finish
- non-skid full base padding
- holds 24 mm (1") wide tapes with up to 75 mm core

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

34. 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

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

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

36. White Folder / File Folder, Legal

- size: Legal
- color: White
- 14 pts

37. Whiteboard Marker / Whiteboard Pen, Black

- Tip: Bullet
- low odor
- xylene free
- alcohol based ink
- writing width: 1.80 mm - 2.20 mm
- tip size: 4.0 mm

38. Whiteboard Marker / Whiteboard Pen, Blue

- Tip: Bullet
- low odor
- xylene free
- alcohol based ink
- writing width: 1.80 mm - 2.20 mm
- tip size: 4.0 mm